City *of* Los Angeles

EMERGENCY OPERATIONS PLAN

CHEMICAL, BIOLOGICAL, RADIOLOGICAL AND NUCLEAR (CBRN) HAZARD SPECIFIC ANNEX

BIOLOGICAL APPENDIX

January 2021

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APPENDIX DEVELOPMENT AND MAINTENANCE

This Appendix is developed in support of the City of Los Angeles Emergency Operations Plan (EOP) to facilitate response to biological incidents.

This Appendix is developed in cooperation and with input from City departments with primary response or support responsibilities, as well as input from appropriate non-City agencies with identified activities related to biological incidents.

This Appendix is developed to describe the overall Citywide response function and capabilities, and is to be used by each department identified within this Appendix to develop their own standardized operating procedures (SOPs) specifically for their department to direct tactical operations. When developing SOPs, each department is to take into consideration how all of the activities identified in this plan directly relate to their own department, as well as how those activities interact with, support, or require support from other departments identified within this plan. Departments must ensure that their SOPs are inclusive of planning for people with disabilities and others with access and functional needs. If, at any time, any department identifies a conflict in how their field response or support activities are performed in comparison to what is described in this Appendix, and/or identifies a conflict between their listed activities or responsibilities within this Appendix and how they relate to or support another department's listed activities, such conflict is to be immediately reported to the Emergency Management Department— Planning Division.

If, at any time, a department, agency, or stakeholder in this plan changes, develops, or amends any policy, procedure, or operation that will change or affect the contents of this plan, that entity is to immediately notify the Emergency Management Department—Planning Division.

This Appendix is to be corrected immediately upon notification or observation of any operational errors or conflicts. Such corrections are to be reflected within the Record of Changes.

Every other year, a formal review of this Appendix will be conducted by departments and agencies that are identified within the Appendix, as well as any other departments or agencies that may need to be part of the review process. The Emergency Management Department— Planning Division will lead such an effort. Upon completion of such formal review, all corrections to the plan will be reflected within the Record of Changes.

APPROVAL AND IMPLEMENTATION

This document is a Hazard Specific Appendix to the City EOP. It serves as either a stand-alone plan or companion document to an applicable Functional Support Appendix. The Appendix was developed with input from all applicable City of Los Angeles departments and allied stakeholders. Upon completion, it is reviewed by the City's Emergency Management Committee (EMC). When approved by the EMC, it presents the plan to the Emergency Operations Board (EOB) with a recommendation for approval. Upon review and approval by the EOB, the plan goes to the Mayor of the City of Los Angeles with a recommendation to approve and forward to the City Council for adoption.

Upon formal approval by the Mayor and adoption by the City Council, this document becomes an official Annex to the City of Los Angeles EOP.

This Appendix was developed with input from all applicable Los Angeles City departments. This Appendix is compliant with the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101, Developing and Maintaining Emergency Operations Plans, Version 2.0 (CPG 101 V.2)[1].

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[1] *Developing and Maintaining Emergency Operations Plans. Comprehensive Preparedness Guide* (CPG) 101, version 2.0 ed. (n.p.: U.S. Department of Homeland Security, Federal Emergency Management Agency, 2010).

RECORD OF CHANGES

Each revision or correction to this Appendix must be recorded. The record contains the date, location, and brief description of change, as well as who requested or performed such change.

Table 1: Record of Changes

Date	Section/Page	Description of Change	Changed By
July 2018	Entire Document	Update/major changes as part of cyclical review of Appendix	Patrick Munongo
November 2020	**Entire Document**	**Update/changes due to cyclical review and COVID-19**	**Faye Cousin**
January	**Entire Document**	**Update/changes due to cyclical review and COVID-19**	**Patrick Munongo/ Carmina De Santiago/Omari Battles**

CITY EMERGENCY OPERATIONS PLAN/ANNEX CROSS REFERENCE

During the response to this identified hazard, the following functional support shall be used as deemed necessary:

- Throughout this document, where public information and communication with the public is referenced, see the **Emergency Public Information Annex.**

- Where internal communications systems are referenced, see the **Communications Annex.**

- Where early warning and notification is referenced, see the **Early Warning and Notification Annex.**

- Where sheltering, mass care, mass feeding and the provision of functional needs support services (FNSS) is referenced, see the **Mass Care and Sheltering Annex; Resettlement Processing Center Annex;** and **Logistics Annex.**

- Where reference is made to evacuations, see the **Evacuation Annex.**

- Where reference is made to Federal, State, Local or Non-Governmental Organizations providing recovery information, see the **Local Assistance Center Annex** and **Recovery Annex.**

- Where reference is made to response and restoration of critical infrastructure, see the **Critical Infrastructure Annex.**

- Where reference is made to COVID-19 response, see the **Pandemic Annex** and **Reconstitution Plan.**

- Hazard Specific Annexes include the **Tsunami Annex**, **Earthquake Annex, Adverse Weather Annex, Brushfire Annex, Urban Flooding Annex, Off-Airport Major Aircraft Response Annex, Debris Flow Annex, Civil Disturbance Annex**, **Terrorism Prevention and Protection Annex** and **Chemical, Biological, Radiological, and Nuclear (CBRN) Annexes.**

- All actions related to fulfilling the purpose of this Appendix will adhere to the City of Los Angeles Citywide American with Disabilities Act (ADA) guides, documents, and checklists.

- Where City Departments have tasks assigned relative to this Appendix, please refer to that specific department's plans and/or SOPs.

BACKGROUND

Biological incidents may include potential releases of material that pose an actual or perceived hazard to public health, safety, national security, and/or the environment. A biological agent is an infectious disease. They can be naturally occurring or be used in biological warfare. There are more than 1,200 different kinds of biological agents, some of which can be used as biological weapons. This Appendix covers two types of biological emergencies – unintentional or unplanned biological agent releases, and intentional biological agent releases. 3

Unintentional biological releases include incidents such as biological transportation accidents and accidental releases from laboratories or medical institutions. Intentional releases include criminal and terrorist acts, which could be dispersed by packages or explosives, inserted into the food or water supply, or released by any number of means. Significant information on how to develop biological weapons is available in scientific literature, on the Internet, and in other public sources; thus fringe groups, extremists, and rogue individuals are capable of carrying out biological attacks. Additionally, accidental releases by legitimate research and medical institutions could occur. Both situations would put the public at risk for severe symptoms, and potentially death. As such it is massively important for the City of Los Angeles to prepare for biological events of all sizes.

A biological attack may or may not be immediately obvious. Due to the nature of biological agents, a biological attack can be carried out long before anybody may be aware that one has occurred. Most biological agents used in an attack are odorless and colorless, and thus, could be emitted with little notice and be difficult to track. Local officials may rely on the BioWatch program for detection, or use hospital and clinic syndromic surveillance, where health care workers are required to report a pattern of unusual illness or influx of ill people seeking emergency medical attention. Even after an incident has occurred, it could take 24 to 48 hours to properly identify the specific biological agent used, thus delaying specific medical treatment even further.

In the event of a biological attack, public health officials may not be able to provide immediate information. It will take time to determine exactly what the illness is, how it should be treated, and who is in danger. Likely targets of a criminal or terrorist-backed biological release include public transit hubs, high-profile tourist attractions, government facilities, and mass gatherings such as large religious, political, sporting, and entertainment events.

While there are many biological agents that could pose a significant threat to public health and safety, the Centers for Disease Control and Prevention (CDC) has identified a list of agents/diseases that are of highest concern in the event of a biological attack. The list is divided into three categories—Category A, B, and C—depending on how easily the agent can be spread and severity of illness or death it may cause. Category A includes organisms or toxins that pose the highest risk to the public and national security because they can be easily spread

or transmitted from person to person, result in high death rates, may cause public panic and social disruption, and may require special action for public health preparedness. Included in Category A are the biological agents that cause anthrax, plague, smallpox, botulism, tularemia, and viral hemorrhagic fevers such as Ebola:

- **Anthrax (*Bacillus anthracis*)**
  Anthrax is an acute infectious disease caused by the bacteria *Bacillus anthracis*. It can be highly lethal in its most virulent, aerosolized form. Anthrax most commonly occurs in wild and domestic herbivores, but it can also occur in humans when they are exposed to infected animals, tissue from infected animals, or high concentrations of anthrax spores. Antibiotics can effectively treat anthrax, if administered in time, and the anthrax vaccine is highly effective at preventing anthrax.

- **Botulism (*Clostridium botulinum* toxin)**
  Botulism is a rare but serious paralytic illness caused by a nerve toxin produced by the bacterium *Clostridium botulinum* (*C. botulinum*), which blocks nerve function and leads to respiratory and musculoskeletal paralysis. The most frequent sources are home-canned foods prepared in an unsafe manner.

- **Plague (*Yersiniapestis*)**
  Plague is a disease caused by the bacteria *Yersinia pestis* (*Y.pestis*) which is spread by fleas and rodents to human beings. Historically, Plague has reached epidemic and even pandemic proportions in Asia and Europe. *Y. pestis* used in an aerosol attack could cause cases of the pneumonic form of plague. One to six days after becoming infected with the bacteria, people would develop pneumonic plague and the bacteria can spread to others who have close contact with them. Due to the delay between exposure and becoming sick, people can travel over a large area before becoming contagious and possibly infecting others. A bioweapon carrying *Y. pestis* is possible because the bacterium occurs in nature and could be isolated and grown in quantity in a laboratory. However, manufacturing an effective weapon using *Y. pestis* would require advanced knowledge and technology.

- **Smallpox (variola major)**
  Smallpox is an acute, contagious, and sometimes fatal disease caused by the variola virus (an orthopoxvirus), and marked by fever and a distinctive progressive skin rash. There is no specific treatment for smallpox and the only prevention is vaccination. In 1980, smallpox was declared eradicated globally and a single case of smallpox today would be the result of an intentional act.

Anyone who has had contact with a smallpox patient will be offered smallpox vaccination as soon as possible. Then, the people who have had contact with those individuals will also be vaccinated. Following vaccination, these people will need to watch for any signs of smallpox. People who have been exposed to smallpox may be asked to take their temperatures regularly and report the results to their health department.

- **Tularemia (*Francisella tularensis*)**
  Tularemia (also known as "rabbit fever") is an infectious disease caused by the bacterium *Francisella tularensis*. Humans are most often infected by tick bite or through handling an infected animal. Ingesting infected water, soil, or food can also cause infection. Tularemia can be acquired by inhalation; hunters are at a higher risk for this disease because of the potential of inhaling the bacteria during the skinning process. Tularemia is not spread directly from person to person.

- **Viral hemorrhagic fevers (filoviruses [Ebola, Marburg] and arenaviruses [Lassa, Machupo])**
  Viral hemorrhagic fevers (VHFs) are a group of illnesses that are caused by several distinct families of viruses: Arenavirus, Filoviridae, Bunyaviridae and Flavivirus. Some of these cause relatively mild illnesses, while others can cause severe, life-threatening disease. Examples include Lassa fever, Marburg virus, Ebola virus, Bolivian hemorrhagic fever, Korean hemorrhagic fever, and dengue hemorrhagic fever.

Biological emergency management prevents, prepares for, responds to, and recovers from an event that may result in significant biological related effects. The information in this written document reflects citywide procedures and assigned responsibilities for biological incidents. The Appendix identifies the needed and available capabilities and resources and describes how these resources are mobilized. The operations described in this Appendix are designed to be scalable.

The City of Los Angeles has the following guidelines for responding to a biological emergency:
- Pre-Positioning of Antibiotics, Storage, and Distribution Program (See Attachment B-2).
- BioWatch Notification Process (See Attachment B-3).
- Biological Incident Response Guidelines for the Los Angeles International Airport (See Attachment B-4).
- Medical Points of Dispensing (MPOD) Implementation Guidelines (See Attachment B-5).

I. PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

A. Purpose

The Appendix details responsibilities for the managed response to a biological emergency and can be used in conjunction with other plans designed for the safety and protection of the population. Organizations, operational concepts, responsibilities, and procedures regarding biological-related capabilities are defined within this Appendix.

The Appendix has been developed to meet the following objectives:
- Provide a concept of operations and identify roles and responsibilities for each appropriate department within the City of Los Angeles.
- Define communication, coordination, and response procedures of City departments and stakeholders in the event of a biological-related emergency.
- Identify actions that can be accomplished within a few hours to a few days to mitigate any adverse biological impacts.
- Describe the roles and responsibilities related to biological-related issues between local, state and federal responding agencies and organizations.
- Detail interagency coordination related to biological incidents between local, state and federal responding agencies and organizations.
- Ensure safety protocols and procedures for COVID-19 during the emergency or disaster response are followed.
- Provide a flexible, scalable approach.
- Ensure consistency in local, state, and federal responding agencies and organizations emergency response plans and operations.

B. Scope

Effective incident management begins with a host of preparedness activities conducted well in advance of any potential incident. Preparedness involves an integrated combination of planning; training; exercises; personnel qualification and certification standards; equipment acquisition and certification standards; and publication management processes and activities.

The scope of this Appendix is applicable to Los Angeles City departments with Emergency Operations Organization (EOO) responsibilities and other departments with essential resources. Of particular importance to this document are:
- City Departments with emergency public safety functions.
- City Departments having routine interaction with the public.
- City Departments performing emergency public safety or other critical services.

C. Situation Overview
  1. Characteristics
     a) Location

The City of Los Angeles covers 498 square miles with approximately 468 square miles of land (214 square miles of which are hills and mountains) and approximately 29 square miles of water. The San Gabriel and Santa Susana Mountains bound the City on the North and the Santa Monica Mountains extend across the middle of the City. The Palos Verdes Hills and Pacific Ocean bound the City on the South and West.

b) Demographics
According to the California Department of Demographic Research Unit's "*E-1 Population Estimates for Cities, Counties, and the State*[2]", the 2016 population estimate for the City of Los Angeles is 4,030,904. This breaks down to approximately 8094 persons per square mile.

The City of Los Angeles will provide reasonable accommodations, as needed, to integrate people with disabilities and others with access and functional needs into the City's emergency management system. This plan will use the phrase people with disabilities and others with access and functional needs to describe both those that meet the definition of disability as well as people who may or may not meet the definitions of civil rights laws or some of the 60 plus diverse definitions of disability[3].

People with Disabilities

"Disability" in this context refers to a federally protected class under the 1990 ADA. The ADA defines this as "a person with a physical or mental impairment that substantially limits one or more major life activity. Nationally, people with disabilities make up over 25% of the population[4]. Under Title II of the ADA, local governments are responsible for providing programs, services, activities, and facilities that are accessible to and inclusive of people with disabilities. Emergency managers must apply these concepts, which includes communication of public information and warnings, transportation, mass care and sheltering, and evacuations.

