

City of Los Angeles

# EMERGENCY OPERATIONS PLAN

## EVACUATION

### Functional Support Annex

May 2018



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## **ANNEX DEVELOPMENT AND MAINTENANCE**

This Annex is developed in support of the City of Los Angeles Emergency Operations Plan (EOP) to facilitate response during evacuations.

This Annex is developed in cooperation and with input from the City departments that have primary response or support activities, as well as input from appropriate non-City agencies with identified activities related to evacuation.

This Annex is developed to describe the overall citywide response function and capabilities, and is to be used by each department identified within this Annex 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 related 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 Annex, and/or identifies a conflict between their listed activities within this Annex 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 to 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 Annex 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 Annex will be conducted by departments and agencies that are identified within the Annex, 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 the formal review, all corrections to the document will be reflected within the Record of Changes.

## APPROVAL AND IMPLEMENTATION

This document is a Functional Support Specific Annex to the City of Los Angeles EOP. It serves as either a stand-alone plan or companion document to another applicable Functional Support Annex to the EOP. The Annex 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 document to the Emergency Operations Board (EOB) with a recommendation for approval. Upon review and approval by the EOB, the document goes to the Mayor of the City of Los Angeles with a recommendation to approve and forward to the City Council for adoption.

This Annex was developed with input from all applicable Los Angeles City departments. This Annex 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)<sup>1</sup>.

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.

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<sup>1</sup> *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).



## CITY EMERGENCY OPERATIONS PLAN/ANNEX CROSS REFERENCE

During the response, 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 Federal, State, Local or Non-Governmental Organizations providing recovery information, see the **Local Assistance Center Annex** and the **Recovery Annex**.
- Where reference is made to response and restoration of critical infrastructure, see the **Critical Infrastructure Annex**.
- Hazard Specific Annexes include the **Tsunami Annex**, **Earthquake Annex**, **Adverse Weather Annex**, **Brushfire Annex**, **Urban Flooding Annex**, **Off-Airport Major Aircraft Response Annex**, **Civil Disturbance Annex**, **Terrorism Prevention & Protection Annex**, and the **CBRN Annexes (Chemical, Biological, Radiological, and Nuclear)**.
- All actions related to fulfilling the purpose of this Annex 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 Annex, please refer to that specific department's SOP.

## **BACKGROUND**

It is difficult to accurately predict the location, frequency, and scale of an emergency or disaster. It is possible, however, to plan and manage an evacuation network and establish evacuation procedures in effort to reduce the adverse impact of a threatened or actual emergency incident. This plan reflects the City of Los Angeles procedures and assigned responsibilities for evacuation missions during the response phase of an emergency incident. The Annex identifies the needed and available evacuation capabilities and resources. It describes how these resources are mobilized.

The evacuation operations described in this Annex are designed to be scalable. The outlined procedures can be used during incidents requiring the evacuation of a geographic area ranging from a few city blocks to an entire City.

## **I. PURPOSE, SCOPE, SITUATION, AND ASSUMPTIONS**

### **A. Purpose**

This Annex details government's responsibilities for the management of an evacuation response. This Annex can be used in conjunction with other annexes and plans designed for the protection of the population. Organizations, operational concepts, responsibilities, and procedures described in this annex are applicable to all locations and to all agencies, organizations, and personnel with evacuation support function responsibilities within the City of Los Angeles.

The Annex has been developed to meet the following objectives:

- Provide a concept of operations to support evacuation procedures, including but not limited to transportation resources.
- Describe the evacuation operation roles and responsibilities between Local, State and Federal responding agencies and organizations.
- Provide a coordinated evacuation network that follows the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and relevant City, County, State, and Federal laws.

If it is determined that an evacuation is the most effective means available for protecting the population from the effects of an emergency or disaster, this Evacuation Functional Support Annex is to provide for the orderly and coordinated evacuation of all or any part of the population of the City of Los Angeles.

### **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.

This Annex 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

Most local evacuations will be coordinated and administered by local government officials. During any local government-administered evacuation not requiring activation of the State Operations Center (SOC), State assistance may be provided by various agencies under normal statutory authority through coordination by the California Office of Emergency Services (Cal OES). This coordination is managed under SEMS from the local jurisdiction through the operational area up to the state.

This Annex is coordinated with the Los Angeles Operational Area (OA) Emergency Response Plan and will be incorporated in OA and County unincorporated area emergency response planning.

## 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*"<sup>2</sup>, 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 is one of the most diverse cities in the world. Angelenos speak nearly 200 languages and are part of many different religious and belief systems. Community members who live, work, and play in Los Angeles include people with disabilities and others with access and functional needs.

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<sup>3</sup>. The definitions for people with disabilities as well as others with access and functional needs are provided below:

#### *People with Disabilities*

"Disability" in this context is a legal term rather than a medical one. It refers to a federally protected class under the 1990 ADA. Nationally, people with disabilities make up about 20% of the population. To be in compliance with the law, emergency managers must apply the concepts of accessibility, inclusion, and nondiscrimination in providing services to the general public which includes

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<sup>2</sup> California Department of Finance, E-1 Population Estimates for Cities, Counties, and the State, January 1, 2015 and 2016

<sup>3</sup> Los Angeles Department of Public Health, "Adult Disability in Los Angeles County." LA Health. Sept. 2006.

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 definition that includes anyone who might have additional needs before, during, or after a disaster in accessing services. This includes individuals that may or may not meet the definitions of disability under existing civil rights laws, such as people with limited or no English language proficiency, individuals that are institutionalized, women in late-term pregnancy, or those with limited or no access to transportation. With this broader definition, about 50% of the population is considered to have an access or functional need. 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 Memorandums of Understanding (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 Annex was created to integrate the concepts and structure defined by NIMS<sup>4</sup>, SEMS<sup>5</sup>, and the National Incident Command System (ICS).

