



Guidelines for Department Emergency Plans

Revised August 2002

COUNTY OF LOS ANGELES
POLICY AND GUIDELINES FOR DEPARTMENT EMERGENCY PLANS

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INTRODUCTION

Major disasters such as earthquakes, floods, fires, civil unrest, acts of terrorism, etc., are likely to affect large numbers of people and may occur at any time. The County recognizes that every contingency cannot be anticipated; however, the more our departments plan and train, the more we will be able to rely on our operational readiness. Should there be a major disaster, many governmental agencies will be called upon to provide staff, equipment, and facilities to assist in managing the event. In almost any type of disaster, lives can be saved and property damage mitigated if people and departments are prepared and have done advanced planning.

AUTHORITY

County Code Chapter 2.68 charges the Emergency Management Council with the responsibility to oversee the preparedness activities of the various county departments. The Chief Administrative Officer's Office of Emergency Management (OEM) was established by Chapter 2.68 of the County Code with responsibility for organizing and directing the preparedness efforts of the Emergency Management Organization of Los Angeles County, including administering emergency management programs for the County.

OEM prepared these guidelines to assist departments in writing emergency plans. Department administrators or Department Emergency Coordinators (DECs) may direct questions or request assistance in developing plans to OEM at (323) 980-2260 or the DEC for the appropriate lead department.

PURPOSE

These guidelines are designed to assist departments to develop emergency plans. Department heads have the responsibility to ensure that these emergency plans are in place. In most departments, the Department Emergency Coordinator (DEC) is responsible for writing and updating the department emergency plan. In addition to developing the department emergency plan, the department is also responsible for funding a budget to implement and maintain the plan.

In the event of a major disaster, a department emergency plan will:

- Result in better prepared County employees who can effectively respond to emergencies,
- Enable a department to more efficiently continue to provide essential and emergency services to the public,
- Minimize deaths, injuries, and property losses.

POLICIES

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Each department must develop and maintain an emergency plan that details the procedures for accomplishing their emergency missions as well as their non-deferrable day-to-day departmental missions (see **RESOURCE #11**). Plans shall address continuity of department activities following a disaster, including plans for alternate work locations, contact procedures for employees, rosters, and policies to ensure that employees who perform essential department functions are available. Each department must update their department plan as changes occur that will impact the department's ability to provide services as a result of an emergency. This includes routine maintenance of rosters, staff training, changes in critical systems and departmental responsibilities.

Appointment of a Department Emergency Coordinator (DEC)

The department head must appoint a Department Emergency Coordinator (DEC) with responsibility for developing and maintaining the department emergency plan, coordinating the department's emergency response activities with the Chief Administrative Office's - Office of Emergency Management (OEM), coordinating training, and maintaining the Building Emergency Coordinator (BEC) positions within the department. The department head will also designate a back-up position to the DEC known as the Alternate DEC, to perform the duties described above for the DEC in the absence of the DEC.

Building Emergency Coordinator

The Department Head, DEC, or other designated management staff is required to appoint an on-site BEC, an alternate BEC, and an assistant BEC (see **RESOURCE # 10**) for each facility occupied by their department. The BEC is responsible for the development and maintenance of a Building Emergency Plan for their assigned facility. Building Emergency Plans have important information on building systems and emergency contact information for the department's facilities. This information is used to help ensure the safety of the building occupants and for coordination of departmental emergency response activities following a disaster.

Americans with Disabilities Act (ADA)

The department plan must include policies to implement The Americans with Disabilities Act (ADA) at all points of service which are identified following a disaster. The ADA requires that all employees and visitors, including people with disabilities, must have safe evacuation plans and procedures from County facilities in the event of a disaster or a local building emergency. The guidance, which is at **RESOURCE # 5**, was approved by the Board of Supervisors on January 4, 1994.

Employee Acknowledgment of Disaster Responsibilities

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Departments must ensure that each employee is informed of their emergency duties. The Employee Acknowledgment Section in *ATTACHMENT #5* contains a form that outlines the emergency response role of employees, and other emergency management information. This form is to be maintained with other emergency reference materials located at each department's DOC. A sample generic employee acknowledgment form is attached at *ATTACHMENT #5*. Employee acknowledgment forms should be completed annually.