Others with Access and Functional Needs

"Others with Access and Functional Needs" is a broad term that includes individuals that may or may not meet the definitions of disability under existing civil rights laws, such as people who are or have: older adults, limited English language proficiency, homeless, low income, pregnant women, or transportation

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[2] California Department of Finance, E-1 Population Estimates for Cities, Counties, and the State, January 1, 2015 and 2016.
[3] U.S. Department of Justice, "A Guide to Disability Rights Laws." Civil Rights Division. Feb. 2020.
[4] Centers for Disease Control and Prevention, "Disability Impacts Us All." Infographic. Sept. 2019.

disadvantaged[5]. Anyone with a disability has an access and functional need, but not everyone with an access and functional need has a disability.

2. Vulnerabilities

The City of Los Angeles has multiple, accessible, redundant warning and notification systems that it will utilize to reach the public for warnings, notification, and support. The primary mode of notification will be the NotifyLA application. Other modes will include news releases and public service announcements to the media and directly through social media. Factors to consider are the type of disaster, the population density, and the terrain in areas of Los Angeles. In some instances, the consequences of a disaster along with terrain, and the geographical area, may impact the effectiveness of notification systems.

The City of Los Angeles recognizes that disasters may exhaust local resources. The City continues to develop, update and/or maintain memorandum of understandings (MOUs), memorandums of agreement (MOAs), and contract amendments with private vendors to increase response capability and available resources. In addition, the City of Los Angeles' Business Operations Center (BOC) maintains communication channels with the private sector who may provide donations in an emergency.

Due to the population density and terrain of the City of Los Angeles, the City recognizes that, despite a good faith effort, it may not have the capabilities or resources to reach every individual in terms of public warnings, notification and/or support.

D. **Assumptions**

This plan was created to integrate the concepts and structure defined by the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the National Incident Command System (ICS). All City, state, and federal processes, procedures, and protocols reflected or referenced in this document were current as of the date of approval of this Appendix.

- Only departments that have a response role or a role closely supporting the response to a biological event will be included in this document. The departmental roles listed are limited to those applicable to the situation.
- Primary consideration is given to the preservation of life. Additionally, time and effort must be given to providing critical life-sustaining needs.
- The City EOC may or may not be activated in support of an event. EOC activation will be determined based on the scope and scale of the event.
- Residential, commercial, and institutional structures could need cleaning and decontamination services depending on the biological agent exposed.

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[5] Governor's Office of Emergency Services, "Understanding Access and Functional Needs." CalOES Access and Functional Needs Division. 2020.

- Residents could be displaced, requiring shelter and social services needs. Sheltering activities could be temporary or long-term depending on the severity of the incident.
- Vital infrastructure such as potable water supplies and sewer services could be compromised due to biological contamination; re-establishment of these vital resources will be critical.
- Depending on the time of day, traditional routes of egress and ingress to the City may prevent timely delivery of requested medical countermeasures.
- An incident may overwhelm local public health and medical systems and require additional regional mutual aid or support.
- Local emergency personnel who normally respond to incidents may be among those affected and will be unable to perform their duties as assigned.
- COVID-19 safety protocols and procedures are in place and being followed.
- Response capabilities and resources of the City of Los Angeles, including mutual aid (activated as needed) from surrounding jurisdictions and support from the State of California, may be insufficient and quickly overwhelmed.
- Intentional threat to public safety or national security (e.g. acts of terrorism) will elicit criminal investigation and may require incident response and a crime scene investigation simultaneously.
- In a catastrophic incident, damage control and disaster relief will be required from the State and Federal government, other local governments and private organizations.
- A significant incident may produce environmental impacts (e.g., persistent radiological contamination) that severely challenge the ability and capacity of governments and communities to achieve a timely recovery.
- Large-scale movement of populations may be necessary; otherwise, non-impacted jurisdictions may become "host" to displaced populations.
- Impacted populations may include people with disabilities and others with access and functional needs.
- The Chemical, Biological, Radiological, Nuclear (CBRN) Annex and corresponding Appendices will be coordinated with the City EOP, California State Emergency Plan (SEP), and National Response Framework (NRF).
- A detailed and credible common operating picture may not be achievable for up to 24to 48 hours after an incident. Therefore, initial response activities must begin without the benefit of a detailed or complete situation and critical needs assessment and may require mobilizing and deploying assets before they are requested via normal protocols.
- A chemical or hazardous materials incident may include multiple hazards, such as chemical or biological contaminants, which may require concurrent implementation of other local, state, and federal plans and procedures.
- If the City must dispense its prepositioned cache of antibiotics to prevent illness from a biological incident, the Pre-positioning of Antibiotics, Storage and Distribution Program Guidelines will be used. See Attachment B-2.

- If a BioWatch sensor is triggered and the City is requested to assist the Los Angeles County Department of Public Health (LACDPH), the BioWatch Notification Process will be followed. See Attachment B-3.
- If the City must assist in dispensing medications to prevent illness from a biological incident, the Medical Points of Dispensing (MPOD) Guidelines will be followed. See Attachment B-5.
- Communications utilizing electronics and information technology systems will be compliant with Section 508 of the Rehabilitation Act.
- All printed public education material produced to support this Appendix for distribution to the general public shall be available in multiple accessible formats.

II. CONCEPT OF OPERATIONS

A. Terminology

Access and Functional Needs: Access and functional needs as defined by the National Response Framework may be present before, during, or after an incident in one or more areas and may include, but are not limited to, maintaining independence, communication, transportation, supervision, and medical care. Utilize Emergency Support Function (ESF) #6 to coordinate assistance without regard to race, ethnicity, religion, nationality, gender, age, disability, English proficiency, or economic status of those who are seeking assistance as a result of a disaster.

Aerosols: A fine mist of biological agents dispersed into the air that may drift for miles. Inhaling the agent may cause disease in people or animals.

Bacteria: Small free-living organisms that reproduce by simple division and are easy to grow. The diseases they produce often respond to treatment with antibiotics.

Biological agents: Organisms or toxins that can incapacitate or kill people, livestock, and crops. The three basic groups of biological agents are bacteria, viruses, and toxins.

Biological attack: Deliberate release of biological agents. Many agents must be inhaled, enter through a cut in the skin, or be eaten to make you sick. Some biological agents, such as anthrax, do not cause contagious diseases. Others, like the smallpox virus, can result in diseases you can catch from other people.

Bioterrorism: The use of biologic agents (bacteria, viruses, parasites, or biological toxins) to intentionally produce disease or intoxication in a susceptible population to meet terrorist aims.

Communicable diseases: Diseases that people can contract from or transmit to other people or animals.

COVID-19: The Coronavirus (SARS-CoV-2) is a contagious virus that can quickly spread to other people and result in continuous spreading.

Exposure: When an individual is subjected to biological agents via any route of entry, including inhalation, ingestion, skin contact, or absorption. The term includes potential, possible, or accidental exposure under normal conditions of use or in a reasonably foreseeable emergency.

Infectious: An agent capable of spreading disease, also known as communicable disease.

Quarantine: A period of isolation imposed in order to prevent the spread of disease.

Toxins: Poisonous substances found in, and extracted from, living plants, animals, or microorganisms; some toxins can be produced or altered by chemical means. Some toxins can be treated with specific antitoxins and selected drugs.

Viruses: Organisms which require living cells in which to reproduce and are intimately dependent upon the body they infect. Viruses produce diseases which generally do not respond to antibiotics. However, antiviral drugs are sometimes effective.

For a list of acronyms, see Attachment B-1

B. **Initial Size-Up**
The Initial Size-Up Phase of response occurs when pre-identified stakeholder departments (public safety and critical infrastructure) take precautionary or immediate mitigation measures to ensure response capability. These pre-identified departments will also provide the initial elements of the City's situational awareness by providing initial field observations or critical infrastructure assessment.

Notification of a biological incident may not be overt. Discovery of a biological event may occur through many different modes such as infectious disease surveillance in the City's hospitals and clinics or using BioWatch, a Department of Homeland Security (DHS) early warning system that detects trace amounts of disease agents in the environment. See Attachment B-3 – BioWatch Notification Process for more information on the City's program.

Immediately following a biological incident, City departments will perform certain pre-planned functions as outlined in this document. In addition, all City Departments will follow the policies and procedures as outlined in their individual Department's Emergency Plan regarding the release, recall, or assignment of personnel in an emergency situation.

C. Initial Response

The Initial Response phase occurs when all City departments are notified to take initial safety precautions and begin life safety, evacuation, and rescue activities as well as other initial response operations.

Departments will begin to implement their Department Emergency Plans and perform personnel accountability, including determining the release, recall or reassignment of personnel. Departments will continue to take mitigation measures. Public safety departments will prioritize calls for service with life preservation/life safety as the primary concern and property conservation as a secondary concern. Other departments with vital services will also begin their response efforts.

Emergency first response actions should be initiated by the responding agency. The initial response efforts will most likely be a joint response between City departments with the Fire Department and/or the Police Department in the lead role or in a Unified Command role.

First responders are primarily concerned with protecting the health and safety of victims, responders, and the public from exposure; providing medical treatment to injured individuals; detecting and identifying the agent; determining the scope of the incident; and protecting property including critical infrastructure.

Person-to-person transmission during a biological event will be rare; however, direct contact should still be limited in order to prevent rare transmission and prevent more cases of the "worried well."

During a biological incident, the actual infected casualties and psychosomatic victims, or "worried well," will likely overwhelm the emergency medical system and hospitals.

As soon as the City EOC is activated for a biological incident, it will provide the coordination of resources to support the incident and the situational awareness for all supporting agencies. The EOC Director will be from the appropriate department with primary responsibilities related to the incident during that phase of the operation. The EOC may transfer command to different departments several times based on the phase of the incident.

Mutual aid is also an option if the City's resources are exhausted, overwhelmed, or if there is a need for specialized equipment or subject matter experts. The request for additional or specialized resources may be conveyed from a field Incident Commander to their respective Department Operation Centers (DOCs) and then to the EOC. From there, EOC staff will follow predefined protocols for requesting and activating mutual aid within the region.

If federal resources are requested, or if the incident is catastrophic, the federal

government can activate Emergency Support Functions (ESF) in support of the incident. Coordination of ESF efforts will be done at a Joint Field Office established as a response effort of the federal government. Locally, ESF response will be managed in a coordinated effort between State, County and local agencies.

Decontamination of people and animals is an important consideration for any CBRN response.

D. Expanded Response
The Expanded Response phase goes beyond the initial response activities. Should the scope of the biological incident expand beyond initial estimates, an expanded response by City departments will be necessary. Additionally, the expanded response phase includes response efforts such as activation of Continuity of Operations (COOP) Plans, restoration of vital services, sheltering operations, critical debris removal, and long-term sustained response operations.

During the expanded response phase, decontamination should also be a key priority. At the scene of the release, personnel movement risks potentially re-suspending settled agent material. Additionally, relevant agencies should work with shelters to ensure that individuals have gone through any necessary decontamination procedures before admission.

E. Immediate Recovery
During a biological incident, recovery efforts begin almost immediately; however, they are secondary to the initial life preservation and life safety response. The first recovery actions are closely linked with emergency response processes. All actions described in the response phase as secondary emphasis are actually recovery efforts. These include restoration of vital services including water, electricity, natural gas, sewer services, and communications.

Two key components of immediate recovery are assessing decontamination/environmental remediation and evaluating the health effects of the biological release. Decontamination efforts should be assessed, and priorities set for areas that need further decontamination before being deemed safe for use.

Additional recovery efforts include extended sheltering operations for displaced residents including transition and relocation into long term temporary housing. Successful Citywide recovery is dependent on systematic planning for the restoration of services, housing, and economic vitality. The City will assist in rebuilding safely and wisely, which will reduce future hazards and optimize community improvements.

F. Documentation and Time-Keeping
During an emergency situation or incident, it is important to keep a specific record of staff assignments and costs related to the response to and recovery from the

emergency/incident. Each department has their own internal processes for ensuring proper documentation of actions taken, incident specific cost tracking, personnel timekeeping, and record retention of these documents.

In accordance with standard cost accountability practices for unique events and man-made and/or natural disasters, all City departments are required to document their financial costs of labor, materials, and equipment in addressing the event. The Office of the CAO is the Applicant's Authorized Representative to OES and FEMA. Financial tracking and management will be coordinated through Group 10 of the CAO Disaster Grants Finance and Administration Section and appropriate units in accordance with the ICS as required by SEMS and NIMS.

Each City department, proprietary and City Council controlled agency operates their respective accounting operations/practices within the guidelines of the Mayor's Executive Directives, the California Natural Disaster Assistance Act and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement eligible costs and minimize ineligible costs.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. City of Los Angeles
1. Airports, Los Angeles World (LAWA)
   a) Reconnaissance and Information Gathering
      i. Intel
         - If the Department Operations Center (DOC) is not activated, the Airport Response Coordination Center (ARCC) is the initial central location for situational awareness information collection from LAWA divisions and airports to begin developing a common operation picture. The ARCC can be reached by phone at 424-646-5292.
         - If the City EOC activates due to a chemical event the LAWA DOC will also activate to an appropriate level. Upon activation, the DOC will become the central locations for collection of situational awareness information regarding while the ARCC manages continuing operations.
         - If there is an Incident Command Post (ICP), it will report any incoming information or intelligence that could affect tactical operations or strategic planning to the ARCC or DOC.
         - If safe, LAWA and LAFD personnel may conduct windshield surveys of airport facilities as necessary.
         - The Air Traffic Control Tower (ATCT) will communicate and confirm operational status of aircraft movement and airfield impact if any.
      ii. Assessment
         - Airport Operations, in conjunction with other LAWA Divisions and authorized agencies, will determine impacts on airport operations and report this information to the ARCC or LAWA DOC which will relay information to the City EOC/EMD Duty Officer (depending on activation level).
         - Information Management & Technology Group (IMTG) will determine impact on airport communications and data transfer systems and services (this may include staff that would normally manage facility information technology services for LAWA).
      iii. Information Sharing
         - The LAWA mass notification system will be used to send information to designated responders, tenants, and stakeholders to inform them of the initial event and on-going airport status information.
         - LAWA employees can call the employee information line to hear important recorded messages at 888-529-2411 (or at 888-LAWA-411).
         - Public address messages will be disseminated throughout terminals via Changeable Message Signs on ingress routes as necessary for public information and safety by Airport Operations and Airport Police.