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<sup>4</sup> FEMA National Incident Management System, December 2008

<sup>5</sup> California Standardized Management System, Government Code 8607-8608 and California Code of Regulations, Title 19, §2400- §2450, Note: §2445 addresses inclusion of SEMS in emergency plans and procedures

- 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 Annex. Before implementing this Annex, confirm that the processes, procedures, and protocols are unchanged. If necessary, before implementing, modify the Annex to reflect updated processes, procedures, and protocols.
- Only departments that have a response role or a role closely supporting in evacuation operations are included in this document. The departmental roles listed are limited to those applicable to the functional support.
- In any disaster, primary consideration is given to the preservation of life, then incident stabilization, and property preservation. Additionally, time and effort must be given to providing critical life-sustaining needs.
- In a catastrophic incident, damage control, and disaster relief will be required from the State, Federal, and other local governments, as well as private organizations.
- The City Emergency Operations Center (EOC) may or may not be activated in support of an event or emergency. EOC activation will be determined based on the scope and scale of the event.
- Electronic communications utilizing information technology systems will be compliant with Section 508 of the Rehabilitation Act.
- All printed public education material produced to support this Annex for distribution to the general public shall be available in accessible formats.
- Many residential, commercial, and institutional structures could be damaged; requiring a large Urban Search & Rescue/Heavy Rescue mobilization.
- Residents could be displaced, requiring shelter and social services needs. Sheltering activities could be short term or long term depending on the severity of the incident.
- Vital infrastructure such as potable water supplies, electrical power, natural gas, and sewer services could be compromised. Re-establishment of these vital resources will be critical.
- Transportation infrastructure could be damaged and in limited operation. Vital vehicle and rail corridors could be damaged and impassible. Re-establishment of transportation infrastructure will be critical.
- Communications infrastructure could be damaged; causing disruption in land-line telephone, cellular telephone, radio, microwave, computer, and other communication services. Re-establishment of communications infrastructure will be critical.
- This Annex covers protocols and procedures for evacuations implemented across geographic areas and is not intended to cover site-specific evacuations.
- All responses will be made in accordance with the SEMS guidelines which have been integrated with the NIMS.
- The decision to evacuate or shelter-in-place will be made by field command (SEMS field level) and in accordance with existing plans and protocols.
- The varying capabilities of the local jurisdictions within the OA do not permit a definition of mass evacuation based solely on numbers. The ability of the jurisdiction

- to effectively evacuate using its own resources will need to be assessed to initiate the mass evacuation process.
- Evacuation operations, including routes and resources, may need to be coordinated with one or more jurisdictions.
  - Mass evacuation may cause evacuees to cross jurisdictional boundaries, requiring a regional response.
  - Some events requiring evacuation will have little to no warning.
  - The primary mode of transportation that will be used during jurisdictional evacuation efforts will be privately owned automobiles.
  - People with disabilities and others with access and functional needs have additional considerations during the evacuation process. These include, but are not limited to:
    - Additional notification time to prepare for evacuation.
    - Assistance evacuating with Durable Medical Equipment (DME), Consumable Medical Supplies (CMS), medications, and service animals.
    - Transportation resources to accommodate access and functional needs.
  - Evacuation of individuals with household pets.
  - This Annex may be implemented when the City is required to evacuate, or when the City is receiving evacuees from another jurisdiction.
  - In the event of an earthquake, compressed natural gas (CNG) pipelines will be shut off via an automated safety mechanism.
    - There are no viable mobile CNG refueling capabilities. Once a CNG vehicle has exhausted its fuel, it is out of service. Other cities have CNG refueling; however, there is no standard nozzle. If an alternate facility uses a different size nozzle, buses may be unable to refuel.
  - The following applies to Higher Education institutions:
    - About 50% of campus populations will be reliant on outside support for evacuation. Transportation resources may be supplemented through SEMS under, if any, mutual aid agreement with private vehicle companies. In some events, such as earthquakes, evacuation needs will depend on the remaining infrastructure.

## II. CONCEPT OF OPERATIONS

### A. Terminology

**For a list of acronyms, see Attachment A.**

**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.

**Area evacuations** – The evacuation of a geographical area to include the coordination and traffic management of vehicle flow out of a specified area identified by boundary coordinates or streets. Conducting an area evacuation is the responsibility of the Los Angeles Police Department (LAPD) as the primary lead agency.

**Building evacuations** – The evacuation of the public from buildings. The Los Angeles Fire Department (LAFD) or LAPD may be the primary lead agency in building evacuations.

**Canvassing** – The action of going from door to door or person to person to provide notifications and assistance to evacuees. The primary lead agency could be LAFD or LAPD.

**Disability** – A physical or mental impairment that substantially limits one or more of the major life activities of such individual. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**Evacuation Order** – An official directive for the immediate movement of people out of an affected area due to an imminent threat to life. Choosing to stay could result in loss of life. Staying may also impede the work of emergency personnel. Due to the changing nature of the emergency, this Evacuation Order may be the only warning that people in the affected area(s) receive. This term is often associated with the term “mandatory evacuation” by the media.

**Evacuation Warning** – Alert for people in an affected area(s) of a potential threat to life and property. Public Safety warning recommendations will advise that people, who need additional time, should evacuate at this time. An Evacuation Warning considers the probability that an area will be affected and prepares people for a potential Immediate Evacuation Order. This term is often associated with the term “voluntary evacuation” by the media.

**Household Pets** – FEMA Disaster Assistance Policy 9523.19<sup>6</sup> related to eligible costs for pet evacuations and shelters defines a household pet, as a domesticated animal, such as a dog, bird, rabbit, rodent, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes; can travel in commercial carriers; and can be housed in temporary facilities. Household pets do not include reptiles (except turtles), amphibians, fish, insects/arachnids, farm animals (including horses), and animals kept for racing purposes.