Employee Emergency Skills Survey

Each department must determine employee skills that could be used to assist the County in times of emergency. The survey form identifies special skills that employees possess that could be useful in the event of a disaster. The results of the survey and a listing of employees and skill categories must be maintained in the Department's DOC. There is a sample of a generic skills survey attached at *ATTACHMENT #6*.

EMERGENCIES/DISASTERS

An emergency situation or a disaster is an unforeseen and often sudden event that has the potential to cause great damage, destruction, and human suffering. Though often caused by nature, an emergency situation can have human origins. Wars, terrorist activities, and civil disturbances are included among potential disasters. Other causes can be: building collapses, drought, epidemics, earthquakes, explosions, fire, flood, hazardous materials (such as chemical spills); or a nuclear, biological, or chemical incident.

The Operational Area Emergency Response Plan (OAERP) identifies three levels of emergency response:

Level I

A minor to moderate incident where local resources are adequate and available. A LOCAL EMERGENCY may or may not be proclaimed.

Level II

A moderate to a severe emergency where local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A LOCAL EMERGENCY will be proclaimed and a STATE OF EMERGENCY will probably be proclaimed. A STATE OF EMERGENCY is proclaimed by the Governor when a disaster requires extraordinary action by the State in order to protect the lives, property, and environment of its citizens.

Level III

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A major disaster wherein resources in or near the impacted areas are overwhelmed and extensive. State and/or Federal resources are required. The state requests a federal disaster declaration on behalf of the Operational Area.

ELEMENTS OF A DEPARTMENT PLAN

Identify the activities and procedures necessary for your department to carry out its emergency mission (*see OAERP at ATTACHMENT #2*) and its non-deferrable priority services in times of emergency. These activities, procedures, and listings of other vital information will guide the content of your department emergency plan. The following elements are a guide for departments to ensure vital planning needs are addressed. Departments can add other elements to their plans as required to meet their operational requirements.

Activating the department disaster plan

The department plan shall include a statement of how the disaster plan will be activated. The plan should state who has the authority:

- To activate the plan;
- To activate the Department Operations Center (DOC);
- To redirect employees from normal to disaster job assignments; and
- To authorize emergency overtime and direct the application of departmental resources to support emergency operations.

The plan shall include the department's chain-of-authority to make these decisions of a deep enough level in the organization to ensure that a responsible manager is available at all times, including outside of working hours.

Table of Contents

Include a table of contents that lists significant parts of the plan, page numbers, and subsections of the plan.

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Introduction

Explain why the plan was developed, including a section on how the plan is to be used. Present any instructions from the department head to the department concerning emergency response activities.

Plans must be approved by the lead or contact department, and then submitted to OEM for review and recommendation to the Emergency Management Council (EMC) for approval.

Once approved, a current department emergency plan will be submitted to OEM for approval every three years. Building emergency plans must be reviewed by the DEC and local fire agency, although some low-rise buildings may be exempt (check with the supporting fire agency). Building Emergency Plans must be reviewed and updated as required in the event of a significant event or disaster or, at a minimum, annually.

Plan approvals

The plan must include the department head's approval and date, and a signature approval line for the CAO as chair of the Emergency Management Council.

Mission

Indicate the department's mission and list its primary operational responsibilities. Identify those departmental activities that can be deferred in times of emergency. Identify departmental activities that must continue even in the case of an emergency situation or disaster. Differentiate between the department's day-to-day and emergency response missions and identify any support activities which require the assistance of a support department or agency. A list of lead/support departments responsibilities is included in the OAERP matrix (*see ATTACHMENT # 2*).

The Department Operations Center/Emergency Operations Activities

Each department shall maintain a Department Operations Center (DOC) in order to conduct its emergency activities. The purpose of a DOC is to serve as the central location with authority to coordinate operations, make rapid decisions and ensure effective communications during a disaster. It is where emergency response actions can be managed, resources allocated, and responses tracked and coordinated. The DOC can be a very elaborate facility or simply a conference room that is converted to emergency management activities when needed. DOC space allocation and infrastructure support requirements for a department's emergency management activities are dependent upon its operational requirements established by the department's missions.