- Public Relations and the Public Information Officer (PIO) are responsible for external relations and property public information dissemination through social media and press/media releases.
- LAWA Public Information and Public Relations line may be activated for those outside the airport at 424-646-5260.
- In some incidents, a Joint Information Center (JIC) will be established.

b) Incident Stabilization
    i. Incident Response
- 9-1-1, Airport Police or LAFD Metropolitan Fire Dispatch will typically notify first responders.
- The LAPD Hazardous Devices Section, Emergency Services Division, Hazardous Material (HazMat) Teams/Units shall direct all searches of aircraft or facilities at the Los Angeles International Airport.
- DOC Activation is dependent on severity and duration of the incident and level of assistance necessary from multiple LAWA divisions or outside agencies, as well as the activation of the City EOC to support city wide response efforts.
- The ARCC Duty Manager in collaboration with the Manager on Duty (MOD) and the LAWA Director of Emergency Management will make the decision to activate the DOC.
- If the DOC is activated the LAWA DM will initially assume the position of DOC Director.
- The APIIC within the ARCC will make notifications to key LAWA divisions and partner agencies
- If necessary, notifications may include employee recall for staffing the DOC and field response
- Critical representatives may include Airport Police, Airport Operations, Emergency Management, Facilities and Maintenance, Public Relations, and other divisions as appropriate
- DOC support personnel may include representatives from LAPD, LAFD, TSA, Customs and Border Protection (CBP) and affected airlines
- Airport Police will provide airport security, crowd and traffic control, evacuation support, and secure the perimeter of the incident site.
- Access for first responder vehicles will be given priority. Temporary traffic re-routing will be facilitated by traffic personnel, barricades, and appropriate signage.
- At the direction of the appropriate authorities, Airport Operations will coordinate with ATCT for any necessary re-routing of inbound aircraft to mitigate exposure
- If needed, LAWA will coordinate additional transport of passengers or employees requiring off property access though City EMD and mutual aid resources made available to do so

ii. Ongoing Information Gathering, Assessment, and Sharing
- The ARCC or LAWA DOC will provide situational awareness to the City of Los Angeles EOC.
- Public Relations and the Public Information Officer (PIO) continue to be responsible for external relations and public information dissemination and will determine information dissemination using the most effective methods available.

iii. Assess Transition to Recovery/Demobilization
In collaboration with the ICP (if activated) and the City EOC/EMD Duty Officer, the DOC will develop objectives related to continuity of operations, recovery and demobilization.

c) Initial Recovery
i. Initial Recovery Operations
- Upon approval of jurisdictional authorities to resume normal operations, access will be provided for concessionaires, airline personnel and other on-property vendors to resume operations
- Airport Operations will continue to coordinate with ATCT to resume normal operations.
- Temporary re-routing of traffic shall be facilitated by barricades, sign boards and traffic personnel.
- Facilities Maintenance will mitigate and repair any damage to areas and facilities compromised by the incident including continued structural stabilization and debris removal as necessary.

ii. Ongoing Information Gathering, Assessment and Sharing
LAWA DOC will assess the capacity to de-escalate resources, incident command positions and latent impact of the incident on operations.

iii. Demobilization of Department/Agency Resources
- Upon approval and direction from the appropriate jurisdictional authorities, the LAWA DOC (with support from the ARCC) will advise on a plan and time period in which assets can be relinquished. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.

d) Department Command and Control
- If the DOC is not activated, and there is no ICP, the ARCC may assume the command and control function; if the DOC and/or an ICP are activated, those entities will assume command and control of the incident with the ARCC responsible for managing continuing airport operations.

e) Documentation
i. Record Keeping, Timekeeping and Cost Reporting
- Each division represented in the ICP and DOC (or ARCC if there is no DOC activation) will keep records on the appropriate ICS related forms (e.g., 214, 207, etc.).

- Each division is to record actions with subsequent costs, and submit those records to the appropriate cost accounting divisions.
- A statistical I/O may be established at the onset of the event by LAWA Emergency Management for tracking purposes.
- That statistical I/O may be used by the Department to track all fiscal operations including timesheets.
- Each Division will continue to provide timekeeping and enter the cost center code in the timesheets.
  ii. Financial Reporting
- LAWA will provide financial impact information to local, state and federal agencies to the City Administrative Officer (CAO).
  f) Communications
  i. Primary Communications
- Telephone (landline, cellular, and satellite)
- Two-way radio system
- Airport Police Communications Center
- LAWA Mass Notification System
- LAWA Intranet and E-Mail System (Outlook)
- Conference calls/bridge line
  ii. Alternate Communications
- Wireless Emergency Alert (WEA)
- Employee Information Line at 888-529-2411(or at 888-LAWA-411)

2. Building and Safety, Los Angeles Department of (LADBS)
   a) Reconnaissance and Information Gathering
   i. Fact Gathering
- The Operations Section Chief has overall control of all field operations and establishes priorities for safety assessments.
- Inspection teams can be utilized as availability and conditions permit. (This may be the only source of reporting for structural damage.)
- Field Commanders shall initiate inspections using a Safety Assessment Team (SAT) to develop situational awareness as necessary.
- Surveys are conducted along a pre-established map route or through windshield surveys within each district. Surveying time may vary according to existing conditions.
  ii. Assessment
- Initial Information reporting for preliminary safety assessments originates from field command resources to command staff by radio, cell phone, or status check.
- All reports are directed to the Planning Section Chief who will monitor reports to maintain situational status and forward data to appropriate staff for assessment of potential consequences of incident (e.g. life safety, incident stabilization and property damage.

iii. Information Sharing

- Information will be transmitted through appropriate channels to command staff (General Assessment Branch Director and Operations Chief) for compilation, evaluation, and action. Information on issues such as areas of damage, road closures, and high-risk security areas are communicated to the Operations Chief to inform SATs and inspectors.
- The DOC will provide safety assessment reports to the Mayor, City Council, and EMD through Web EOC.
- Issue policy statements to the Mayor, other City Departments, and media outlets through the Public Information Officer (PIO). The PIO will provide information to and from LADBS if a Joint Information Center (JIC) is activated.
- Prepare and disseminate Public Service Announcements (PSAs).

b) Incident Stabilization

i. Incident Response

- Deploy SATs with assistance from cooperation entities for detailed identification and recording of structural damage.
- Safety Assessment Team (SAT) members shall establish contact, in the order listed, with one of the following persons for reporting and/or deployment instructions:
    o Their respective SAT leader;
    o Alternate SAT leader;
    o Personnel Branch Director; or
    o Department Operations Center (if activated).
    o SAT leaders will contact the Safety Assessment Branch Director for reporting and/or deployment instructions.
    o Create dynamic listing of contaminated, damaged and severely damaged buildings.

ii. Ongoing Information Gathering, Assessment and Sharing

- Evaluate SAT results based on the Safety Assessment System and Reporting System. Safety Assessment System and Reporting ensures rapid recording of mapped and tabular information related to injuries, deaths, structural damage, etc.
- Assess survivability of public and private buildings and develop a prioritized list of affected buildings.
- Notify City residents and patrons of the evaluated safety assessment by placing a color placard at the main entrance of the building. For buildings that have been "red tagged" or deemed to be unsafe to enter, LADBS shall place some type of barrier well in advance of the entrance of the structure to provide those who are blind or have impaired vision with a physical barrier to alert them. Barriers or scene tape used by police and fire to mark an area closed to the public is an example of an approved barrier.

iii. Assess Transition to Recovery and Demobilization
Develop incident objectives related to recovery and demobilization during the response phase of the incident and assess the capacity to de-escalate resources engaged in response operations and support.

c) Initial Recovery
i. Demobilization of Department/Agency Resources
- Evaluate the department's ability to demobilize resources and personnel.
- Determine intervals or timelines for demobilization of resources and personnel.
- Communicate demobilizations and demobilization plans to relevant Departments and the EOC.
- Use established plans for demobilizing resources and personnel for graduated dismissal.
- Determine a plan and time period in which assets will be relinquished and restoration to normal activity will occur. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.

d) Department Command and Control
- The LADBS General Manager establishes overall policies and coordinates with City EOB when activated.
- The Operations Chief assesses overall needs of the Department, deploys resources based on determination of needs and contacts the LADBS General Manager, Executive Officer, or Bureau Chief (per protocol) and advise them of objectives and operations.
- The Operations Section Chief establishes the Department field command post (FCP) and staging areas, as necessary, to provide locations for departmental coordination and control of all emergency operations for each incident.
- Tactics to accomplish directives will be established by command staff and vary according to existing conditions. Command staff establishes operational priorities based on problem assessments and availability of resources following overall objectives to maintain life safety, incident stabilization, and preservation of property.

e) Communications
i. Primary Communications
- Commercial Telephone LAN Lines
- Mobile Telephones
- 800 MHz radios
- Emergency Alert System (EAS)
- Department Hot Line: (213) 482-0011
ii. Alternate Communications
- Wireless Priority Services (WPS)
- E-mail and Internet

- Government Employee Telecommunication Services (GETS)
- Facsimile machines
- Couriers
- Back-up telephone system for LADBS—one for the DOC and the other at the LADBS workstation in the City EOC.

   iii.   Primary Field Communications

- Cell phones and 800 MHz hand-held radios will be primary field communications systems between the DOC, FCP, and other field personnel.
- Multi-channel radios may be reconfigured to communicate with mutual aid, or other assisting agencies and departments.
- Landline communications will be established, if practical, to reduce radio traffic.

3. Disability, Department on (DOD)
    a) Reconnaissance and Information Gathering
        i. Fact Gathering
           - DOD will communicate with community based organizations serving people with disabilities and others with access and functional needs in or adjacent to the affected area(s).
        ii. Assessment
           - Determine if any organization or community is impacted and assess any immediate assistance.
        iii. Information Sharing
           - Any reports of impacted individuals with disabilities and others with access and functional needs requiring or requesting immediate assistance will be relayed to the DOC and the City EOC.
    b) Incident Stabilization
        i. Incident Response
           - Provide technical assistance to LAPD and LAFD when coordinating response effort to assist children and adults with disabilities and others with access and functional needs, including but not limited to persons living with HIV/AIDS.
           - Provide technical assistance to the Mayor's Office and Public Information Officers with regard to the ADA and the Federal Communication Commission Guidelines for releasing information to the public
        ii. Ongoing Information Gathering, Assessment and Sharing
           - DOD will follow up with community based organizations throughout the incident period(s).
           - DOD will provide ongoing situation status reports with essential Departments and the City EOC.

- DOD will coordinate with other City departments to address concerns or immediate needs of people with disabilities and others with access and functional needs.
    - iii. Assess Transition to Recovery and Demobilization
        - Provide technical assistance to the EOC when developing incident objectives inclusive of people with disabilities and others with access and functional needs.
- c) Initial Recovery
    - i. Initial Recovery Operations
        - If necessary with the production of information regarding the response operation, sheltering and assistance available in alternative formats for individuals with disabilities and others with access and functional needs (i.e. Braille, large print).
    - ii. Ongoing Information Gathering, Assessment and Sharing
        - Ensure communication is established with community based organizations, other City Departments, and the City EOC.
    - iii. Demobilization of Department/Agency Resources
        - Use established plans for demobilizing resources and personnel for graduated dismissal.
- d) Department Command and Control
    - The DOD Executive Director maintains responsibility for DOD Staff deployed throughout the incident period(s).
    - A succession plan has been established in the event the Executive Director is not available.
    - i. Communications
    Primary modes of communication that will be used by DOD Staff include:
        - Landline telephone
        - Personal cellular phone - text messaging
        - City e-mail

4. Emergency Management Department (EMD)
    - a) Reconnaissance and Information Gathering
        - i. Fact Gathering
            - EMD Duty Officer and Duty Team will obtain information from department sources.
            - Direct staff in collecting and consolidating ongoing reconnaissance information from field units, the ICP and other available information sources.
            - If the EOC is activated, the Situation Status Unit of the Planning Section will gather information.
        - ii. Assessment
            - Work with other Departments to determine the scope of the incident and its impact on City functions and facilities, as well as residents.

- The Situation Status Unit of Planning Section will assess and vet information from all sources (City Department notifications, memos, media, etc.)
  iii. Information Sharing
    - EMD will facilitate information sharing between departments. This is typically done via conference call initiated by the Duty Officer/Team.
    - Should the City EOC be activated, the Situation Status Unit of the Planning Section will present a situational status report to management staff.
b) Incident Stabilization
  i. Incident Response
    - The EMD Duty Officer and Duty Team coordinate and execute the processes to activate the City EOC in accordance with EMD standard operating procedures.
    - Relevant stakeholders, including the Mayor, EOB members, and the LA County Operational Area will be notified of activation of the City EOC and level of activation.
    - All critical functions provided by EMD in support of Citywide response/recovery are related to the operations of the EOC.
    - ii.) Ongoing Information Gathering, Assessment and Sharing
    - The EMD Duty Officer will communicate with the County OEM Duty Officer to monitor the incident.
    - Monitor, record, evaluate and assess information obtained by LAFD and LAPD during initial size up to anticipate future emergency management needs of the departments.
  ii. Assess Transition to Recovery and Demobilization
    - Develop incident objectives related to recovery and demobilization during the response phase of the incident.
    - Assess the capacity to de-escalate resources engaged in response operations and support.
c) Initial Recovery
  i. Initial Recovery Operations
     Evaluate long-term recovery needs, and facilitate resource coordination between stakeholders.
  ii. Ongoing Information Gathering, Assessment and Sharing
    - Continuously improve situational awareness by evaluating and disseminating information from field operations and relevant stakeholders.
    - The Communications Division and Joint Information Center (JIC) will ensure that the City has a unified voice during a crisis.
  iii. Demobilization of Department/Agency Resources
    - EMD management staff will evaluate its ability to demobilize resources and personnel, determine intervals or timelines for demobilization of

resources and personnel and communicate plans to relevant Departments.
- Determine a plan and time period in which assets will be relinquished and restoration to normal activity will occur. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.