**Pick-up Point** – Designated locations where evacuees will be picked up and/or established, known routes for evacuees to be picked up for transportation to a designated evacuation point. They may also be known as “Transportation/Assembly Points.”

**Service Animals** – Defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. This definition does not affect or limit the broader definition of “assistance animal” under the Fair Housing Act or the broader definition of “service animal” under the Air Carrier Access Act. Some State and local laws also define “service animal” more broadly than the ADA<sup>7</sup>. Information about such laws can be obtained from the State Attorney General’s office.

## **B. Authority**

Whenever a menace to public health or safety is created by a calamity (e.g., flood, storm, fire, earthquake, explosion, accident) or there is an occurrence or presence of another disaster, Section 409.5 of the California Penal Code allows peace officers to close the area where the menace exists for the duration thereof. Any unauthorized person who willfully and knowingly enters an area closed under this authority and who willfully remains within the area after receiving notice to evacuate or leave will be guilty

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<sup>6</sup>The FEMA Disaster Assistance Policy. October 24, 2007, [http://www.nationalmasscarestrategy.org/wp-content/uploads/2014/07/dap-9523-19-eligible\\_costs\\_related\\_to\\_pet\\_evacuations\\_and\\_sheltering.pdf](http://www.nationalmasscarestrategy.org/wp-content/uploads/2014/07/dap-9523-19-eligible_costs_related_to_pet_evacuations_and_sheltering.pdf)

<sup>7</sup> U.S. Department of Justice, 2010, [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)

of a misdemeanor. Users of this document should consult California Penal Code Section 409.5<sup>8</sup> for further guidance or clarification regarding this authority.

If the calamity creates an immediate menace to public health, the local Health Officer may close the area where the menace exists pursuant to the conditions set forth in this section.

California law authorizes officers to close an area and restrict access to any area where a menace to public health or safety exists. However, there is no California precedent (court opinion) that gives law enforcement such restrictive authority over private property, nor any law that requires an individual to evacuate their own residence. There is no precedent that one must leave their own property in time of fire, flood, other calamity, or disaster. Further, there is no law that gives law enforcement any right to enter private property for the purpose of a mandatory evacuation against the property owner's will.

**Note:** Personnel conducting evacuations cannot forcibly evacuate any person.

When Incident Command or law enforcement personnel believe that a responsible adult is unwilling or unable to take actions necessary to ensure the safety of a minor, law enforcement personnel may take the appropriate steps to remove the child from the immediate danger in the interest of life/safety under the California Welfare and Institutions Code.<sup>9</sup>

### **C. Resource Management**

Tactical evacuation operations are controlled at the field level. If the field exhausts all available resources, the Incident Command Post (ICP)/Unified Command (UC) shall:

- For law enforcement resources, use existing protocols to obtain law enforcement mutual aid through LAPD Department Operations Center (DOC).
- For firefighting resources, use existing protocols to obtain firefighting mutual aid through LAFD DOC.
- For resources that do not fall within the above categories, contact the Emergency Management Department (EMD) Duty Officer. EMD will contact the appropriate departments, the Los Angeles County Duty Officer, or EOC for outside agency assistance.

In larger events, the City EOC may be activated. The EOC will coordinate the acquisition of additional resources from other departments, other partner agencies, or the OA.

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<sup>8</sup> *California Penal Code*. January 1, 1873 Updated through 2011

<sup>9</sup> *California Welfare and Institutions Code*

For potential tsunami events<sup>10</sup> Cal OES alerts the Los Angeles County Office of Emergency Management (OEM). OEM notifies the Los Angeles County Fire Department (LACoFD), the Los Angeles County Sheriff (LASD), and the City EMD.

- LACoFD notifies the fire dispatch center for each potentially impacted jurisdiction.
- LASD notifies each potentially impacted jurisdiction through the California Law Enforcement Telecommunications System (CLETS).
- OEM notifies EMD of potentially impacted jurisdictions. Once EMD is notified, the EMD Duty Officer notifies LAFD Metropolitan Fire Communications (MFC) and LAPD DOC.
- All notifications and communications relating to Los Angeles World Airports (LAWA) property will go through the Airport Response and Coordination Center (ARCC).

#### **D. Public Warning**

Multiple forms of messaging, including utilization of the citywide mass notification systems, will be used to notify the public of an existing evacuation in accordance with the Early Warning and Notification Annex and Citywide Guidance Documents.

- For immediate spontaneous emergency evacuations, first responders will conduct “door-to-door” notifications, will conduct public announcements from public safety vehicles, and will initiate an electronic mass notification per standing SOPs.

Public warning safety messages will provide:

- Shelter-in-place messages; instructing the public to remain inside their location.
- Evacuation warning; providing impacted areas to prepare the public to move out of the area.
- Evacuation order; issue a mandatory and immediate evacuation of the public out of the impacted area.

The California Department of Social Services (CDSS) will attempt to contact each assisted living facility that maintains a valid alternate contact number and point of contact. Facilities will maintain and carry their LIC610E (or equivalent) emergency contacts lists and phone numbers.

#### **E. Conducting the Evacuation**

Conducting the evacuation is a law enforcement responsibility in the City of Los Angeles with LAPD as the primary lead agency. Evacuations however, may be initiated by another agency Incident Commander, before the LAPD is on-scene. On arrival, the LAPD will initiate or join both the Command and the Evacuation Branch function of ICS organization, assuming an incident and Evacuation Branch leadership role.

- Other law enforcement agencies may be tasked with initiating an evacuation within the City and may maintain command of the evacuation depending on the circumstances.

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<sup>10</sup> For additional information specific to tsunami evacuations, please refer to the *City of Los Angeles Tsunami Response Annex*. This Annex should be referenced as a supporting document only.