The DOC, and any field level emergency activities conducted by a department shall be organized under the California Standardized Emergency Management System (SEMS) guidelines (*see*

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RESOURCE #3). The five functions of SEMS (Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration/Recovery) must be used by departments and their DOCs. There should be a layout/floor plan of the DOC identifying the locations of the SEMS functions, communications, reference materials, and other critical areas.

Although there are five SEMS functions, an individual may simultaneously carry out more than one. Space planning and equipment allocation should take this in account when developing a DOC's layout and conducting field response activities. The SEMS functions are as follows:

- **Management** - (department head or their designee) establishes departmental emergency priorities and provides overall coordination in the emergency;
- **Operations** - Implements the directions/priorities identified by management;
- **Planning/Intelligence** - Collects, evaluates, and disseminates information; develops the department's action plan to complete the priority tasks in coordination with the other functions; and maintains documentation;
- **Logistics** - Provides facilities, services, personnel, equipment, materials; and transportation coordination;
- **Finance/Administration/Recovery** - Conducts the financial activities and administrative aspects not assigned to the other functions. Prepares and maintains documentation of expenses.

DOC Reference materials/rosters/equipment inventories

The following information must be maintained in your DOC:

- The current department emergency plan;
- A current copy of a Building Emergency Plan for each of your department's facilities;
- Rosters of the DEC and alternate DEC, all BECs, their alternates/assistants, including after-hours contact supervisors;
- A roster of key executives and managers including after-hours contact information;
- A list of each facility in your department and its designated alternate site;
- A list of alternate DOC sites or mobile DOC staging locations;
- A list of basic equipment and vendors used by the department in its designated emergency and non-deferrable duties;
- A copy of the emergency communications procedures;
- Other resources required to support your department's disaster activities.

Using SEMS guidelines, include statements on the role/duties of department staff that support the field level response. (*see RESOURCE #3*) Have available a list of job classifications for your

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department's disaster responsibilities. The lead department may have plans to task support departments with specific assignments and these classification lists assist in the identification of appropriate staff. Staff at the field response level (facility) may be called upon to perform functions, outside of their normal duties, in support of on-site operations conducted by other County departments or supporting agencies.

Communications

Each department plan must identify available primary and alternate communications means so that the department head and DOC has communication with all departmental units, as well as the communications capability with the lead departments. The plan must include the communications mechanisms used by staff for field incidents. This should include telephones, County-supplied pagers and Countywide Integrated Radio System (CWIRS) radios. (see **RESOURCE #6**)

The plan must provide department policies on establishing, using, maintaining, augmenting, and providing backup for all types of communications devices needed during emergency response operations, e.g., internal - Centrex, telephone, cell phones, public address system, etc., and external - Emergency Management Information System (EMIS), CWIRS, microwave, cellular phones, messengers, etc. Include a listing of systems and their locations. Plans should indicate prioritized use in the event the first choice system is inoperable.

This section should include the procedures on how other County departments and outside agencies (public and private) which are critical to meeting the department's mission will be contacted. There should be a roster of emergency contacts for the department and outside agencies.

Public Information

The release of information to the media and the public is a sensitive issue. The OAERP, the County Emergency Operations Center Standard Operating Procedures (CEOC SOP) and the OA Emergency Public Information Plan outline how information is disseminated to the media. The plan should include department media policies and indicate, by position, the person/persons authorized to speak to the media. The department plan should require that public information releases are coordinated with the CEOC's Public Information Officer when the CEOC is activated. All disaster-related public information releases should be faxed to the CEOC Public Information Unit at (323) 881-6897. During activation of the CEOC, the Sheriff's department has the lead in coordinating the dissemination of information to the public.