5. Fire Department, Los Angeles (LAFD)
   a) Reconnaissance and Information Gathering
      i. Fact Gathering
         - Notification
            o Civilian call-out via 9-1-1 or other notification process
            o Fire Department observations
            o Fire prevention inspections
            o Hazardous materials site inspections
            o Credible pre-incident information
         - Initial size-up from the first officer on-scene and a comprehensive size-up by the Incident Commander includes:
            o Correct Address
            o Description of Incident
            o Life Hazards
            o Assistance Needed
            o Special Problems (e.g. Exposures, Weather, Access, etc.)
            o Location of Command Post
            o Approximate Duration of Incident
         - Emergency communications from the field should indicate at least the following:
            o Conditions - General Situational Status
               - Incident conditions (fire location and extent, hazmat spill or release, number of injured/patient, etc.)
               - Incident Action Plan (offensive and defensive, etc.)
               - Status of tactical priorities.
               - Safety considerations.
               - Actions – Deployment and assignment of operating companies and personnel.
               - Needs – Appraisals of need for additional resources.
               - INCRNE Network provides geographic and other support software providing a common operational platform for both data and visual awareness.
      ii. Assessment
         - Evacuation warnings or orders from the Mayor are determined with information gathered and input from the Chief of Police and Fire Chief.
      iii. Information Sharing

- Los Angeles Police Department (LAPD) Department Operations Center (DOC) will provide information to the Joint Hazard Assessment Team (JHAT).
- JHAT will provide information exchange with multiple agencies at the local, state, and federal levels on the hazards, established protocols, and security clearances.
- LAFD JHAT provides live incident data across response organizations regardless of their location. Responders do not need to be on-scene to assist.

b) Incident Stabilization
  i. Incident Response
     - If a hazardous condition is observed which endangers life or property, the scene shall be isolated. All incidents involving patients or a threat to public safety fall under the responsibility of LAFD.
     - Primary efforts will be coordinating and assisting with the evacuation of populations and the preservation of life. This will take precedence over search and rescue efforts.
  ii. Ongoing Information Gathering, Assessment and Sharing
     - Continue pre-identified modes of information gathering and reporting. Updates should be made continuously to Metro Fire Communications for progress reporting and resource requirement assessments.
     - LAFD HazMat/JHAT will provide ongoing technical support and HazMat assessment.
  iii. Assess Transition to Recovery and Demobilization
     Develop incident objectives related to recovery and demobilization during the response phase of the incident and assess the capacity to de-escalate resources engaged in response operations and support.

c) Initial Recovery
  i. Initial Recovery Operations
     - Determine priorities with regards to recovery operations.
     - Provide fire protection, rescue, and medical aid in evacuated and relocated areas.
     - Provide assistance as needed at Safe Refuge Centers and Shelters.
     - Provide atmospheric monitoring through Hazardous Materials Squads and/or JHAT.
  ii. Ongoing Information Gathering, Assessment and Sharing
     Continuously communicate with the EOC on LAFD responses and activities and improve situational awareness by assessing the available information from field units and the EOC.
  iii. Demobilization of Department/Agency Resources
     - Evaluate the department's ability to demobilize resources and personnel.
     - Determine intervals or timelines for demobilization of resources and personnel.

- Communicate demobilizations and demobilization plans to relevant Departments and the EOC.
- Use established plans for demobilizing resources and personnel for graduated dismissal.
- Determine a plan and time period in which assets will be relinquished and restoration to normal activity will occur. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.

d) Department Command and Control
- In all instances, LAFD officers will retain command of all LAFD personnel and equipment.
- Hazardous material spills on freeways are under the jurisdiction of the California Highway Patrol (CHP). ICs will coordinate with the CHP in the abatement of hazardous material spills on Freeways.

e) Communications
- Radios
  - 700/800 MHz, Ultra High Frequency (UHF) and Very High Frequency (VHF) Radios. (LAFD is licensed to use 700/800 MHz bands and the Los Angeles City repeaters operate only on 800 MHz)
  - 800 MHz is the primary radio used for LAFD operations. Portable radios are indicated with red engravings and a red antenna band.
  - 700 MHz is used for drills and emergency operations for non-critical messaging on digital simplex channels. The 700 MHz band is programmed into the "red" 700/800 MHz band radios.
  - UHF/500 MHz is used for mutual aid incidents with surrounding fire and police agencies and hospital base station contact. UHF portable radios are indicated with blue engravings and a blue antenna band.
  - VHF/100 MHz is used by surrounding fire agencies for tactical and routine operations and by the Hospital Emergency Administrative Radio (HEAR). VHF portable radios are indicated with white engravings and a white antenna band.
  - Most common agencies contacted via voice radio by LAFD members are the LAPD, Los Angeles County Fire Department (LACoFD), Ventura County Fire Department (VNC), Angeles National Forest (ANF) and Verdugo Fire Communications Center.
  - 800 MHz Radio channels, MDT messages, and phone calls into and from Metro Fire Communications are recorded on a 24-hour basis. All Radios are assigned a four-digit identification number transmitted and recorded every time a radio is keyed.

6. General Services, Department of (GSD)
   a) Incident Stabilization
      i. Incident Response
         - Ensure placement of barricades as directed by LAPD and LAFD.
         - Building & Maintenance provides facility maintenance required to support incident operations.
         - Make warehouse stores available as logistical assets.
         - Provide support work to public utilities, public works, local agencies and other City departments.
      ii. Assess Transition to Recovery and Demobilization
         - Develop incident objectives related to recovery and demobilization during the response phase of the incident.
         - Assess the capacity to de-escalate resources engaged in response operations and support.
   b) Initial Recovery
      i. Initial Recovery Operations
         - Restore utilities and access roadways/driveways service at City facilities and buildings with critical public utility infrastructure service.
         - Provide construction-related support activities, including damage evaluation and repairs.
         - Continue providing support work to public utilities, public works, local agencies and other City departments.
   c) Department Command and Control
      - Management activates the DOC when conditions warrant a centralized response. The DOC liaises between executive management and divisions.
      - Emergency response objectives are to be based on life safety, property damage and restoration of normal operations.
      - General Services General Manager will assign a lead to restore essential facilities, equipment and records. The lead will evaluate and coordinate needs based on up-to-date lists of GSD facilities and records.
      - General Services General Manager will make the final determination regarding construction-related services to restore City government and services.
   d) Communications
      i. Primary communications
         - Landline phones
         - E-mail
         - Cell phones
      ii. Alternate Communications
         - Blackberry phones
         - 800 MHz radios
         - Government Emergency Telecommunications Service (GETS) cards
         - Notebooks

- Fax
- Runners HAM radio
- GSD Employee Emergency Information Call-in Line
- Emergency Alert Roster
- Emergency Web Page
- Family Reassurance Program

e) Documentation
  i. Record Keeping
     - The GSD's Finance & Special Operations Division, in coordination with other divisions, is responsible for documenting costs associated with a departmental emergency/disaster response within the guidelines of ICS as required by Standard Emergency Management System and National Incident Management System.
     - Oversee the cost accounting, procurement, and claims processing associated with the emergency.
     - Maintain records of expenditures for personnel and equipment.
     - Provide preliminary and follow-up estimates of damage costs and loss for reimbursement from federal and/or state funds.
     - Work with the CAO to manage federal/state reimbursements.

7. Police Department, Los Angeles (LAPD)
   a) Reconnaissance and Information Gathering
      i. Fact Gathering
         - Notification
           o Civilian call-out via 9-1-1 or other notification process
           o Law enforcement patrol officer observation
           o Fire prevention inspections
           o Hazardous materials site inspections
           o Credible pre-incident information
         - Communications Division, Department Operations Center (DOC) monitors nationwide events, bulletins and advisories and provides information to command and staff officers as well as other City departments and outside agencies.
         - In larger events, the DOC will be activated at Level II and become the headquarters for the Director of Emergency Operations.
         - The DOC is activated by the Director of Emergency Operations and may also be activated by the Chief of Police, Commanding Officer, Counter-Terrorism and Special Operations Bureau (CTSOB), Office of Operations, or Director of the Office of Special Operations.
         - The DOC will gather information for situational status reports.
      ii. Assessment
         - Provide the DOC with the personnel status report, damage assessment report from field unit surveys or aerial assessments.

iii. Information Sharing
- Communications Division, DOC will provide information to the Chief of Police, who will advise the Mayor.
- In LAPD led incidents, the Department will forward incident information to the Operations Control Division of LAFD.
- In LAFD led incidents, the LAFD will contact the LAPD Communications Division.
- Information will be shared with the City EOC if the EOC is activated.

b) Incident Stabilization
   i. Incident Response
- Monitor the situation and status of the event.
- If a hazardous condition is observed which endangers life or property, the scene shall be isolated. LAPD will contain the scene by establishing a perimeter and restricting access to the area by unauthorized persons.
- If upon arrival, responding personnel discover a possible explosive device, personnel are instructed to evacuate the area (300 feet minimum distance) and disengage cellular telephones and radio signals that may interfere with the detonation device.
- In a hazardous materials incident, notifications will be made to the geographic Area Watch Commander, the Department DOC, the Hazardous Materials Unit (HMU) of the Emergency Services Division (ESD) which includes the Bomb Squad and Air Support Division (via the DOC) as necessary.
- After-hours notification shall be made to Communications Division, DOC.
- No attempt shall be made to neutralize, move, or transport any hazardous material except under the direction of an HMU specialist who will determine the hazard posed by the material and implement appropriate safeguards.
- In dynamic incidents where a product has been released or there are injuries or complaints of injuries, officers shall request the Fire Department and HMU.
- If the incident is static and the product has not breached its containment vessel nor outwardly appears to present an immediate public safety hazard, officers shall request HMU.
- The product shall be treated as an unknown hazard until analyzed and categorized by hazardous materials technicians from HMU.
- Responding HMU technicians wearing appropriate personal protective equipment (PPE) shall:
  o Identify and designate control zones;
  o Determine the hazard and categorize the materials involved;
  o Mitigate threat posed to life, environment and property;

- o Collect, document, and book evidence (Proper packaging and labeling of hazardous chemical evidence prior to booking, is performed by Scientific Investigation Division (SID), Hazardous Chemical Team);
- o If conditions permit, obtain a sample and photograph the gross amount of the material; and
- o Arrange for the disposal of any quantity of that material that cannot be safely stored in available facilities.
- In all events, LAPD personnel will be responsible for traffic control, ingress/egress of emergency vehicles, and the establishment and maintenance of the perimeter around a closed area by providing security checkpoints on surrounding streets from the location of the threat.
- Establish a Contamination Reduction Zone (CRZ) perimeter; ensuring individuals are equipped with proper protective equipment.
- Should the Bomb Squad respond to a reported or actual explosive device, they will conduct further investigation and make further suggestions to the ICP.
- If investigation reveals that dangerous explosives may be involved, the Criminal Conspiracy Section, Major Crimes Division, and the Hazardous Devices Section, Emergency Services Division, shall be immediately notified.
- In event of a device detonation, personnel have been instructed to ensure evacuation of the area is conducted, mindful of the possibility of secondary or tertiary devices.
- If a crime is such that latent or microscopic evidence or hazardous chemicals are present, the assistance of a related specialist from the Scientific Investigation Division shall be requested by telephone. Alternate communication may be made by radio. Should a Scientific Investigator be unavailable, notification should be made to the Detective Support and Vice Division.

ii. Ongoing Information Gathering, Assessment and Sharing
Continue to monitor information updates and assess viability of threat and determine appropriate resource needs.

iii. Assess Transition to Recovery and Demobilization
- As control is established in the affected areas, Departmental resources assigned to incident-related operations may be reduced; however, there remains an obligation to assist and support other City departments and agencies working in the area in whatever law enforcement role that is necessary.
- Develop incident objectives related to recovery and demobilization during the response phase of the incident.
- Assess capacity and determine resource drawdown procedures to de-escalate resources engaged in response operations and support as appropriate.

- Assess long-term needs for road closures and perimeter control surrounding the incident site.

c) Initial Recovery
  i. Initial Recovery Operations

  Provide security for sheltering, temporary distribution centers and other emergency response facilities, as appropriate.

  ii. Ongoing Information Gathering, Assessment and Sharing

  Continue to monitor information updates and assess viability of threat and determine appropriate resource needs.

d) Department Command and Control

  Initial hazmat response and mitigation may be a joint response between the LAPD and LAFD. If an incident involves a criminal or terrorist act or a crime scene, and all lifesaving concerns have been addressed, command of the incident will be the responsibility of LAPD.

8. Port of Los Angeles (POLA)
  a) Incident Stabilization
    i. Incident Response
      - Environmental Management Division – Evaluate damage, or potential damage, to water quality or wildlife. Assist in identifying and classifying hazardous materials (e.g., flammability, toxicity, etc.) and proper removal procedures. Prepare related reports.
      - Goods Movement Division – Coordinate and assist with all supply chain entities. Monitor and provide status of external damage to cargo transportation corridors.
      - Human Resources Division – Establish Department personnel pools and coordinate the management of citizen volunteers with the City's Personnel Department. Provide employee personnel information (e.g., telephone numbers, job classification, special skills, etc.) to the incident commander for recall procedures; assist with recall notification procedures; determine the status of vital records; has control over Port leased vehicles; and provides clerical assistance.
      - Marketing Division – Provide liaison to Port customers, both locally and throughout the world. Coordinate the use of the Angelena II for Emergency Response; i.e. alternate Department Operations Center, People Movement, etc.
      - Pilot Service – Conduct a survey of harbor waterways to establish routes of safe passage for vessels. Move vessels to safety or to ensure Port safety and establish liaison with the U.S. Coast Guard, the Port of Long Beach and tugboat companies; monitor and control vessels at anchor, leaving or entering the Port; maintain radio communications with vessels and other agencies; and follow instructions from the U.S. Coast Guard Captain of the Port.

- Planning and Research Division – Provide geographic indexing system support regarding Department property. Provide administrative assistance and general Port information.
- Port Police – Conduct initial response and survey of damage area(s). The Port Police Watch Commander is pre-designated as the Incident Commander who will coordinate and direct all initial emergency activities by the Department. The Watch Commander will contact appropriate Department personnel for notification, advice and consultation purposes. If necessary, the Port Police will recall personnel responsible for directing, managing, and responding to a major emergency. All emergency notifications will go through the Watch Commander's office. Coordination of operations will be managed through the Department Operations Center (DOC). Facilitate and coordinate with the Emergency Operations Center (EOC) and terminal Facility Managers and Security Officers. Provide overall security of the POLA. Coordinate the operations and functions of the Department Operations Center. Purchasing Division – Expedite the re-supply of materials, equipment and supplies. Coordinate emergency purchases and mutual aid from other public agencies.
- Risk Management Division – Assist in identifying and classifying hazardous materials (e.g., flammability, toxicity, etc.) and proper removal procedures. Determine applicable insurance coverage and reimbursement measures. Assist in evaluating employee safety matters related to state and local laws.
- Wharfingers Division – Assist (along with Pilot Service), in providing information regarding the location and types of vessels at the Port.

ii. Ongoing Information Gathering, Assessment and Sharing

A Situation Status unit will be created that will list, track and map all areas of damage and concern. This should be a coordinated effort of GIS Mapping, Risk Management, Port Police, and any division that has specific issues that could possibly lead to reimbursement.

iii. Assess Transition to Recovery and Demobilization

- Develop incident objectives related to recovery and demobilization during the response phase of the incident. A Demobilization Unit will be created depending on the scale of the incident and resources brought into the Port.
- Assess the capacity to de-escalate resources engaged in response operations and support. The DOC Planning Section will determine a time period in which assets will be relinquished and restoration to normal activity will occur.

b) Initial Recovery
   i. Initial Recovery Operations
      - Operations could transition to an Engineering, Construction, and Construction and Maintenance (C&M) lead.
      - Prioritization of repairs may require the approval of the Senior Management depending on the severity of damage.
   ii. Ongoing Information Gathering, Assessment and Sharing
      Situation status reports will continue to track and map areas of concern.
   iii. Demobilization of Department/Agency Resources
      - Evaluate the department's ability to demobilize resources and personnel. Management will make a determination when outside agencies can be released and remaining repairs and restoration of services can be handled locally.
      - Determine intervals or timelines for demobilization of resources and personnel.
      - Communicate demobilizations and demobilization plans to relevant Departments and the EOC.
      - Incorporating decontamination projections, determine a plan and time period in which assets will be relinquished and restoration to normal activity will occur.
c) Department Command and Control
   The DOC will support disaster response and will coordinate the dissemination of information to all POLA divisions and stakeholders. The DOC will liaise with the City EOC, as necessary.
d) Logistics
   - Continuously update equipment and supply list critical to the response.
   - Procure and distribute emergency supplies.
   - Establish contact/vendors to supply barrier supplies and devices in the event City departments exhaust its resources.
   - Review and designate alternate worksites for employees.
   - Support Fire Department requests to provide equipment for road access.
   - Provide food, water and shelter for field personnel and response and support personnel as needed.
   - The Goods Movement Division will assist with all supply chain entities. Monitor and provide status of external damage to cargo transportation corridors.