- Other City departments with peace officers and resources to support the evacuation may be called to serve in secondary support roles as the situation deems necessary. City agencies with personnel holding either full or limited peace officer powers include: Port of Los Angeles (POLA) Police Department, LAWA Police, Recreation and Parks (RAP) Rangers, and Los Angeles Animal Services (Animal Services) Animal Control Officers.
  - **City Park Evacuation**  
RAP Park Rangers oversee eight regional parks (See Attachment C: Regional Parks for a list of regional parks). During evacuations they have the responsibility to carry out immediate evacuation notifications to park patrons and support other requests as necessary to facilitate evacuation notifications. LAPD will coordinate with RAP to carry out evacuation notifications to park patrons within City parks. In some instances, other law enforcement agencies may conduct evacuation notifications in the interest of life/safety or if authorized.
  - **Waterway Evacuation in the Port of Los Angeles**  
The decision to evacuate the waterways in POLA rests with the Captain of the Port, U.S. Coast Guard (USCG). The USCG, in conjunction with other Local, State, and Federal agencies, confers in Unified Command to determine the operations, prioritization of vessel traffic and vessels evacuations. USCG procedures follow their Maritime Security Plan and applicable federal mandates for emergency response under the Post-Katrina Emergency Management Reform Act (PKEMRA).
  - **Los Angeles World Airport (LAWA) Terminal or Airfield Evacuation**  
Information on LAWA's evacuation procedures including notifications can be found in Section 325 of the Airport Emergency Plan<sup>11</sup>, the Los Angeles International Airport (LAX) Terminal Evacuation and Repopulation Plan<sup>12</sup>, and the Airport Response Teams Plan (ART)<sup>13</sup>.
    - **Controlled Evacuation**  
In the instance of a controlled evacuation, if deemed necessary by the ARCC, representatives from all affected agencies will coordinate necessary resources through the ARCC. Emergency personnel will act as Incident Commander(s) (IC) during the evacuation phase of an incident (versus the repopulation phase, which will be taken over by Airport Operations). Further actions include, but are not limited to, an Emergency Public Information (EPI) address following authorized SOPs under the supervision of the LAWA Public Information Officer (PIO) for the safety and coordination of the public and passengers on LAWA property affected by the incident. Additionally, existing MOUs may be enacted with other City agencies and private-sector parties to

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<sup>11</sup>LAX Airport Emergency Plan

<sup>12</sup> LAX Terminal Evacuation and Repopulation Plan

<sup>13</sup> LAX Airport Response Teams Plan

safeguard evacuation routes, manage subsequent traffic delays, mitigate casualties, and provide secure temporary waiting areas.

- **Uncontrolled Evacuation**

In the instance of an uncontrolled evacuation, occurring with little or no warning, personnel should attempt to expedite the evacuation by opening available exits leading to safe evacuation areas. They should immediately notify the LAWA Police Department, who will, in turn, contact Airport Operations and the ARCC. LAWA Police Department will implement controlled evacuation procedures as soon as it is safe to do so.

- All mass public warning messaging and notification on airport property is coordinated through the ARCC, working directly with the field IC/UC.
- The City of Los Angeles Department of Transportation (LADOT) has a primary support role for providing transportation modes and resources during evacuations.

#### **F. Access Control**

Once an area is evacuated it becomes a public safety vulnerability with risk to those who may attempt to re-enter the area before it is deemed safe to return. The evacuated area also becomes vulnerable to potential property related crimes by persons without authorized access.

In the event an area is evacuated, when deemed safe to do so for officers, LAPD shall provide organized patrols inside the perimeter of the evacuation zone to enforce the evacuation and ensure evacuated persons do not re-enter before the evacuation is terminated. Organized patrols will be responsible for the deterrence of potential criminal activity in the area. In the event safety concerns do not allow for organized patrols within the evacuated area, then LAPD should establish hard containment security perimeters immediately outside of the evacuation zone perimeter to prevent entry into the area.

LADOT will provide support to LAPD when possible, by providing Traffic Officers at designated intersections on the outer perimeter to control vehicle and pedestrian access into the evacuated area. LAPD will ensure that applicable safety assignment guidelines for LADOT Traffic Officer will be used in determining location placement. LADOT officers will not be placed in hazardous situations. LAPD will respond to assist LADOT Traffic Officers as necessary, to provide enforcement support when LADOT Traffic Officers encounter persons who refuse to cooperate. In the event any persons get past LADOT staffed check points, LADOT will immediately notify LAPD. LAPD will make every attempt to locate the offenders and enforce the evacuation restrictions.

#### **G. Transportation Requirements**

The City will utilize local, operational, regional, statewide, and federal resources as needed. The City currently has and utilizes existing MOAs and MOUs with outside agencies. When an MOA or MOU is activated, the EMD Duty Officer shall be notified. The Los Angeles County of Emergency Management will be notified for any requests

outside of City resources. Resource requests will be submitted to procure, coordinate, and provide adequate means of transportation for individuals who do not own or have access to automobiles, have unique needs that limit their transportation options, and/or have other specific needs.

Primary evacuation routes consist of the major interstates, highways, and primary arterials within the City and Los Angeles County. The City will work with the Operational Area, Los Angeles County Sheriff, Law Enforcement agencies from surrounding jurisdictions, California Department of Transportation (Caltrans), California Highway Patrol (CHP), City and/or County Public Works, and other applicable agencies or departments to identify evacuation pick up points and transportation routes.

#### **H. Documentation and Time-Keeping**

During an emergency situation or incident, it is important to keep specific records on 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; incident specific cost tracking, personnel time keeping, and record retention of these documents.

In accordance with standard cost accountability practices for unique events, human caused and/or natural disasters, all City departments are required to document their financial costs of labor, materials, and equipment in addressing the event.

Each City department, proprietary and Council controlled, operates their respective accounting 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. 3-1-1 Call Center**

- The 3-1-1 Call Center will be available during hours of operations based on the circumstances of the emergency.