Vital Records

The plan must address protection of vital records in order to assure continuity of critical department programs and services. Each department must identify their vital records and develop plans for their

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protection following a disaster. Vital records are information, regardless of format (paper, microfilm, data files) essential to the conduct of critical departmental operations. In the event of a disaster resulting in the destruction of departmental records, copies of vital records will be used to reconstruct and resume departmental operations, and to ensure that public information which is required to support the continuation of department services can be retrieved. (see **ATTACHMENT #4**)

Training and Exercises

OEM conducts regular training for County departments including BEC and DEC training. In addition to the OEM quarterly scheduled DEC/BEC training, exercises, and EMIS training, departments should conduct annual evacuation drills, and include other training as deemed necessary. Your plan should indicate what department-provided training and exercises will be conducted. These may be conducted in conjunction with annual Countywide exercises coordinated by OEM. Contact OEM at (323) 980-2260 for more information about training and exercises.

Disaster Claiming

Following a Presidentially declared disaster, departments may be able to claim reimbursement for damage to the building and its contents, the costs of building clean-up, and certain response costs. In order to ensure eligibility for reimbursement, departments must maintain documentation of damage and costs to support the claim. Documentation of these costs must be started immediately by the DOC's Finance/Administration/Recovery section after a major disaster, and should not wait until after a Presidential declaration is received. Departments should include their claiming process and associated fiscal procedures in the disaster plan.

Restoration of Services

The department plan must address restoration of critical departmental services following a major disaster. This should include a process to ensure prior identification of tasks which are essential to continuity or restoration of services. The specific tasks do not have to be addressed in the plan, but the process to determine these priorities and the procedures to inform employees should be addressed. The plan should include the following items concerning the restoration of services:

1. *Back-up work locations/employee contact information* - Department should list alternate work locations for each of its facilities and provide an 800-number, internet site, or some other method of communicating important information to employees.
2. *Employee recall procedures* - Department should indicate the procedures employees should follow to return to work following a disaster. Employees should be categorized in order of priority to carry out the department's emergency and non-deferrable day-to-day missions.

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DISASTER INFORMATION REPORTING PROCEDURES

The Disaster Information Reporting Procedures (DIRP) establish the framework and guidance for reporting department and city status, and incidents. These procedures are designed to provide impacted departments, jurisdictions and agencies of the County with reporting requirements and a means of obtaining emergency-related data for both planning and the conduct of emergency response and recovery operations. Implementation of these procedures will be directed by the Sheriff's Emergency Operations Bureau (EOB), OEM, or the CEOC. The DIRP Guidance is attached as **RESOURCE # 4**

EMIS is the computerized data system that provides a snapshot of the status of cities, unincorporated areas, and County government, (i.e., facilities, personnel, damage, financial estimates, etc.) and is used by the Operational Area cities and county departments during emergencies/disasters. EMIS is used to gather and distribute information for use by emergency managers. The DIRP contains instructions and samples of reports that departments will have to complete during a disaster or significant event. The primary reports used by County departments are the *Department Status, Incident, and Message*. Samples of each report are found in the attached DIRP.

The DIRP is the process of reporting emergency-related data for both planning and the conduct of emergency response and recovery operations, and EMIS is the preferred method used to submit data required by the DIRP. For this reason, all departments with internet capability are required to have at least three staff trained to use EMIS and the DIRP.

ATTACHMENTS

The following attachments are included in these guidelines:

1. Abbreviations used in County emergency management planning
2. Operational Area Emergency Response Plan (OAERP) Matrix of Responsibilities
3. County lead and contact/support departments
4. Vital Records - Guidelines for retention of vital departmental records
5. Employee Acknowledgment of disaster responsibilities
6. Employee emergency skills survey

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LIST OF RESOURCES

Provides documents and policies that can be used to assist in implementing the plan

1. Emergency Disaster Assistance Plan (EDAP) - Department of Human Resources plan to assist employees and their families following a disaster
2. Volunteer Disaster Services Worker - Registration forms and guidelines
3. Standardized Emergency Management System (SEMS) - On overview of the use of SEMS in emergency management operations
4. Disaster Information Reporting Procedures (DIRP) - Procedures for sending reports to the CEOC during disasters
5. BEC/Americans with Disabilities Act (ADA) Emergency Evacuation Procedures - Procedures to assist the disabled during emergency situations
6. Countywide Integrated Radio System/Disaster Communications Service - Overview of Countywide emergency communications systems.
7. Bomb Threat Policy and Reporting Procedures - Los Angeles County's bomb threat procedures
8. Building Closure Policy - County policy for the emergency closure of County facilities
9. Security Incident Report (SIR) - Procedures for reporting criminal activities at County facilities
10. Guidelines for Building Emergency Plans (BEP). Procedures for maintaining BEP
11. Los Angeles County Government Code, Title 2, Administration, Chapter 2.68 Emergency Services - Los Angeles County's emergency management ordinance