9. Public Works, Department of (DPW)
   a) Reconnaissance and Information Gathering
      i. Fact Gathering
         - All field operations will conduct a visual inspection of all operating systems and provide a status report to the division manager or Bureau Operations Center.

- Upon notification of a biological or hazardous materials incident that threatens surface waters, Sanitation's Watershed Protection Division (WPD) sends inspectors to assess the situation and will notify the Los Angeles County Fire Department, Hazardous Materials Unit to identify and categorize waste

ii. Assessment
- Operating Bureaus will prepare and present a situation status report to their General Managers and their Bureau's Emergency Management Committee.
- All Bureau supervisors shall assess need and notify affected personnel to shelter-in-place or evacuate if necessary.

iii. Information Sharing
- Send representative to EOC when activated
- Update necessary reports with information from DPW employees in the field
- All Bureaus prepare and present a situation status report to Bureau Directors, the Board of Public Works, and the Emergency Operations Center.

b) Incident Stabilization
i. Incident Response
- DPW will implement each Bureau Emergency Plan, review minimum staffing needs, perform personnel accountability to determine release, recall, or reassignment of personnel. Employee release is only conducted with Mayor's Office approval.
- DPW Bureau of Street Services is the lead agency responsible for emergency debris clearance on essential transportation routes and for coordinating the permanent removal and disposal of all debris deposited along or immediately adjacent to public right-of-ways. A Debris Management Plan has been developed to provide a framework for City government and other entities to clear, remove, reduce, recycle, and dispose of debris generated during a public emergency within City limits.
- Bureau of Sanitation will assess the wastewater collection and treatment system for adverse effects of the Biological event.
- Bureau of Engineering will prepare to staff the City EOC with GIS mapping and DPW support to the PIO.
- Bureau of Street Services and Street Lighting will provide roadway clearance for emergency response vehicles and evacuation routes.
- The Bureau of Street Services and Street Lighting will assist DWP with barricades and cordoning of areas with electrical hazards if needed.

ii. Assess Transition to Recovery and Demobilization
- Develop incident objectives related to recovery and demobilization during the response phase of the incident.

- Determine the gaps in response activities related to departmental roles and responsibilities and assess capacity to de-escalate resources engaged in response operations and support.

c) Initial Recovery
   i. Initial Recovery Operations
      - Working with other City Departments, DPW will establish recovery goals and determine priorities.
      - Develop a list of needed repairs and establish repair priorities.
      - Allocate resources and personnel according to established priorities
      - Determine any potential long-term recovery needs and seek mutual aid assistance if necessary.
   ii. Ongoing Information Gathering, Assessment and Sharing
      Assess latent impact of incident on operations and recovery.
   iii. Demobilization of Department/Agency Resources
      - Determine a plan and time period in which assets will be relinquished and restoration to normal activity will occur. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.
      - Evaluate the department's ability to demobilize resources and personnel and determine intervals or timelines for demobilization of resources and personnel.
      - Communicate demobilizations and demobilization plans to relevant Departments and the EOC.

d) Department Command and Control
   i. Communications
      - All DPWs bureaus shall verify lines of communications between management, staff, and other City agencies using and testing various communications available (telephonic, electronic, 800 MHz radios, and or runners) and shall report any broken means to designated management/supervisor
      - DPW maintains a confidential list of all bureau emergency contacts and distributes numbers through the Department EPC.
      - All bureaus shall perform communication equipment check of all cellular phones, hand held radios and base stations. Charge batteries.
      - Each Bureau will alert off duty personnel of possible recall.
   ii. Logistics
      - Division Managers and or Bureau Operations Center directors shall review and designate alternate worksites for employees as needed.
      - The Bureau of Sanitation has contractual agreements with several major hazardous materials contractors for emergency response and on-call services that are used on an as needed basis.

e) Documentation
  i. Record Keeping
    - Initial Damage Assessments are to be reported on FEMA/ mandated forms.
    - DPW Bureaus shall document all activity on Storm/Disaster Daily Work Sheets.
    - Each Bureau is responsible for securing copies of all rental equipment charges, materials and copies of all field documentation charged to work order(s) used in the emergency, for tracking full cost recovery and future invoicing for seeking reimbursement from the California Governor's Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA).

10. Transportation, Los Angeles Department of (LADOT)
  a) Reconnaissance and Information Gathering
    i. Fact Gathering
    If necessary and safe, staff members will conduct windshield surveys to assess damages and will report findings to the Communications Center who will relay information to the DOC.
    ii. Assessment
    Determine affected areas, potential need for road closures and determine viability of emergency travel routes to be used.
    iii. Information Sharing
    The LADOT DOC serves as the centralized point for collection and dissemination of information and coordination of department resources for response, recovery and employee safety during emergency situations or during any other event/incident that warrants the activation of the DOC.
  b) Incident Stabilization
    i. Incident Response
      - Provide assistance to LAPD and LAFD by directing and controlling traffic around incident sites prohibiting ingress of unauthorized vehicular traffic and facilitating egress of persons, as needed.
      - Install and maintain traffic control devices to move the public away from affected areas.
      - Coordinate transportation services for the public displaced from normal travel routes and facilities.
      - Develop and maintain emergency travel routes.
    ii. Ongoing Information Gathering, Assessment and Sharing
    LADOT will provide ongoing communication with essential facilities, field employees, other Divisions and the City's EOC.
    iii. Assess Transition to Recovery and Demobilization
      - Develop incident objectives related to recovery and demobilization during the response phase of the incident.

- Assess the capacity to de-escalate resources engaged in response operations and support.
- The LADOT DOC will coordinate with the City's EOC, LAPD, and LAFD to assess the release of LADOT resources.
- Determine alternate routes to keep traffic and public away from short and long-term recovery sites.

c) Initial Recovery
   i. Initial Recovery Operations
      If necessary and safe, conduct initial damage/safety assessment of the transportation infrastructure including freeways, streets, bridges and railroads.
   ii. Ongoing Information Gathering, Assessment and Sharing
      Ensure communication is established with essential facilities, field employees, other Divisions and the City's EOC.
   iii. Demobilization of Department/Agency Resources
      - Evaluate the department's ability to demobilize resources and personnel.
      - Determine intervals or timelines for demobilization of resources and personnel.
      - Communicate demobilizations and demobilization plans to relevant Departments and the EOC.
      - Use established plans for demobilizing resources and personnel for graduated dismissal.
      - Determine a plan and time period in which assets will be relinquished and restoration to normal activity will occur. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.
      - Assess long-term recovery needs.

d) Department Command and Control
   - The LADOT General Manager maintains responsibility for LADOT resources.
   - A succession plan has been established in the event the General Manager is not available.
   i. Communications
      Primary communications what will be used by LADOT staff include:
      - Department Communications Center
      - Landline telephone
      - Cellular phone
      - 800 MHz and digital two-way radio system
      - Satellite phone
      - Department e-mail
      - Text messaging
   ii. Logistics
      Logistical needs should be determined as early as possible to facilitate procurement and distribution of requests for field operations supplies. All

logistics requests are coordinated through the DOC and to the EOC as necessary.

11. Water and Power, Los Angeles Department of (LADWP)
   a) a) Reconnaissance and Information Gathering
      i. Fact Gathering
      Damage assessment information is reported to the DOC through surveys, safety inspections of specific facilities, systems and other areas; radio and TV reports; and communication with other City agencies.

      ii. Assessment
      LADWP Systems maintain established protocol to check the status of critical infrastructure and equipment to form safety assessment teams and prioritizing repair work for assignments.

      iii. Information Sharing
      - Information is disseminated to line management to keep LADWP employees informed of the nature of the emergency, impact of the emergency on Department operations and services to customers, and plans and progress made in services restoration.
      - Public Affairs Division coordinates with the General Manager's office to develop situational status information for Citywide dissemination to other governmental agencies, the public, news media and employees.
   b) Incident Stabilization
      i. Incident Response
      - The LADWP Environmental Affairs Division may be contacted to respond to hazardous materials events affecting department assets.
      - The LADWP Department Operations Center, called the Emergency Command Center, will be activated for command and management in the coordination of energy services response.
      - Emergency fencing and shoring of City facilities may be arranged if necessary to keep individuals away or to secure areas for investigations and decontaminations.
      - Maintain secure areas for utility restoration crews.
      - Representatives will be assigned to assist in coordinating the repairs of utility facilities.
      - Provide temporary or emergency water (e.g. above ground service connections to fire hydrants) and power services as required.
      ii. Ongoing Information Gathering, Assessment and Sharing
      - Information is gathered and shared through various portals

including social media and internal e-mail distribution.

- Water and Power Systems work closely with the LADWP Communications and Public Affairs Division to validate information, craft and disseminate internal and external information, broadcast and print, regarding service interruptions and progress of restoration efforts.

iii. Assess Transition to Recovery and Demobilization

- Develop incident objectives related to recovery and demobilization during the response phase of the incident.

- Assess the capacity to de-escalate resources engaged in response operations and support.

- Information regarding the demobilization of resources will be communicated from the field to the DOCs, and forwarded to the City EOC as appropriate.

c) Initial Recovery

i. Initial Recovery Operations

- If the event targeted or affected critical infrastructure, patrol and trouble crews are deployed throughout the City and along major transmission routes to locate vulnerable areas and work to make repairs to restore services.

- Maintain and/or restore water quality, and ensure water facilities are in secure and stable condition.

- Provide resources (equipment, materials, vehicles and labor) to setup and distribute emergency water supply to the public.

ii. Ongoing Information Gathering, Assessment and Sharing Continue data gathering and documentation.

iii. Demobilization of Department/Agency Resources

- Evaluate the department's ability to demobilize resources and personnel.

- Determine intervals or timelines for demobilization of resources and personnel.

- Communicate demobilizations and demobilization plans to relevant Departments and the EOC.

- Use established plans for demobilizing resources and personnel for graduated dismissal.

- Determine a plan and time period in which assets will be relinquished and restoration to normal activity will occur. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.

d) Department Command and Control

i. Communications

The LADWP utilizes the following communications devices and

systems for primary and redundant communication needs. Divisions will report to executive management on the current status of their communications abilities:

- Primary Communications
  - Internet
  - Landline Telephone
  - 900 MHz and UHF/Low-band radio systems
  - Cell phones
  - LADWP Intranet
  - Alternate Communications
  - Government Emergency Telecommunications Service/Wireless Telephone System (GETS/WTS)
  - Mobile radio equipped vehicles
  - Satellite phones
  - Emergency Alert System or other broadcast media
  - DPOPS phone system (Power System only)
  - Video conferencing
  - Messengers

e) Documentation
  i. Record Keeping
      - Critical documents that are generated during an emergency response that are needed for cost recovery are the responsibility of the divisions to archive and protect. Cost recovery documentation includes the following:
        - Signed daily timesheets, civil service classifications, hours, base hourly rates and applicable fringe benefits for labor.
        - Quantities, descriptions, purchase orders, invoices/vouchers, and payment records for materials or services.
        - Usage records with dates, hours, and rates for equipment.
        - Inventory depletion records for stock material usage.
        - Contract documentation for services and materials.
      - If any reports for damages are submitted to the EOC, a copy should be submitted to the CMC/LADWP OEM. All systems are responsible for the collection of information about the event; location, scope, category, and cost estimate of response and damages. LADWP OEM is the single point of contact during the recovery phase until the Project Worksheets are approved. After this point, the Financial Services Organization (FSO) of the LADWP is responsible for directing department-wide documentation related to FEMA and insurance claims.
      - Each of the three major systems in LADWP (Water, Power, and Joint) is responsible for compiling documentation and records of its own lead jobs or projects and coordinated by a system-level

FEMA Documentation Coordinator.

- Damage cost estimates will be provided as requested by governmental authorities for the purpose of seeking State and/or Federal Disaster assistance upon approval of senior management.

B. County of Los Angeles

Although the City of Los Angeles has no authority to assign responsibilities to County departments, many County departments are the primary agency responsible for providing certain services to the City. Those County departments are listed in the following, along with the services they are responsible for providing in the event of a biological emergency.

1. Coroner, Los Angeles County Department of

It is the duty of the Department of Coroner to determine the circumstances, manner, and cause of all violent, sudden, or unusual deaths. The Los Angeles County Department of Coroner is the lead agency on fatality management during a disaster. A mass or multi-fatality incident (MFI) results in a surge of deaths above what is normally managed by normal medicolegal systems. In the event of a major disaster within Los Angeles County, it may be several days before the Department of Coroner, County Morgue, or private mortuaries can respond, process, and recover decedents. Federal or military assistance in fatality management may not be available to local jurisdictions in widespread incidents such as a pandemic.

2. Fire Department, Los Angeles County (LACoFD)

The LACoFD is a first-responder agency responding to life and health threats of varying scope and degree. The Health Hazardous Materials Division's (HHMD's) Emergency Operations Section (EOS) provides 24-hour-a-day response to spills and releases of hazardous materials and wastes throughout the County. HHMD Dispatch can be contacted Monday-Friday from 7:00 am – 5:00 pm at 323-890-4317. After hours calls can be directed from 9-1-1 dispatch or 323-881-2455 (ask for Health HazMat).

HHMD EOS has three teams of highly trained, state-certified Hazardous Materials Specialists that:

- Determine the identity of the material(s) involved.
- Determine the type and severity of hazards present. The substance(s) involved must be classified or identified to determine the physical, chemical, and toxicological properties that make it hazardous. These properties establish the risks and anticipated problems.
- Assess the threat to human health and environment.
- Assess the need for evacuations, site control, security, and notifications.

- Direct interim remedial procedures to limit the spread of the materials.
- Determine the need to bring in other specialized HHMD units (Investigations, Cal-ARP).
- Perform environmental assessments using direct monitoring equipment, hazard categorization kits, and sampling equipment.
- Maintain written federal, state, and departmental or specialized records of the activities conducted at an incident.
- Issue cleanup and abatement orders to the responsible parties.
- Direct the proper and legal cleanup and removal of all released materials.
- Perform the final clearance inspection to certify that the site has been properly mitigated and allow re-occupancy when appropriate.