##### **2. Airports, Los Angeles World (LAWA)**

- Responsible for command/control, operations, and coordination with airport stakeholders to provide passenger/public support for evacuations on airports owned and operated by the City. This includes LAX, Ontario International, and Van Nuys.
- In some events such as those related to terrorism or Hazardous Material (HazMat), agencies such as the LAFD, Federal Bureau of Investigation (FBI), or Transportation Security Administration (TSA) may take jurisdictional lead. When local government law enforcement is the appropriate lead agency, LAWA Police Department will take this role and coordinate as needed with other local law enforcement agencies such as LAPD, United States Customs and Border Patrol (CBP), and United States Immigration and Customs Enforcement (ICE).
- LAWA Airport Police, Airport Operations and LAFD will establish Unified Command for airport-related incidents.
- APD and/or Airport Operations will establish the ICP.
- Airport Operations and Emergency Management coordinates with the Federal Aviation Administration (FAA), TSA, Centers for Disease Control and Prevention (CDC), and Los Angeles County Department of Public Health (LACDPH) as appropriate.
- The ARCC-DOC provides situational awareness for incidents involving airport facilities
- Airport Operations provides all requests for FAA Notifications (NOTAMs) at airport facilities.
- The ARCC and Airport Operations oversee coordination with airlines and stakeholders.
- Airport Police supports law enforcement functions off LAWA property, as requested.
- APD, Airport Operations and in some cases LAFD coordinate the evacuation of people from airport terminals, including people with disabilities and others with access and functional needs.
- The Media & Public Relations PIO in conjunction with the Airport Police PIO are responsible for external/public and media information. A Joint Information Center (JIC) may be established.

### **3. Animal Services, Department of (Animal Services)**

- Supports all animal evacuation, sheltering, and care. Service animals will be evacuated with their owners. Animal Services is available to assist with the evacuation of service animals if requested by the owner.
- Provides an Agency Representative to the ICP/UC as required.
- Provides food, veterinary services, and other care to service animals as requested.
- Provides temporary corrals or trailers for large animals.
- Provides safe transportation and sheltering resources for animals in need of confinement during an evacuation.
- Continues service for the care and treatment of sick and/or injured animals.
- Mobilizes additional personnel such as the Volunteer Emergency Equine Response Team (VEERT), the Specialized Mobile Animal Rescue Team (SMART), and other department trained volunteers.
- May enter and evacuate animals if no one is home during door-to-door evacuation notifications.

### **4. Emergency Management Department (EMD)**

- EMD Duty Officer and Duty Team will obtain information from department sources.
- If the EOC is activated, EMD staff will be assigned to the Situation Analysis Unit of the Planning Section and is responsible for information gathering.
- Notify relevant stakeholders, including the Mayor, EOB members, and the LA County OEM Operational Area of City EOC activation.
- If the EOC is not activated, the Duty Officer will collect and consolidate ongoing reconnaissance information from field units, the ICP and other available information sources. The Duty Officer will also make recommendation to the General Manager regarding EOC activation.
- Activates NitfyLa, the mass notification system, to distribute public alerts to the affected geographical area.
- Provides a Liaison Officer to the ICP when necessary.
- Work with other departments to determine the scope of the incident and its impact on City functions and facilities, as well as its impact on mass feeding needs.
- Monitor, record, evaluate, and assess information obtained by LAFD and LAPD during initial size up to anticipate future emergency management needs of the departments.
- Contacts other City, County, State, and Federal agencies as necessary.
- Maintains information sharing and situation updates within the City and with OEM.
- Evaluate long-term recovery needs, and facilitate resource coordination between stakeholders.

- During an EOC activation, all EMD employees are required to complete an ICS 214 form.
- EMD's Administrative Section is responsible for tracking disaster related response costs incurred by the Department.

#### **5. Fire Department, Los Angeles (LAFD)**

- Supports evacuation conduct and notification during an incident, in cooperation with LAPD.
- Primary agency for determining evacuation areas due to a wildfire threat.
- Directs Fire Suppression and Rescue personnel.
- Coordinates decontamination operations for evacuees, as necessary.
- Advises on HazMat conditions and impacts on evacuation routes.
- Provides emergency medical resources, as necessary.

#### **6. General Services, Department of (GSD)**

- Provides fuel for fire and police aircraft, emergency generators, and non-emergency vehicles. Police, fire, and proprietary departments manage their own vehicle fleet fueling operations.
- Maintains fuel sites for response operations (except proprietary departments).
- Maintains a list of fuel vendors and fuel sites.
- Maintains agreements with outside agencies for the emergency provision of fuel.

#### **7. Police Department, Los Angeles (LAPD)**

- Acts as the lead City department in evacuation operations. Serves in the UC, law enforcement branch, and/or evacuation branch as the primary or support role, depending on the type of evacuation.
- LAPD may be providing resources along with LAFD during evacuations, as necessary.
- Mobilizes law enforcement personnel and material resources to fulfill the police mission.
- Coordinates with the LADOT to identify a traffic plan with evacuation routes.
- Coordinates with other law enforcement entities.
- Manages and controls selected evacuation routes.
- Secures evacuated areas and controls ingress and egress to maintain perimeter control during an evacuation.
- Conducts normal police functions to monitor crowd management and crowd control issues.
- Ensures appropriate evacuation notification is disseminated.
- Provides evacuation of the identified areas, as necessary, which may include the use of public address systems via ground or air resources or door-to-door notification.
- Controls traffic along the evacuation routes.
- Controls and limits access to the scene of the incident.

- Manages the evacuation of City of Los Angeles detention facilities.