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ATTACHMENT # 1

ABBREVIATIONS/GLOSSARY

BEC	Building Emergency Coordinator
CAO	Chief Administrative Officer/Office
CEOC (CEOC)	County Emergency Operations Center, or sometimes referred to as the Operational Area Emergency Operations Center (CEOC) when speaking of the greater County and its 88 cities. The focal point for management of County Operational Area emergency operations and resource allocation as well as a point of liaison with State and Federal agencies during a crisis response.
CWIRS	County Wide Integrated Radio System. The radio communications network used by all county departments except Fire and Sheriff. CWIRS is a back-up communications system that can be used by County departments in times of emergency when conventional and cellular communications are disrupted.
DEC	Department Emergency Coordinator
DIRP	Disaster Information Reporting Procedures. means of obtaining emergency- related data for both planning and the conduct of emergency response and recovery operations.
DOC	Department Operations Center. Operations centers used by County departments to centralize the management of their operations during a disaster.
EMC	Emergency Management Council

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Emergency	A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, civil unrest, etc.
EMIS	Emergency Management Information System
EOB	Emergency Operations Bureau. The division within the Los Angeles County Sheriff Department's charged with emergency planning, coordination of law enforcement mutual aid, and development of emergency plans associated with the Sheriff's role as the Director of Emergency Operations for the County during declared emergencies.
EOC	Emergency Operations Center
ICS	Incident Command System
Lead Department	County department with leadership responsibilities for specific emergency functions.
OA	Operational Area. An intermediate level of emergency management between cities and the State. For Los Angeles County the OA is the County and all jurisdictions (cities and special districts) within the county.
OAERP	Operational Area Emergency Response Plan
OEM	Office of Emergency Management. The office charged with developing, coordinating, and overseeing emergency and disaster response and recovery plans for all hazards. The office coordinates training, exercise, and public education programs.
SEMS	Standardized Emergency Management System. The State of California's system for managing operations during a disaster.

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SOP	Standard Operating Procedures. A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure.
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ATTACHMENT # 2

EMERGENCY RESPONSE PLAN MATRIX OF RESPONSIBILITIES

**Chart 1
Los Angeles County Operational Area
Organizational Matrix
County Departments**

Legend

- P = Principal Agency
- S = Support Agency
- R = Potential Resource
- C = Coordination
- L = Liaison

	FUNCTION																							
	ALERTING AND WARNING	INFORMATION TECHNOLOGY	SAFETY ASSESSMENT	MANAGEMENT/SITUATION ANALYSIS	EMERGENCY PUBLIC INFORMATION	RADIOLOGICAL PROTECTION	FIRE AND RESCUE	LAW ENFORCEMENT	MEDICAL	PUBLIC HEALTH	CORONER	CARE & SHELTER/HUMAN SERVICES	EVACUATION (MOVEMENT)	URBAN SEARCH AND RESCUE	CONST. ENGINEERING & RECOVERY	SUPPLY PROCUREMENT	PERSONNEL	TRANSPORTATION	UTILITIES	FINANCE/ADMINISTRATION	HAZARDOUS MATERIALS	STATUS OF COUNTY GOVERNMENT	INITIAL RECOVERY	
ADMINISTRATIVE OFFICER, CHIEF		R	S	S											S	P			P			P	P	P
AGRICULTURE/WEIGHTS & MEAS								S																
ALTERNATE PUBLIC DEFENDER						S																		
ANIMAL CARE AND CONTROL						S	R	R																
ASSESSOR		R										R												
AUDITOR-CONTROLLER													R	S		R								
BEACHES AND HARBORS					S							R	S			R								
CHIEF INFORMATION OFFICER	S																							
CHILDREN AND FAMILY SERVICES									S															
CHILD SUPPORT SERVICES							S																	
COMMUNITY DEVELOPMENT COMM															R									S
COMMUNITY & SENIOR CITIZENS			R						S															
CORONER				R			R	R	P															
COUNTY COUNSEL														S										
DISTRICT ATTORNEY						S																		
FIRE DEPARTMENT		R	R	R	R	R	P	R	R	R		P	R										P	
HEALTH SERVICES	R	R			P		P	P	R	R													R	
HUMAN RESOURCES						S										S								
INTERNAL SERVICES	P	R	R		R				R	R	R	R	P		C	L							S	
MENTAL HEALTH				R	R	R	R	R	R	R														R
MILITARY & VETS AFFAIRS								R																
PARKS & RECREATION					R			R	S		R	R												
PROBATION						S						R				R								
PUBLIC DEFENDER						S																		
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																R								
SHERIFF	P	R	R	P	P	R	R	P		R	R	P	R			R						S		
TREASURER / TAX COLLECTOR									R							R								
ALL DEPARTMENTS															R				R				R	