3. Health Services, Los Angeles County Department of (LACDHS)
   LACDHS serves the healthcare needs of the City's residents and encompasses clinics, the Emergency Medical Services Agency, rehabilitation services, and personal health services. The department runs four hospitals, as well as multiple comprehensive health centers. LACDHS has mobilized command centers that automatically engage in the event of a natural or other disaster. In the event of an emergency, LACDHS will communicate updated health information to residents via the news media and coordinate with local law enforcement and related federal agencies.
   a) Emergency Medical Services Agency, Los Angeles County (EMS Agency)
   The EMS Agency coordinates and supports the County's emergency medical services system with hospitals, fire departments, ambulance providers and other healthcare partners to provide emergency medical services and maintains the County's emergency supplies. The EMS Agency serves as the lead for the emergency medical services system in the County and is responsible for coordinating all system participants in its jurisdiction, encompassing both public and private sectors. The EMS Agency owns and maintains two 32 feet mobile contamination trailers towed independently by two trucks. These can be deployed as a field resource or to a healthcare facility where decontamination capability is limited or non-existent.

4. Public Health, Los Angeles County Department of (LACDPH)
   The LACDPH protects health, prevents disease, and promotes the health and well-being of all residents of Los Angeles County. It is considered the City of Los Angeles' primary public health administrator. The LACDPH responds to all health emergencies and utilizes the following resources:
   a) Public Health Emergency Response Team (PHERT)
   PHERT is a multidisciplinary team of public health personnel deployed in the early stages of a potential public health event to assists in coordinating public health functions during a multi-agency terrorism response. PHERT provides an on-scene presence, conducts rapid assessment, administers epidemiologic investigations, identifies risk factors for adverse outcomes, and targets resources

for swift recovery and rehabilitation of affected communities. Any biological disaster will require a rapid, coordinated response to assess the public health impact of an event.

b) Acute Communicable Disease Control (ACDC)

ACDC develops systems for rapid detection and investigation of disease outbreaks that could be the first indication of a biological attack. Early detection of illness caused by a bioterrorist attack saves lives. For biological incident reporting, including suspect pandemic influenza, call ACDC Monday-Friday, 8:00 am – 5:00 pm at 213-240-7941, or after hours at 213-974-1234.

c) BioSense 2.0, Surveillance Capacity Project

BioSense is a public health tool that provides public health practitioners with a picture of what is currently happening with any health condition in the country. BioSense 2.0 pulls together information on emergency department visits and hospitalizations from multiple sources, including the Department of Veterans Affairs, the U.S. Department of Defense (DoD), and civilian hospitals from around the country. The BioSense program works with state or local health departments that have agreed to share data from their own emergency department monitoring systems to collect data from civilian hospitals.

d) Geographic Information Systems (GIS)

During an emergency requiring LACDPH DOC activation, the Emergency Preparedness Response Program (EPRP) will be responsible for staffing and maintaining the Planning Section with GIS aid. In this role, EPRP will be responsible for all incident-related data gathering and analysis activities to investigate and control public health incidents such as disease outbreaks and environmental events.

e) Mass Prophylaxis Unit

The Mass Prophylaxis Unit plans and prepares for the rapid distribution of protective medications to County residents who have been exposed or may potentially be exposed to a disease agent in an outbreak or act of terrorism. In such instances, the public will require access to and distribution of pharmaceuticals through emergency health clinics called Medical Points of Dispensing (MPOD).

f) LACDPH Public Health Laboratory, Bioterrorism Response Unit

If any of the following organisms or conditions are suspected via detection and identification by molecular and conventional methods, please contact Public Health Laboratory Monday-Friday 8:00 am – 5:00 pm for telephone consultation at 562-658-1330 (ext. 1300):

- *Bacillus anthracis*
- Brucella species
- *Yersiniapestis*
- *Francisellatularensis*
- *Burkholderiapseudomallei* and *Burkholderiamallei*
- *Clostridium botulinum*

- Ricin
- Vesicular rash
- Avian Flu
- Brucella
- Francisella
- Yersinia

5. Sheriff's Department, Los Angeles County (LASD)
   The Los Angeles County Sheriff's Department is the primary public safety agency for jurisdictions within the County of Los Angeles. The department maintains patrol divisions and homeland security, among many other responsibilities, for the County.

C. State of California

In California, the State's main role in any HazMat incident is to assist the local government. However, the City of Los Angeles has no authority to assign responsibilities to State of California departments, many State departments have primary or support responsibilities for providing certain services to the City of Los Angeles. Those State departments are listed in the following, along with the services they are responsible for providing in the event of a biological emergency.

1. California Department of Public Health (CDPH)
   CDPH is the state agency responsible for protecting and ensuring the health of all Californians. CDPH manages branches, divisions, and laboratories to support the response to and recovery from biological emergencies.
   a) California's LRN-C is the education and coordination component, Laboratory Level 3, of California's biological response under the CDC-funded Cooperative Agreement for Preparedness and Response to Bioterrorism. The analytical component, Laboratory Level 1, is managed by the Sanitation and Radiation Laboratory Branch. Other states have similar programs and more information can also be obtained at the CDC website.

2. California Department of Transportation (Caltrans)
   Caltrans is the state agency responsible for highway, bridge, and rail transportation planning, construction, and maintenance. Caltrans aids in pre-planning, road management and traffic control and routing. These tasks are also managed in cooperation with local and state law enforcement. Caltrans and the CHP have partnered in Southern California to maintain the Los Angeles Regional Transportation Management Center (LARTMC). LARTMC utilizes Intelligent Transportation Systems (ITS) such as Closed Circuit cameras (CCTV) to provide real-time data video, and Changeable Message Signs (CMS) to provide lighted, digital message signs for real-time motorist traffic information during any emergency incident requiring surveillance and public information (e.g. travel alerts and warnings, road closures, and re-routing information).

3. California Division of Occupational Safety and Health (Cal/OSHA)

Cal/OSHA protects workers and the public from safety hazards. Regional and District Emergency Response Investigation Teams assist federal, state and local ICs in managing and investigating significant events such as catastrophic incidents, accidents, uncontrolled releases of hazardous substances, and natural disasters.

4. California Emergency Medical Services Authority (EMSA)

Disaster Medical Assistance Teams (DMATs) are a national network of response teams composed of approximately 35 to 100 civilian volunteers from the medical, health, and mental health care professions. DMATs provide austere medical care in a disaster area or medical services at transfer points and reception sites associated with patient evacuation. DMATs are a component of the National Disaster Medical System, a cooperative asset-sharing program among federal government agencies. DMATs can be federalized and activated to provide supplemental or replacement medical care and other services to communities impacted by a disaster. In addition to their federal role, DMATs can be mobilized and deployed by the EMS Authority as a medical mutual aid resource for local mass casualty incidents within the State.

5. California Environmental Protection Agency (CalEPA)

CalEPA develops, implements, and enforces state environmental protection laws that ensure clean air, clean water, clean soil, safe pesticides, and waste recycling and reduction.

a) The CalEPA Emergency Response Management Committee (ERMaC) coordinates preparedness for and responses to environmental emergencies in California under assigned statutory authorities. ERMaC's mission is to manage public health and environmental consequences of emergency events through effective, coordinated agency-wide preparedness, response, recovery and mitigation activities. ERMaC is responsible for emergency planning and training, and coordinates all CalEPA entities in emergency response and recovery. It serves as the forum for developing and maintaining the CalEPA collective Administrative Orders and emergency response plans.

b) CalEPA's Department of Toxic Substances Control (DTSC) handles and responds to HazMat incidents. DTSC's Emergency Response Program (ERP) provides statewide response to actual and potential releases of hazardous substances that pose an acute threat to public health and/or the environment, including clandestine drug labs. The ERP also authorizes the expenditure of state funds, dispatches and assigns the scope of work, and provides direct oversight of hazardous materials contractors to perform assessment, stabilization, removal, and disposal as needed. It is also responsible for coordinating emergency response activities with various federal, state and local agencies including US EPA, Cal OES, California Department of Fish and Game, California Department of Justice, and local fire, health, and law enforcement agencies. Requests for assistance are handled by the DTSC Emergency Response Duty Officers who are

on duty 24 hours a day, seven days a week, including weekends and holidays. Monday-Friday, 8:00 am-5:00 pm, call DTSC at 800-260-3972 or 916-255-6504. After hours, weekends, or on holidays, call the Cal OES Warning Control Center at (800) 852-7550 and ask to speak to the DTSC Emergency Response Duty Officer.

6. California Governor's Office of Emergency Services (Cal OES)
Cal OES enhances safety and preparedness in California to protect lives and property by effectively preparing for, preventing, responding to, and recovering from all threats, crimes, hazards, and emergencies. Cal OES is the coordinating entity between agencies.

7. California Highway Patrol (CHP)
The CHP provides safety, service, and security to the people of California by minimizing the loss of life, personal injury, and property damage; servicing the public; assisting other public agencies when appropriate; managing traffic and emergency incidents; and protecting public and state assets. The CHP is the state IC for any on-highway incident.

8. California National Guard - 95th Civil Support Team
In response to Presidential Decision Directive 39, the United States Army created Civil Support Teams to counter chemical/biological terrorist threat. The team managed under the National Guard and directed by the State Adjutant General, is completely self-contained and self-sufficient. The 95th Civil Support Team is primarily responsible for Northern California, but can be deployed anywhere within the United States or its territories. The team is operational 24 hours a day, 7 days a week. The 95th CST primary responsibilities are:
- Assess a suspected nuclear, biological, chemical, or radiological event in support of the local Incident Commander.
- Advise the Incident Commander regarding appropriate actions.
- Facilitate requests for assistance to expedite arrival of additional state, federal and military assets to help save lives, prevent human suffering, and mitigate property damage.

D. **Federal**
Although the City of Los Angeles has no authority to assign responsibilities to federal departments and agencies, many federal departments have primary or support responsibilities for providing certain services to the City of Los Angeles. Those federal departments are listed in the following, along with the services they are responsible for in the event of a biological emergency.

1. Federal Bureau of Investigation (FBI)

To coordinate the federal response, the FBI and FEMA have been assigned lead agency responsibility for crisis and consequence management, respectively, in response to a domestic terrorist threat or incident. The FBI is the lead agency for crisis management response to acts of domestic terrorism, which includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism. The laws of the United States assign primary authority to the federal government to prevent and respond to acts of terrorism; state and local governments provide assistance as required. The FBI provides guidance on the crisis management response in the FBI Nuclear Incident Contingency Plan (classified) and the FBI Chemical/Biological Incident Contingency Plan (classified).

2. United States Department of Defense (DoD)
   The DoD supports local, state, and federal government agencies in planning for and responding to domestic emergencies. Local units may respond under the immediate response doctrine when necessary to save lives, prevent human suffering, or mitigate great property damage. Many units execute MOUs for mutual support of emergency services with local jurisdictions or municipalities.
   a) Response Task Force (RTF)
      RTF may be deployed to support the federal crisis and consequence management operations in support of the Lead Federal Agency (LFA) during domestic operations. A Chem-Bio Rapid Response Team (CBRRT) under the RTF has been established to provide technical expertise and assessment support to the local officials. Certain DoD laboratories can also be called upon to respond with specialized equipment and capabilities. Active Duty, National Guard, and Reserve forces possess expertise, trained manpower, and equipment that can support response to chemical, biological, radiological attacks at DoD installations and in civilian communities.

3. United States Department of Health and Human Services (HHS)
   HHS is responsible for protecting the health of Americans and providing essential health services.
   a) Agency for Toxic Substances and Disease Registry (ATSDR)
      ATSDR maintains resources for biological incidents. For ATSDR technical assistance 24 hours a day, 7 days a week (emergency use only) call 404-498-0120.
   b) Centers for Disease Control and Prevention (CDC)
      The CDC is one of the major operating components of HSS. The CDC Emergency Preparedness and Response website is CDC's primary source of information and resources for preparing for and responding to public health emergencies. The CDC Director's (EOC may be contacted at 770-488-7100. The CDC provides surveillance tools to monitor the state of health in the nation. These surveillance tools are crucial in the discovery and assessment of biological emergencies:
      i. National Notifiable Diseases Surveillance System (NNDSS)

NNDSS is a public health disease surveillance system that allows health officials to monitor the occurrence and spread of diseases. Data is published in the weekly and annual Morbidity and Mortality Weekly Report (MMWR).

ii. BioSense 2.0

BioSense 2.0 pulls together information on emergency department visits and hospitalizations from multiple sources, including the Department of Veterans Affairs (VA), the US Department of Defense (DoD), and civilian hospitals from around the country. The BioSense program works with state or local health departments that have agreed to share data from their own emergency department monitoring systems to collect data from civilian hospitals. The CDC also has information on their Emergency Preparedness and Response website on bioterrorism found at http://www.bt.cdc.gov/bioterrorism/. The site includes agent-specific fact sheets, case definitions, first responder information and lab information.

c) The Strategic National Stockpile (SNS) is the pharmaceutical and vaccine stockpile to counter potential biological and chemical threats and threats from widespread diseases that could affect large numbers of civilians. The SNS is managed jointly by the Department of Homeland Security (DHS) and HHS.

4. United States Department of Homeland Security (DHS)

DHS maintains one vital mission: to secure the nation from the many threats Americans face and ensure a homeland that is safe, secure, and resilient against terrorism and other hazards. DHS prevents terrorism and enhances national security, secures and manages federal borders, and ensures resilience to disasters.

a) The BioWatch Program is a system of air filters that is currently set up in 30 U.S. cities, collecting samples in an effort to detect the release of dangerous pathogens into the air. The current biological response relies on health care professionals to recognize symptoms, sometimes long after an attack has taken place, and then isolate the source based on the population affected. The BioWatch early warning system is a first step toward more preemptive response to a biological attack.

b) Federal Emergency Management Agency (FEMA)

FEMA is the lead federal agency for consequence management, which entails both preparedness for and dealing with the consequences of a terrorist incident. Although the affected state and local governments have primary jurisdiction for emergencies, a terrorist attack involving weapons of mass destruction could create havoc beyond their capability to respond. If this were to happen, FEMA would coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; protect public health and safety; restore essential government services; and provide emergency assistance. FEMA would implement the Federal Response Planning cooperation with state and local emergency response agencies. Final authority to make decisions on-scene regarding the consequences of the incident (e.g. rescue

and treatment of casualties and protective actions for the affected community) rests with the local Incident Commander.

c) United States Coast Guard (USCG)

The USCG Base in Los Angeles-Long Beach (LA/LB) provides direct support of USCG activities in Southern California. USCG provides Hazardous Materials Response Special Teams. The Pacific Strike Team maintains custody of a variety of response equipment to execute its USCG missions and duties under the National Response System. Personnel undergo a rigorous training program and are equipped to respond to oil discharges, HazMat releases, and Weapons of Mass Destruction (WMD) incidents.