#### **8. Police, Port of Los Angeles**

- Responsible for the evacuation of personnel, including people with disabilities and others with access and functional needs, from the City owned Port properties.
- Activates or participates in the ICP/UC for port-related incidents.
- May provide secondary support to other agencies with law enforcement personnel and resources during incidents off Port property, but adjacent to the Port's jurisdiction.
- Coordinates with Federal, State, and Local agencies.
- Coordinates local evacuation route as dictated by the City of Los Angeles Tsunami Response Annex.<sup>14</sup>
- Coordinates with the USCG, the lead agency for waterside evacuations as dictated by the Captain of the Port. Waterside evacuations by the USCG include the evacuation of boats from the marina or Los Angeles Port area. POLAPD will assist with these operations as requested.
- Provides situational awareness for incidents involving the Port and facilities through the Port Police Operations Center (PPOC)/Threat Detection Center (TDC).
- Oversees coordination with Port terminals and container companies.

#### **9. Public Works, Department of (DPW)**

- Oversees the City's Debris Removal Plan. Areas of responsibility include street services, street lighting, and administration of emergency engineering contracts.
- Removes debris to facilitate evacuation or ingress for emergency personnel.
- Provides road and bridge damage assessments; conducts engineering investigations.
- Installs appropriate signage, traffic control devices, and barricades.
- Administers and manages emergency contracts to support evacuation operations.

#### **10. Recreation and Parks, Department of (RAP)**

- Serves as the lead agency for parks and provides facilities for safe refuge, shelters, and sheltering social services.
- Responsible for notifications to, and evacuation of, the public in regional park facilities.
- Provides notifications to executive staff.
- Provides personnel to support law enforcement during evacuation operations.
- Provides facility availability information in anticipation of activating mass care and shelter facilities.

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<sup>14</sup>City of Los Angeles Tsunami Response Annex

- Coordinates with the Los Angeles Unified School District (LAUSD) and non-governmental organizations (NGOs) supporting mass care and shelter activities.
- Provides uniformed peace officers to augment LAPD evacuation efforts, to support in alert and notification, to provide traffic control, and to support access control.
- Provides the access to, and maintenance of, facilities to support evacuation operations (e.g., safe refuge sites, pick-up points, and shelters).

#### **11. Transportation, Los Angeles Department of (LADOT)**

- Manages the activation, deployment, and coordination of evacuation transportation resources and assets utilizing pre-identified agreements.
- Deploys Traffic Enforcement Officers to direct vehicle traffic.
- Supports the coordination of evacuation routing, signage, barricades, and towing. Signage will be temporary LADOT approved traffic signs for road closures, detours, or vehicle flow changes on city streets. All vehicular traffic management signs used by LADOT are mandated to conform to the California Manual on Uniform Traffic Devices for Streets and Highways-Temporary Traffic Control.<sup>15</sup>
- Coordinates with the LAPD and other agencies, as necessary, to identify a traffic plan with evacuation routes.
- Monitors traffic patterns using the Automated Traffic Surveillance and Control (ATSAC) system and other intelligent traffic systems.
- Provides a Traffic Engineer from Special Traffic Operations to the ICP/UC for traffic situational awareness.
- Mobilizes personnel and material resources to fulfill the mission of the department.
- Provides City-owned mass transportation assets for the movement of people and supplies. LADOT has direct control over DASH, Commuter Express, two private vendor contracted services, and Cityride. Transportation equipment for all City managed providers meet ADA Title II accessibility.
- Establishes alternate and temporary public transportation routes and points.

#### **12. Water and Power, Los Angeles Department of Department of (LADWP)**

- Manages power and water systems services to the public.
- Coordinates with LAFD to provide Life Support Disability Program (LSDP) information.
- Works with LAPD and LAFD to ensure safety inspection of the evacuated area to determine if it is safe to re-enter. Provides mobile fuel dispensers for emergency response vehicles.

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<sup>15</sup>California Manual on Uniform Traffic Control Devices for Streets and Highways-Temporary Traffic Control

## **B. County of Los Angeles**

Although the City of Los Angeles has no authority to assign responsibilities to county departments, many county departments retain the existing primary agency responsibility and authority for providing City services. These services are outlined in the Los Angeles County Code of Ordinances, Title 2 Administration<sup>16</sup>, the Emergency Management Agreement between the County and the City of Los Angeles (See Section VI of this Annex),<sup>17</sup> the State of California Emergency Plan Section 7, and SEMS. The City specifically relies on these departments/agencies to provide, as mandated, appropriate emergency/disaster related services. For evacuations in the City, the following Los Angeles County departments are listed with their specific areas of authority and identified responsibility for response/recovery operations. A copy of the agreement can be found in Section VI: Agreements and Understandings of this Annex. The following is a list of county departments responsible for providing services to the City in the event of an incident requiring evacuation

### **1. Children and Family Services, Los Angeles County Department of (LACDCFS)**

- LACDCFS has the responsibility for the immediate and long-term protective services of all minors, inclusive of minors with disabilities and other minors with access and functional needs.
- Assists in receiving all unaccompanied minors, including minors with disabilities or others with access and functional needs, at evacuation centers and/or shelters.
- Assists in the reunification efforts of all unaccompanied minors, including minors with disabilities or others with access and functional needs, with parents or guardians.

### **2. Community and Senior Services, Los Angeles County Department of (LACCSS)**

- Adult Protective Services (APS) will immediately, or as soon as possible, contact all existing APS clients to verify their safety and to provide any necessary services including possible emergency shelter, transportation, or food.
- APS and In-Home Supportive Services (IHSS) staff provides clients with specific information on local shelters, such as the American Red Cross and LACCSS Service Centers.
- Additional support to the community will be available at LACCSS community and senior centers.
- Additional resources will be available to older adults once operations move into a recovery mode, such as referrals to the Local Assistance Center(s); LACCSS will utilize assistance staff, volunteers, and contract agencies.
- In addition to emergency response responsibilities, LACCSS provides services to qualified individuals that are non-deferrable; non-deferrable services are those services that are considered life-sustaining; as a result, any interruption in

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<sup>16</sup>Los Angeles County Code of Ordinances

<sup>17</sup>Emergency Management Agreement between the County and the City of Los Angeles

service delivery must be minimal; the services provided by LACCSS that are non-deferrable include:

- Continuing the Area Agency on Aging Nutrition Program.
- Continuing intake and case management for the APS Program; client vulnerability will determine priority for case management visits; clients will be assessed on a case-by-case basis.