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Policy and Definition of Terms

DEPARTMENT'S EMERGENCY RESPONSIBILITIES

Under Chapter 2.68 of the County Emergency Ordinance, all officers and employees are a part of the County Emergency Organization. All County departments, commissions, agencies, boards and districts have emergency duties as prescribed in the Los Angeles County Operational Area Emergency Response Plan (OAERP). Following are definitions for the responsibilities assigned to departments in the OAERP matrix:

“P” - PRINCIPAL AGENCY

The “Principal Agency” (Lead Department) is the County department or private organization with the primary or lead responsibility for carrying out the emergency response function listed at the top of the matrix.

“S”- SUPPORTING AGENCY

A “Supporting Agency” may be defined as one of the following:

- A department or agency with a significant role or responsibility to either carry out or assist in carrying out the emergency response function listed at the top of the matrix.
- A department or agency that is expected to (and can) defer most, if not all, of its normal day-to-day operations during a disaster to devote its personnel and equipment to carrying out the function it is assigned during the emergency response phase.

“R” - POTENTIAL RESOURCE

A “Potential Resource” is a department or agency that has either equipment, personnel, or specialized/skilled staff that may be a potential resource to a Principal Agency. It is possible for a department to be a Support Agency to a Principal Agency for a specific emergency response function, while at the same time a Potential Resource to one or more other Principal Agencies for other emergency functions.

As part of the County emergency organization, any County department whether or not they have been assigned specific emergency roles, may be called upon to provide emergency assistance to other departments. For example, if interpreters are needed to assist with non-English speaking disaster victims, any department may be called upon to provide bilingual staff to assist.

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Implementation of Support and Resource Agency Roles

Support and Resource Agency departments are expected to comply immediately with reasonable requests for assistance from Principal Agency departments. However, in the event that the request will impede the ability of the Support or Resource Agency department to fulfill their primary mission and non-deferrable priorities, the Principal Agency department and the Support or Resource Agency department will inform the CAO staff in the County Emergency Operations Center (CEOC). In those instances, the final decision to divert a department's resources from their normal primary mission to disaster support activities will be made by the CAO or his representative.

“C” - COORDINATION

A department designated by “C” coordinates, or assists in coordinating emergency response functions between departments and/or outside agencies. As a rule, the Coordination Agency department is not directly responsible for performing the function or service. They may, however, be the only County department with a natural tie to the function, hence the assignment.

“L” - LIAISON

A “liaison” department provides liaison to other departments and/or outside agencies that are performing specific emergency response functions. The Liaison Agency department is not responsible for performing those functions, or coordinating the activities of the departments or agencies that are responsible. They may, however, be the only County department with a natural tie to the function, hence the assignment.

COMMUNICATIONS AND TRAINING

Each County department is aligned with a Principal Agency/Lead Department for exchange of information and training purposes (list attached). The Principal Agency communicates and interacts with its “Contact” departments on relevant joint emergency planning, training and exercises.