E. Non-Governmental Organizations (NGO)

Although the City of Los Angeles has no authority to assign responsibilities to non-governmental organizations, many NGOs provide support services to the City of Los Angeles. Those NGOs that may provide assistance include:

1. American Red Cross (Red Cross)

The Red Cross prevents and alleviates human suffering in emergencies by mobilizing volunteers and donors. The Red Cross has responsibilities as outlined in Los Angeles County, State of California, and FEMA EOPs and provides services associated with mass care of populations. In the event of a biological incident requiring evacuation and sheltering, the Red Cross will engage in pre-determined operations for evacuation, mass care, and sheltering and deploy an agency representative to the City EOC unless otherwise notified.

2. Hospitals (Non-Profit and For-Profit)

Local hospitals and doctors will be the first to respond to illness in the event of a bioterrorist attack. Health care staff will assist in early detection efforts by reporting unusual disease occurrences to the Public Health Department and learning the syndromes associated with possible chemical and bioterrorist disease agents.

IV. DIRECTION, CONTROL, AND COORDINATION

This Biological Appendix may be activated when the Mayor proclaims a local emergency, or if there is an automatic activation. An automatic activation follows a disaster or event that the City has identified, in advance, as one that requires an immediate response. Disasters requiring automatic activation are those events that pose an immediate threat to public safety.

Some portions of this Appendix, such as the initial response, go into effect immediately following a biological-related event. The remainder of this Appendix is only activated when the incident grows in scope to a point where activation of the EOC is warranted. Activation of the EOC is not necessarily automatic or necessary with all biological incidents.

In advance of or simultaneous with the City plan activation, City departments and agencies will also activate their departmental biological-related plans.

V. ADMINISTRATION, FINANCE, AND LOGISTICS

Each department is required to have documented internal administrative procedures in place to track financial costs related specifically to the response and/or recovery of an incident. These procedures must include tracking all expenditures specifically related to the incident, including personnel costs such as straight and overtime payroll costs related specifically to the incident. Departments are also required to document internal administrative procedures for requesting, fulfilling and tracking internal department to department (DOC-to-DOC), field to department (field-to-DOC) and department to EOC (DOC-to-EOC) resource requests. Each department is responsible for the tracking of their own resources, including the tracking of personnel.

If an incident meets designated thresholds for Proclamation or Declaration of a State and/or Federal Emergency or Disaster, the Department of the Chief Administrative Officer (CAO), acting as the City's Authorized Agent, will develop a method for collecting financial documentation from departments as needed for submission as part of the City's reimbursement application process.

VI. AGREEMENTS AND UNDERSTANDINGS

Currently, there are no Contracts, Memoranda of Agreements or Understandings for this Appendix.

VII. AUTHORITIES AND REFERENCES

A. Authorities
1. Federal
    a) Americans with Disabilities Act of 1990, as amended.
        http://www.ada.gov/pubs/ada.htm

    b) Atomic Energy Act (AEA) of 1954, as amended, (42 U.S.C. §§ 2011–2297 (2003)).
        https://legcounsel.house.gov/Comps/Atomic%20Energy%20Act%20Of%201954.pdf

    c) Comprehensive Environmental Response, Compensation and Liability Act (CERCLA or Superfund) 42 U.S.C. §9601 et seq. (1980).
        https://www.epa.gov/enforcement/comprehensive-environmental-response-compensation-and-liability-act-cercla-and-federal

    d) Emergency Planning and Community Right-to-Know Act (EPCRA) 42 U.S.C. 116.
        http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap116.htm

    e) Energy Reorganization Act of 1974 (5 U.S.C. §§ 5313–5316, 42 U.S.C. §§ 5801–5891 (2002)). https://www.nrc.gov/docs/ML0224/ML022410201.pdf

    f) Executive Order 12656 of November 18, 1988. https://www.archives.gov/federal-register/codification/executive-order/12656.html

    g) Homeland Security Act of 2002 (PL 107-296 Section 301)
        http://www.dhs.gov/xlibrary/assets/hr_5005_enr.pdf

    h) Homeland Security Presidential Directive-5 (HSPD-5).
        http://www.gpo.gov/fdsys/pkg/PPP-2003-book1/pdf/PPP-2003-book1-doc-pg229.pdf

    i) National Incident Management System. Department of Homeland Security. December 2008. http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf

    j) National Response Framework. Department of Homeland Security. January 2008. http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf

k) Public Health Service Act (PHSA). https://legcounsel.house.gov/Comps/PHSA-merged.pdf

l) Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. https://www.fema.gov/media-library-data/1519395888776-af5f95a1a9237302af7e3fd5b0d07d71/StaffordAct.pdf

m) Title 50, U.S. Code, War and National Defense https://www.gpo.gov/fdsys/pkg/USCODE-2011-title50/html/USCODE-2011-title50.htm

2. State of California
   a) California Code of Regulations, Title 19, Chapters 1 through 6, including:
      i. Chapter 1, Standardized Emergency Management System. https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=IB04B06CEEA354CF78940961DF532ECAA&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)
      ii. Chapter 6, Disaster Assistance Act Regulations. http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/02%20California%20Code%20of%20Regulations%202900q.pdf

   b) California Constitution. http://law.justia.com/california/constitution/

   c) California Emergency Services Act, 2015 Edition. http://www.caloes.ca.gov/LegalAffairsSite/Documents/Cal%20OES%20Yellow%20Book.pdf

   d) California Health and Safety Code.
      i. California Code - Section 25507: CAL. HSC. CODE § 25507. https://codes.findlaw.com/ca/health-and-safety-code/hsc-sect-25507.html
      ii. Safe Drinking Water and Toxic Enforcement Act of 1986, Proposition 65. Section 25249.5 and 25249.6. https://www.arb.ca.gov/bluebook/bb08/head/hea_d_20_ch_6_6.htm

   e) California State Emergency Plan. http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/00%20SEP%207-01-09%20covrev%20(12).pdf

3. County of Los Angeles
   a) Operational Area Emergency Response Plan http://lacoa.org/PDF/OA%20ERP.pdf

4. City of Los Angeles
   a) City of Los Angeles Emergency Operations Plan

B. References
1. City of Los Angeles Department Emergency Plans
   a) Los Angeles World Airports
   b) Emergency Management Department
   c) Los Angeles Fire Department
   d) General Services Department
   e) Los Angeles Police Department
   f) Port of Los Angeles
   g) Department of Public Works
   h) Department of Water and Power (LADWP)

2. Federal Emergency Management Agency (FEMA) Biological Incident Annex.
   http://www.fema.gov/pdf/emergency/nrf/nrf_BiologicalIncidentAnnex.pdf

3. Federal Emergency Management Agency (FEMA) Emergency Support Function
   (ESF) #10 – Oil and Hazardous Materials Response Annex.
   http://www.fema.gov/pdf/emergency/nrf/nrf-esf-10.pdf

4. Federal Emergency Management Agency (FEMA) Nuclear/Radiological Incident
   Annex.
   http://www.fema.gov/pdf/emergency/nrf/nrf_nuclearradiologicalincidentannex.
   pdf

5. 2016 Emergency Response Guidebook.
   https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/ERG2016.pdf

6. Local, Operational, and National COOP Plans and References

7. Center for Disease Control and Prevention (CDC).
   https://www.cdc.gov/library/COVID19/.

8. Planning Guidance for Response to a Nuclear Detonation, Second Edition, June
   2010, Developed by the National Security Staff, Interagency Policy Coordination
   Subcommittee for Preparedness and Response to Radiological and Nuclear
   Threats. https://www.fema.gov/media-library-data/20130726-1821-25045-
   3023/planning_guidance_for_response_to_a_nuclear_detonation__2nd_editio
   n_final.pdf

ATTACHMENT B-1: ACRONYMS

Acronym	Full Name
ACDC	Acute Communicable Disease Control
ADA	Americans With Disabilities Act
ANF	Angeles National Forest
ARCC	Airport Response and Coordination Center
ATC	Air Traffic Control
ATSDR	Agency for Toxic Substances and Disease Registry
BAR	Biowatch Actionable Result
Cal/OSHA	California Division of Occupational Safety and Health
CalEPA	California Environmental Protection Agency
Cal OES	California Governor's Office of Emergency Services
Caltrans	California Department of Transportation
CAO	City Administrative Officer
CBP	Customs and Border Protection, United States
CBRN	Chemical, Biological, Radiological, Nuclear
CBRRT	Chem-Bio Rapid Response Team
CCTV	Closed Circuit Television
CDC	Centers for Disease Control and Prevention
CDPH	California Department of Public Health
CEOC	County Emergency Operations Center
CHP	California Highway Patrol
City	City of Los Angeles
CMS	Changeable Message Sign
COOP	Continuity of Operations
COVID-19	Coronavirus (SARS-CoV-2)
CPG	Comprehensive Preparedness Guide
CRZ	Contamination Reduction Zone
CTA	Central Terminal Area
CTSOB	Counter-Terrorism and Special Operations Bureau
DGMQ	Centers for Disease Control and Prevention Division of Global Migration and Quarantine
DHS	United States Department of Homeland Security
DMAT	Disaster Medical Assistance Teams
DOC	Department Operations Center

DoD	United States Department of Defense
DOD	Department on Disability
DPW	Department of Public Works
DTSC	California Environmental Protection Agency Department of Toxic Substance Control
EAS	Emergency Alert System
EMD	Emergency Management Department
EMS	Emergency Medical Services
EMS Agency	Los Angeles County Emergency Medical Services Agency
EMSA	California Emergency Medical Services Authority
EOB	City of Los Angeles Emergency Operations Board
EOC	Emergency Operations Center
EOO	Emergency Operations Organization
EOP	Emergency Operations Plan
EOS	Emergency Operations Section
ERMaC	Emergency Response Management Committee
ERP	Emergency Response Program
ESD	Emergency Services Division
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigations
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services
FOUO	For Official Use Only
GETS	Government Employee Telecommunications Services
GIS	Geographic Information Systems
GSD	Department of General Services
HazMat	Hazardous Material
HEAR	Hospital Emergency Administrative Radio
HHMD	Health Hazardous Materials Division
HHS	United States Department of Health and Human Services
HMU	Hazardous Materials Unit
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command Structure
IMTG	Information Management and Technology Group
ITS	Intelligent Transportation Systems

JHAT	Joint Hazard Assessment Team
JIC	Joint Information Center
LA/LB	Los Angeles/Long Beach
LACDHS	Los Angeles County Department of Health Services
LACDMH	Los Angeles County Department of Mental Health
LACDPH	Los Angeles County Department of Public Health
LACoFD	Los Angeles County Fire Department
LADBS	Los Angeles Department of Building and Safety
LADOT	Los Angeles Department of Transportation
LADWP	Los Angeles Department of Water and Power
LAFD	Los Angeles Fire Department
LAPD	Los Angeles Police Department
LARTMC	Los Angeles Regional Transportation Management Center
LASD	Los Angeles County Sheriff's Department
LAWA	Los Angeles World Airports
LFA	Lead Federal Agency
LRN-C	Public Health Chemical Laboratory Response Network
MAC	Medical Alert Center
MERC	City of Los Angeles Mayor's Emergency Response Council
MFI	Mass or Multi-Fatality Incident
MMWR	Morbidity and Mortality Weekly Report
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPOD	Medical Point of Dispensing
MSD	Maintenance Services Division
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NNDSS	National Notifiable Diseases Surveillance System
NRF	National Response Framework
OA	Los Angeles Operational Area
OCD	Los Angeles Fire Department Operations Control Division
PHERT	Public Health Emergency Response Team
PHO	Public Health Officer
PIER	Public Information and Emergency Response
PIO	Public Information Officer
POD	Point of Dispensing
POLA	Port of Los Angeles

PPE	Personal Protective Equipment
PSAs	Public Service Announcements
Red Cross	American Red Cross Los Angeles Region
RTF	Response Task Force
SA	Situational Awareness
SARS	Severe Acute Respiratory Syndrome
SAT	Safety Assessment Team
SEMS	Standardized Emergency Management System
SEP	California State Emergency Plan
SID	Scientific Investigation Division
SNS	Strategic National Stockpile
SOP	Standard Operating Procedure
TB	Tuberculosis
TBIT	Tom Bradley International Terminal
TSA	Transportation Security Administration
UHF	Ultra High Frequency
USCG	United States Coast Guard
USP	United States Pharmacopeia
VA	United States Department of Veterans Affairs
VHF	Very High Frequency
VNC	Ventura County
WEA	Wireless Emergency Alert
WPS	Wireless Priority System
WTS	Wireless Telephone System

ATTACHMENT B-2:
PRE-POSITIONED ANTIBIOTICS FOR ANTHRAX PROGRAM SUMMARY

Pre-Positioned Antibiotics Program Guidance Documents:
1. *Pre-Positioned Antibiotics Program Guidance*
2. *Pre-Positioned Antibiotics Storage and Maintenance SOP*
3. *Pre-Positioned Antibiotics Activation and Notification SOP*
4. *Pre-Positioned Antibiotics Dispensing SOP*
    a. *Ciprofloxacin Instruction Sheet*
    b. *MPOD for Anthrax Screening Form – Cipro Only*
5. *Pre-Positioned Antibiotcs Allocations and Contacts*

R:\EMD DIVISIONS\Planning\Public Health\Medical Countermeasures (MCM)\Pre-Positioned Antibiotics Program

BACKGROUND
Since 2001, the U.S. government has developed anthrax prevention and treatment strategies—stockpiling medical countermeasures (MCMs), including vaccine, antimicrobials, and antitoxins—to address the nation's ability to respond in a timely manner to a bioterrorism attack. At the forefront of preparations is a focus on inhalation anthrax, specifically *Bacillus anthracis*.

The City of Los Angeles has been provided 100,000 bottles of Ciprofloxacin through the Los Angeles County Emergency Medical Services (EMS) Agency—enough to dispense to 33,333 City employees and 66,666 family members of those employees—pre-positioned with departments throughout the City.

The pre-positioning of antibiotics for Anthrax is one strategy in a multi-pronged program to protect the health and safety of Angelenos. Activation of this program to provide antibiotics to City staff will be part of a larger distribution to the community.

Dispensing of antibiotics to individuals will occur only upon the direct order of the County Health Officer and is for prophylaxis purposes only.

For the purposes of this program, responders who are critical to the continuity of City government responsibilities and public safety operations providing essential services are allocated antibiotics. EMD manages the courses of prophylaxis. Allocations to specific personnel are determined by each City department respective to their allocated cache.

Any person showing signs of illness related to the public health event must seek medical care from health care professionals.

PRE-POSITIONED ANTIBIOTIC
Each bottle of Ciprofloxacin contains 14 pills, which represents seven days' worth of medication (two pills per day per person). Three bottles of medications are allocated for each designated person identified as essential personnel, one bottle for the designated person and two bottles for family members.