**3. Emergency Management, Los Angeles County Office of (OEM)**

- Will activate the Operational Area EOC to support larger-scale evacuations.
- Coordinates the Specific Needs Awareness Planning (SNAP) program.
- Coordinates requests for resources through SEMS.

**4. Fire Department, Los Angeles County (LACoFD)**

- Provides resources through automated-aid and mutual-aid requests between neighboring jurisdictions and the City of Los Angeles. Resources include the County Lifeguard Division for Tsunami evacuations.
- Mobilizes Community Emergency Response Team (CERT) resources to support evacuation operations.
- Provides agency representatives, as necessary, to the ICP/UC.

**5. Health Services, Los Angeles County Department of (LACDHS)**

- The decision to evacuate a hospital is the responsibility of hospital administration after consultation with building and safety experts and other health agencies. LACDHS' Medical Alert Center (MAC) and/or DOC provides overall coordination of resources needed for the evacuation of patients to an appropriate receiving facility. Evacuation operations within hospitals are under the auspices of hospital administration. The role of the LACDHS Emergency Medical Services (EMS) agency is to coordinate transportation support of patients and finding available beds in receiving hospitals.
- Each hospital in Los Angeles County has a hospital evacuation plan as part of their EOP as required by the joint commission. Evacuation plans address moving patients vertically or horizontally to unaffected areas of the facility (partial evacuation), as well as evacuation of the entire facility (full evacuation).
- Factors to consider in whether to evacuate a facility or shelter-in-place vary based on each type of emergency. Patient safety is the primary consideration in the decision to evacuate a hospital. Hospitals are encouraged to use existing MOUs with other hospitals and transportation providers to initiate evacuation procedures.
- As necessary, the LACDHS MAC/DOC will request advanced life support (ALS)/basic life support (BLS) ambulance support from the LAFD to support evacuation operations of the hospitals.
- Supports field decontamination with equipment; this does not include staffing.
- Coordinates medical transportation for healthcare facilities.

- Can provide a Mobile Medical System (MoMS) to support hospital evacuations if proper escort and security is provided and medical personnel staffing are available to staff it. This system requires specific routes and traffic management planning to ensure it can be moved to support areas.

**6. Mental Health, Los Angeles County Department of (LACDMH)**

- Supports the evacuation of mental health clinics.
- Deploys mental health assets to reception processing sites and pre-stages at shelters.

**7. Public Health, Los Angeles County Department of (LACDPH)**

- The decision to evacuate a Skilled Nursing Facility (SNF) will be made by the facility; evacuations will be conducted in accordance with the SNF's emergency plan; evacuating a nursing home or SNF will be complicated by the risks of moving medically compromised residents. These residents will be moved with their medical records and supporting pharmaceuticals and equipment. Specially-trained staff will be available during the evacuation for care of this population.
- Supports the evacuation of facilities licensed through the LACDPH. Hospitals, SNFs, and other designated health facilities are examples of facilities that are required by the State to have an evacuation plan in place, including modes and methods of operation. Facility plans cover building evacuations within different parts of the building, or an evacuation to outside the building, and are not coordinated with outside entities and resources to evacuate away from the building.
- Facilities would need evacuation support that would range from traditional buses to access services. Some facilities have arrangements with vehicle providers for people with disabilities and others with access and functional needs.
- Provides public health information and advice.

**8. Public Social Services, Los Angeles County Department of (LACDPSS)**

- LACDPSS administers the IHSS program which provides support services so that low-income elderly and people with disabilities can remain safely in their own homes and avoid costly nursing home care. In-home caregivers provide services that can include bathing and dressing, meal preparation, and household chores.
- Following a disaster/emergency LACDPSS will conduct a call-out to IHSS At-Risk Consumers (clients) living in the impacted area to check if they are safe. If no contact can be made by telephone, a request can be initiated to APS to conduct a home visit. In addition, LACDPSS has the capability to conduct an automated call to all IHSS Consumers living in an impacted area to notify them of the emergency (earthquake, tsunami, heat alert, cold weather alert, flash flood, etc.) and the appropriate emergency measures to take.

## **9. Sheriff's Department, Los Angeles County (LASD)**

- Evacuates county detention facilities within the City, as necessary, and advises City agencies of the evacuation.
- Responsible for coordinating the evacuation of Metropolitan Transportation Authority (MTA) facilities.
- Provide law enforcement mutual aid, as requested.

## **C. Federal**

Although the City of Los Angeles has no authority to assign responsibilities to Federal departments, many Federal departments have primary or support responsibilities for providing certain services to the City of Los Angeles. Those Federal departments are listed below, along with the services they are responsible for providing in an incident requiring evacuation.

### **1. Federal Protective Services**

- Evacuates Federal facilities within the City, including public facilities, office buildings, and detention facilities

## **D. Educational Institutions**

Senate Bill 187 (SB 187)<sup>18</sup> and California Education Code Section 35294.1-219 mandates that all California public schools have a comprehensive school safety plan, which must be reviewed and updated annually. SB 187 defines what the document should cover, including procedures to accommodate children and youths with disabilities. The California State Board of Education supports the mandate with Policy #01-0220. Although the City of Los Angeles has no authority to assign responsibilities to educational institutions, local law enforcement may support evacuations depending on the incident.

### **1. Institutions of Higher Education**

- Conduct student and staff evacuation notifications.
- Identify and establish a pick-up point for each campus area that is designated, maintained, and organized by the institution for outside support.
- Generally, students living off-campus will follow the evacuation instructions and plans of the general population.
- Those living near the campus may still use campus pick-up points.
- Provide intra-campus transportation, as available, to move those needing assistance arriving to the designated pick-up point(s); this may include transporting off-campus students to the designated pick-up point(s).