COORDINATION AND COMMUNICATION DURING EMERGENCY OPERATIONS

Principal/Lead department representatives in the CEOC need to be aware of the status/availability of the resources they may need in order to carry out their primary emergency mission. To accomplish this, Support and Resource Agency departments must keep track of the resources they have deployed, and the resources they still have available and be able to furnish the information quickly to their Lead Department EOC. Lead Department EOCs will communicate the information to their representatives in the CEOC when requested.

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ATTACHMENT # 3

COUNTY DEPARTMENT LEAD AND SUPPORT DEPARTMENTS

Lead

Lead Dept. DEC

CHIEF ADMINISTRATIVE OFFICE

DARRYL DANCY (213) 974-2365

Affirmative Action
Art Museum
Auditor-Controller
Chief Information Office
Consumer Affairs
Executive Office of the Board of Supervisors
Natural History Museum
Registrar-Recorder
Treasurer & Tax Collector
Civil Service Commission
Human Resources
County Counsel

SHERIFF

CHIEF DOYLE CAMPBELL (323) 526-5130

Animal Care and Control
Alternate Public Defender
Courts
District Attorney
Office of Ombudsman
Probation
Public Defender
County Police

FIRE

DEPUTY CHIEF MIKE DYER (323) 881-2370

Beaches and Harbors

PUBLIC WORKS

GARY J. HARTLEY (626) 458-4016

Assessor
County Sanitation
Community Development Commission
Regional Planning
Garbage Districts
Irrigation Districts
Landscape Districts
Sanitation Districts
Special Road Districts
Street Lighting Districts
Water Districts

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PUBLIC SOCIAL SERVICES

BOB MILETICH (562) 908-8447

Children and Family Services
Child Support Services
Community and Senior Services
Office of Education
Parks and Recreation
Public Library
School Districts
Park Districts

HEALTH SERVICES

CAROL GUNTER (323) 890-7543

Agricultural Commissioner/Weights and Measures
Mosquito Districts
Hospital Districts

CORONER

JUAN JIMENEZ (323) 343-0578

Military and Veterans Affairs
Cemetery Districts

INTERNAL SERVICES

BOB GILLIS (323) 267-3159

All utilities except water

MENTAL HEALTH

BARBARA CIENFUEGOS (213) 738-4919

**COUNTY OF LOS ANGELES
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ATTACHMENT # 3

**THE EMERGENCY MANAGEMENT RELATIONSHIP BETWEEN
LEAD/CONTACT DEPARTMENT/SPECIAL DISTRICTS**

PURPOSE.

The purpose for establishing an emergency management relationship between Lead and Contact Departments and Special Districts is to ensure that there is a means for passing emergency management plans, policies, and procedures to and from county departments and special districts during non-emergent times, and to provide a communications channel to and from these agencies and the County Emergency Operations Center (CEOC) during emergent periods.

LEAD DEPARTMENTS.

Lead County departments are those departments that are voting members of the County Emergency Management Council and the Coroner's Department. These departments are responsible for developing county-wide emergency management policies, plans, and procedures. During an emergency, they play a primary role of ensuring that the county is accomplishing its mission of reducing emergent conditions impacting lives and property, and restoring the delivery of County services to the public. They are responsible for coordinating with their "contact" departments and special districts to:

- Ensure that they are aware of county-wide emergency management policies, plans, and procedures.
- Assist them with the implementation of county-wide emergency management policies, plans, and procedures.
- Provide a point of contact between and the CEOC and those departments and special districts that do not have access to the County's Emergency Management Information System (EMIS).

CONTACT DEPARTMENTS AND SPECIAL DISTRICTS.

Contact departments and special districts are agencies that provide services to the public. Under the state of California's Standardized Emergency Management System (SEMS), County government must take all reasonable measures to plan for and conduct emergency response operations as well as ensure speedy restoration of services to the public. To accomplish this mandate, the County Emergency Management Council (EMC), through the County Office of Emergency Management (OEM), must have information on the status of contact departments and special districts meeting the requirements of county-wide emergency management policies, plans, and procedures. This information will flow through lead departments. Additionally, during an emergency, the CEOC must have information on the status of contact departments and special districts.