At the time of distribution, the responder receiving antibiotics must complete a Medication Dispensing Form to properly screen antibiotic use and acknowledge their receipt of antibiotics and receipt of instructions for use. The "Use of Ciprofloxacin in a Bioterrorism Event" Instruction Sheet must be distributed with each course of antibiotics distributed. The instruction sheet specifies how to take the medication and provides additional health information for people who take the antibiotics.

PRE-POSITIONED DEPARTMENT STORED CACHES AND ALLOCATIONS

Department	Responders (Family)	Bottles Total	Boxes *
Emergency Management	1,000 (2,000)	3,000	30
Convention and Tourism Development	633 (1,266)	1,899[†]	19
Los Angeles Fire Department	5,000 (10,000)	15,000	150
Los Angeles Police Department – EOD	11,500 (23,000)	34,500	345
Los Angeles Police Department – West Valley Division	4,600 (9,200)	13,800	138
Los Angeles World Airports	5,266 (10,532)	15,798[‡]	158
Mayor's Office of Public Safety	166 (332)	498[‡]	5
Personnel – Medical	2,666 (5,332)	7,998[‡]	80
Services • 311 Call Center • Aging • Animal Services • Building and Safety • Chief Administrative Officer, Office of the • Chief Legislative Analyst (City Attorney, Council Offices, Controller) • Cultural Affairs • Disability • El Pueblo • General Services • Housing and Community Investment • Housing Authority • Information Technology • LACERS • Library • Neighborhood Empowerment • Office of Finance • Transportat			

	Responders (Family)	Bottles Total	Boxes *
ion • Zoo			
Port of Los Angeles	466 (932)	1,398‡	14
Public Works (All Bureaus)	633 (1,266)	1,899†	19
Recreation and Parks	1,000 (2,000)	3,000	30
Water and Power	400 (800)	1,200	12
TOTAL	**33,330 (66,660)**	**99,990**	**1,000**

* Each box holds 100 bottles of Ciprofloxacin, each bottle contains 14 pills, or seven days' worth of medication (two doses per day). Three bottles maximum are allocated for each person identified as a responder.
† Departments will have 1 extra bottle (assuming each person receives three bottles)
‡ Departments will have 2 extra bottles (assuming each person receives three bottles)

DEPARTMENT ALLOCATIONS FOR MEDICATION STORED AT PERSONNEL MEDICAL SERVICES

Each Department is responsible for maintaining a list of personnel they identify as essential and who will receive antibiotics. The table below lists the department allocations for medication stored at **Personnel Medical Services**.

Department	Responders (Family)	Bottles Total	Boxes *
Aging	30 (60)	90	0.9
Animal Services	150 (300)	450	4.5
Building and Safety	90 (180)	270	2.7
Chief Legislative	33 (66)	99	1.0
Analyst			
City Administrative Office	50 (100)	150	1.5
City Attorney	50 (100)	150	1.5
City Clerk	30 (60)	90	0.9
Controller	11 (22)	33	0.3
Council Offices	299 (598)	897	9.0
Cultural Affairs	5 (10)	15	0.2
Disability	16 (32)	48	0.5
El Pueblo	5 (10)	15	0.2
General Services	1033 (2,066)	3,099	31.0
Housing and Community Investment	100 (200)	300	3.0
Housing Authority	30 (60)	90	0.9
Information Technology	100 (200)	300	3.0
LACERS	15 (30)	45	0.5
Library	66 (132)	198	2.0
Neighborhood Empowerment	66 (132)	198	2.0
Office of Finance	29 (58)	87	0.9
Personnel	66 (132)	198	2.0
Transportation	350 (700)	1,050	10.5

Zoo	21 (42)	63	0.6
311 Call Center	21 (42)	63	0.6
TOTAL	**2,666 (5,332)**	**7,998‡**	**80**

* Each box holds 100 bottles of Ciprofloxacin, each bottle contains 14 pills, or seven days' worth of medication (two doses per day). Three bottles maximum are allocated for each person identified as a responder.

‡ Personnel will have 2 extra bottles (assuming each person receives three bottles) if all Departments receive their allotted allocation.

ATTACHMENT B-3:
BIOWATCH NOTIFICATION SUMMARY

PROGRAM SUMMARY:
BIOWATCH NOTIFICATION PROCESS

This program is under constant review and may be updated at any time. Contact the City of Los Angeles Emergency Management Department (EMD) for the latest version and for more complete details.

BACKGROUND

BioWatch is a U.S. Department of Homeland Security (DHS) bioterrorism detection program coordinated locally by the Los Angeles County Department of Public Health (LACDPH). BioWatch is an air monitoring system that can detect trace amounts of biological agents (Anthrax, Tularemia, Plague, Smallpox, and Glanders) whether intentionally released or naturally present in the environment, to coordinate emergency response.

Public health officials use this detection, known as a BioWatch Actionable Result (BAR), as a trigger to conduct a situational assessment. Public health officials may choose to initiate the appropriate emergency response, medical care, and consequence management plans. BioWatch filters are collected every 24 hours. Notification of a BAR may require the City to assist with mass prophylaxis or reinforce Public Health Officer orders for isolation and quarantine of resident(s) and/or building(s).

NOTIFICATION PROCESS

The LACDPH Emergency Desk will contact the EMD Duty Officer and Public Health Emergency Planner with initial notification of a BAR and provide information regarding a county-wide conference call.

EMD is responsible for notification to LAPD Communications Division, DOC and LAFD Metropolitan Fire Communications and ask them to notify their management and request participation on the LACDPH conference call. Once the conference call is over, EMD will conduct a follow-up conference call with City departments to formulate a plan to implement DPH requests, including but not limited to:

- Mayor's Office of Public Safety
- LAPD
- LAFD
- General Services Department
- Department of Transportation
- Recreation and Parks
- LAX ARCC

- City Administrative Office
- City Attorney
- Department on Disability

If incident involves Los Angeles International Airport (LAX), LACDPH may contact the ARCC directly at 424-646-LAWA (424-646-5292) to immediately notify the Manager on Duty (MOD). Authorization to coordinate an executive level, multi-agency conference call can be made by ARCC DM or the DM's designee. The ARCC at the direction of the MOD may coordinate a multi-agency conference call with the key airport stakeholders.

NATIONAL CALL

If the event occurs in the City of Los Angeles, LACDPH will request a representative from EMD be available for a National BioWatch Conference Call with federal officials, including the White House. Call information will be provided by DPH, Cal OES, or DHS.

ATTACHMENT B-4:
MEDICAL POINT OF DISPENSING (MPOD) PROGRAM SUMMARY

This program is under constant review and may be updated at any time. Contact the City of Los Angeles Emergency Management Department (EMD) for the latest version and for more complete details.

SUMMARY

The Medical Points of Dispensing (MPOD) Implementation Guidelines provide a scalable, collaborative, and operation-based framework that is consistent with the City of Los Angeles Emergency Management structure, Los Angeles County Department of Public Health and State and Federal emergency management guidelines.

The City of Los Angeles does not directly provide public health services, as these services are provided by the Los Angeles County Department of Public Health (LACDPH). However, the City plays a critical support role in assuring that public health agencies, both local and state, can efficiently and effectively perform their mission to protect the public health in emergency situations. Among the critical functions the City performs are:

- Locating venues and facilities for the administration of mass public health services such as mass prophylaxis and vaccination;
- Safety and security for public health workers and clients through traffic control, crowd management, and public safety;
- Non-clinical support personnel; and
- Crisis public information and communication.

These guidelines provide a flexible framework for addressing a wide variety of situations requiring the large-scale dispensing of medication to protect the public's health. This includes, but is not limited to, mass dispensing of oral prophylactic medication or vaccine related to any intentional or naturally-occurring disease event. All MPODs function and operation will be accessible and have the ability to be accessed by all people, including people with disabilities and others with access and functional needs.

WHAT IS AN MPOD AND MASS PROPHYLAXIS?

An MPOD is part of the public health response to a disease outbreak or bioterrorism attack. MPODs are temporary mass medication dispensing sites that are capable of providing medications (prophylaxis) or vaccinations to protect the general population from biological threats or epidemics. Routine medical care is not provided in an MPOD.

The purpose of an MPOD is to quickly dispense medications to large groups of people in order to stop the spread of a disease. MPODs are designed to provide medication that will prevent someone from becoming ill; treatment is not available at any MPOD. Those persons who are ill and require treatment will have to be seen at a clinic or the hospital.

SCOPE

The City of Los Angeles supports LACDPH in implementing and managing MPODs by providing non-clinical resources including, but not limited to:

• Providing facilities and incident action plans for each site;
• Security and traffic control officers (as necessary);
• Non-clinical staffing; and
• Non-health specific supplies (such as barricades, tables, and chairs).

ROLES & RESPONSIBILITIES

Activities may fall under the jurisdiction of the County of Los Angeles, City departments and partner agencies maintaining support and/or coordination responsibilities. City departments and partner agencies are responsible for tracking their respective personnel and resource costs incurred by recovery activities.

POD LOCATIONS AND INCIDENT ACTION PLANS

Through the Department of Recreation and Parks, the City has pre-identified 76 possible locations as MPOD sites. These locations are dynamic and may change at the time of activation.

Each site identified has an Incident Action Plan (IAP) developed for use. Each plan consists of an MPOD footprint, client flow, security plan, and traffic management plan.

ACTIVATION GUIDELINES

The EMD Duty Officer shall be the City's official recipient of MPOD activation notices. The LACDPH will contact the EMD Duty Officer at 213-200-6414 or emddutyofficer@lacity.org.

There are three phases to setting up and managing MPODs:

• First Phase: Setting up of the facility and securing it in preparation for arrival of Los Angeles County Public Health Department (LACDPH) Clinical Staff.
• Second Phase: Clinic staff arrives, prepares for dispensing of medications and dispensing begins.
• Third Phase: Dispensing is concluded. MPOD transitions to closing.

The following time frame is anticipated, although may be compressed depending on the number of POD to be activated:

	HOUR	ACTIVITY
PHASE 1 (SET-UP)	0	• LACDPH Emergency Desk notifies the City of Los Angeles Emergency Management Department that MPODs are necessary for mass prophylaxis and where the MPOD sites should be located. • In coordination with LACDPH, the City will determine which MPOD sites are best suited to serve the affected area.

		1	• The City of Los Angeles brings together the departments necessary to open MPODS to conduct a briefing. • Recreation and Parks are notified as to which MPOD sites will be opened and are requested to begin set-up according to the MPOD IAP developed for that site. • EMD staff is briefed and assigned positions.
		2	• LAPD are notified and provided with the locations of the MPODs to be opened and provided with a time security forces are to arrive. • LADOT is notified of which MPOD sites will be opened and the time traffic control is to arrive.
		6	LACDPH is notified by the City of Los Angeles that MPOD sites within the City are within one (1) hour of being ready for arrival of clinical staff.
PHASE 2 (DISPENSING)		7	LACDPH is notified by the City of Los Angeles that MPOD sites within the City are secured and staffed ready to receive clinical staff.
		8	MPODs are opened to the public and operate through the necessary operational periods.
PHASE 3 (DEMOBILIZATION/ CLOSURE)			MPODs are closed to the public and staff is demobilized. Facility is closed.

TRANSPORTATION OF VACCINES, MEDICATIONS AND MEDICAL SUPPLIES

A public health emergency may require mass prophylaxis of vaccines or oral medications. The Los Angeles County Sheriff's Department (LASD) will be the lead agency for providing security for medical supplies during transport. LASD may request mutual aid from LAPD.

In the event that Los Angeles County does not have sufficient resources to respond to a large-scale public health emergency, resources may be requested from the City of Los Angeles utilizing ICS protocols.

COMMAND AND CONTROL

Incidents occurring within the City of Los Angeles will be managed under Unified Command. At minimum, the following departments will support this command structure:
• Emergency Management Department
• Department of Recreation and Parks
• Los Angeles Police Department
• Department of Transportation

MPOD STAFFING

The City of Los Angeles will provide security, traffic and crowd control, facility management, and some non-clinical functions. LACDPH will provide clinical staffing (doctors, nurses, pharmacists). Disaster Service Workers may be activated for non-clinical functions.

ATTACHMENT B-5:
CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)
BIOTERRORISM AGENTS AND DISEASES

A bioterrorism attack is the deliberate release of viruses, bacteria, or other germs (agents) used to cause illness or death in people, animals, or plants. These agents are typically found in nature, but it is possible that they could be changed to increase their ability to cause disease, make them resistant to current medicines, or to increase their ability to be spread into the environment.

Bioterrorism agents can be separated into three categories, depending on how easily they can be spread and the severity of illness or death they cause. Category A agents are considered the highest risk and Category C agents are those that are considered emerging threats for disease[6].

CATEGORY A	
DEFINITION	High-priority agents include organisms that pose a risk to national security because they • Can be easily disseminated or transmitted from person to person; • Result in high mortality rates and have the potential for major public health impact; • Might cause public panic and social disruption; and • Require special action for public health preparedness.
AGENTS/DISEASES	• Anthrax (*Bacillus anthracis*) • Botulism (*Clostridium botulinum* toxin) • Plague (*Yersiniapestis*) • Smallpox (*variola* major) • Tularemia (*Francisellatularensis*) • Viral hemorrhagic fevers (filoviruses [e.g., Ebola, Marburg] and arenaviruses [e.g., Lassa, Machupo])

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[6] Centers for Disease Control and Prevention (CDC), Emergency Preparedness and Response, Bioterrorism Agents/Diseases. Accessed at http://www.bt.cdc.gov/agent/agentlist-category.asp.

CATEGORY B

DEFINITION	Second highest priority agents include those that are: • Moderately easy to disseminate; • Result in moderate morbidity rates and low mortality rates; and • Require specific enhancements of CDC's diagnostic capacity and enhanced disease surveillance.
AGENTS/DISEASES	• Brucellosis (*Brucella* species) • Epsilon toxin of Clostridium perfringens • Food safety threats (e.g., Salmonella species, *Escherichia coli* O157:H7, Shigella) • Glanders(*Burkholderiamallei*) • Melioidosis(*Burkholderiapseudomallei*) • Psittacosis (*Chlamydia psittaci*) • Q fever (*Coxiellaburnetii*) • Ricin toxin from Ricinuscommunis (castor beans) • Staphylococcal enterotoxin B • Typhus fever (*Rickettsiaprowazekii*) • Viral encephalitis (alphaviruses [e.g., Venezuelan equine encephalitis, eastern equine encephalitis, western equine encephalitis]) • Water safety threats(e.g., Vibriocholerae, Cryptosporidiumparvum)

CATEGORY C

DEFINITION	Third highest priority agents include emerging pathogens that could be engineered for mass dissemination in the future because of • Availability; • Ease of production and dissemination; and • Potential for high morbidity and mortality rates and major health impact.
AGENTS/DISEASES	Emerging infectious diseases such as Nipah virus and hantavirus