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The primary means of communications during an emergency is the County's Emergency Management Information System (EMIS). Contact departments and special districts with Internet access are encouraged to have three to five staff who have registered as EMIS users and are trained to use the system. Emergency related communications and reports are accomplished in accordance with the Operational Area's Disaster Information Reporting Procedures. Contact departments and special districts that don't have EMIS access must coordinate with their lead department to establish an alternate means of communications through the lead department.

PROPONENT.

The proponent for this list is OEM. Changes to the list are made with the approval of the County EMC.

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ATTACHMENT # 4

VITAL RECORDS

The following items should be considered in the development of a plan to protect a department's vital records during times of disaster.

Identification

Each department must evaluate its operation to identify which records are considered vital for its continued operation following a disaster. At a minimum, these should include the following:

- Contact information for critical staff.
- Contact information for contract vendors.
- Contacts for support agencies.
- Department policies and procedures.
- Payroll records and critical fiscal activities.
- Facilities and alternate facility locations.
- Equipment inventories and operating manuals.

Protection

There are many methods that can be used to protect a department's vital records. Different types of vital records have special requirements for their storage and protection. Consider the following items when determining the requirements for the protection of vital records:

- The type of storage media (paper, film, diskette, tape).
- Security of stored records against fire and water damage.
- The equipment required to access and retrieve the records.
- Software required to operate data retrieval equipment.
- Facility infrastructure support (gas lines, heating ventilation, and air conditioning (HVAC), back-up generators) required to operate facilities.

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- Facility security for staff and public accessing vital records in your buildings.
- Facility communication linkages for telephone, fax, xerox, and data processing equipment including transmission equipment, trunk pathways, and access to back-up power.
- Establishment of agreements with firms specializing in providing back-up equipment and/or facilities for storage of vital records.

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ATTACHMENT # 5

EMPLOYEE ACKNOWLEDGMENT OF DISASTER RESPONSIBILITIES

**LOS ANGELES COUNTY DEPARTMENT OF _____
INDIVIDUAL EMPLOYEE EMERGENCY RESPONSE INSTRUCTIONS
EMPLOYEE ACKNOWLEDGMENT**

This is to certify that I have read and received two copies of the Department of _____
Emergency Instructions (or Plan), one for my office and one for my home.

I understand that in the event of an emergency, I will respond as follows:

I. On Duty

A) At work location

- 1) Personnel with pre-established emergency response assignments respond in accordance with those assignments.
- 2) Personnel with no pre-established emergency response assignments stay at work unless it is unsafe to do so and wait for special instructions from your supervisor or the Building Emergency Coordinator.

B) Not at work location

- 1) Personnel with pre-established emergency response assignments respond in accordance with assignments. Those with mobile radios, listen to radios for special instructions from your dispatcher or supervisor. Also, listen to any available radio for Emergency Alert System (EAS) messages.
- 2) Personnel with no pre-established emergency assignment, report, if possible, to regular location ASAP or to the following alternate locations. Also, if possible, listen to your radio for EAS messages.

First _____

Second _____

Third _____

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ATTACHMENT # 6

EMPLOYEE EMERGENCY SKILLS SURVEY

This survey is to be completed by those employees who have special skills or equipment that may be useful in the event of a major emergency.

Name: _____

Employee Number: _____

Department: _____

Payroll Title: _____

Street Address: _____

City: _____

Home Telephone: _____

Miles away from work location: _____

Miles away from Civic Center: _____

PLEASE CHECK BOXES IF YOU HAVE THE SKILLS OR EQUIPMENT:

- CPR Certificate []
- First Aid Training Certificate: []
- Pilot License []
- Ham Radio License []
- Ham Radio Availability: []
- Four-wheel Drive Vehicle: []

PLEASE DESCRIBE LEVEL OR TYPE OF EXPERIENCE IF ANY:

Nursing Experience: _____

Medical Experience: _____

Mountain Climbing: _____

Mass Care and Shelter Management: _____

Rescue Training: _____

Operate Heavy Equipment: _____

Language Other Than English: _____

Other Skills or Experience: _____