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<sup>18</sup>California Senate Bill 187

<sup>19</sup> California Education Code Section 35294.1-2

<sup>20</sup>California State Board of Education Policy #01-02

- If internal resources are overwhelmed, the institutions will request support through the City EOC or EMD Duty Officer according to normal request processes.
- Provide decontamination for campus events; if requirements exceed the capabilities of the institution's HazMat team, LAFD will be the lead on decontamination with support from the LACDHS; the institution would coordinate scene security.

## **2. Los Angeles Unified School District (LAUSD)**

The City of Los Angeles has established an MOU with the LAUSD outlining the planning and response relationships with the school district, including the coordination of transportation resources.

- Coordinates the evacuations out of school buildings, but to remain on campus.
- In the event the campus requires a full evacuation, LAUSD provides the relocation of students to an alternative school district property.
  - Public K–12 schools are a dependent population, and as such, the school district is responsible for the custodianship of the students until they are released to a custodial adult.
  - Provides the necessary personnel and resources to ensure that people with disabilities and others with access and functional needs are evacuated and supported until they are released to their custodial adult.
- Provides transportation assistance, as available, during non-school hours.
- Provides an Agency Representative at the City EOC and ICP/UC, as necessary; currently has a designated EOC Unit Leader position in the EOC Operations Section, Mass Care Branch.

## **E. Volunteer and Nonprofit Organizations**

### **1. American Red Cross Los Angeles Region (Red Cross)**

- Provides strategic and tactical input and recommendations on potential reception processing and shelter sites that will support evacuation flow and evacuation points.
- Supports coordination of care and shelter services; provides an Agency Representative at the City EOC and ICP/UC, as necessary; currently has a designated EOC Unit Leader position in the EOC Operations Section, Mass Care Branch.
- Supports safe refuge areas and evacuation centers with basic support services that can include water, snacks, basic first aid, and mental health support as necessary.
- For American Red Cross responsibilities refer to the City of Los Angeles Mass Care and Shelter Annex.

**2. Emergency Network Los Angeles (ENLA)/Voluntary Organizations Active in Disaster (VOAD)**

- Coordinates emergency assistance through NGOs within the Los Angeles County Operational Area (e.g., faith-community groups and community-based organizations).
- Can provide coordination of care and shelter services and agency representation at the City EOC, as necessary.

#### **IV. DIRECTION, CONTROL, AND COORDINATION**

This Evacuation Annex may be activated when the Mayor proclaims a local emergency or if the EMD Duty Officer, after consulting with the EMD General Manager or Assistant General Manager, determines the situation warrants a Level I, II, or III EOC activation and the implementation of the Annex's policies and procedures.

Some portions of this Annex go into effect immediately following an incident that requires evacuation. The remainder of this Annex 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 incidents requiring evacuation.

In advance of or simultaneous with the City plan activation, City departments and agencies including the LAPF, LAFD, LADOT, RAP, and POLA will also activate their departmental evacuation 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 of 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 and submitting financial documentation from departments as needed for submission as part of the City's reimbursement application process.

**VI. AGREEMENTS AND UNDERSTANDINGS**

**A. Emergency Management Agreement Between the County of Los Angeles and the City of Los Angeles**

## VII. AUTHORITIES AND REFERENCES

### A. Authorities

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- j) Title 14 United States Code, Part I, Chapter 1, Section 2, Coast Guard, Primary duties  
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  - k) Title 14 United States Code, Part I, Chapter 5, Coast Guard, Functions and Powers  
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  - l) 33 CFR 160 – Ports and Waterways Safety – General Provisions  
<https://www.gpo.gov/fdsys/granule/CFR-2012-title33-vol2/CFR-2012-title33-vol2-part160>
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  - b) California Standardized Emergency Management System, Government Code 8607-8608. <https://law.justia.com/codes/california/2011/gov/title-2/8607-8608/8608/>
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  - i) Emergency Management Assistance Compact (EMAC)  
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    - a) Los Angeles County Code 2.68  
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    - a) Act 58-4-1905 American National Red Cross Statement of Understanding, December 1985

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  - b) Lessons Learned Information Sharing (LLIS)  
<https://www.fema.gov/media-library/assets/documents/104192>
  - c) U.S. DOT Emergency Response Guidebook  
<https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/ERG2016.pdf>
2. State
  - a) California State Emergency Plan, October 2017.  
[http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/California\\_State\\_Emergency\\_Plan\\_2017.pdf](http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/California_State_Emergency_Plan_2017.pdf)
3. Local
  - a) LAFD High Rise Evacuation Plan Instruction Manual, 2010
  - b) Local Emergency Operations Plans
  - c) Los Angeles County Department of Public Health, "Adult Disability in Los Angeles County" LA Health September 2006  
<http://publichealth.lacounty.gov/wwwfiles/ph/hae/ha/Disability02.pdf>
  - d) Los Angeles County Operational Area Emergency Response Plan  
<http://lacoa.org/PDF/OA%20ERP.pdf>
  - e) Los Angeles County and City Tsunami Incident Annex  
<http://lacoa.org/PDF/Tsunami%20Annex.pdf>
  - f) U.S. Census Bureau "Los Angeles County QuickFacts" (Includes the City of Los Angeles)  
<https://www.census.gov/quickfacts/fact/table/losangelescountycalifornia/PST045216>
4. Publications
  - a) Kailes, J. and Enders, A. in "Moving Beyond 'Special Needs' A Function-Based Framework for Emergency Management Planning," Journal of Disability Policy Studies, Vol./No. 44/207, pp. 230-237

## ATTACHMENT A: ACRONYMS

Acronym	Full Name
ADA	Americans With Disabilities Act
ALS	Advanced Life Support
Animal Services	Department of Animal Services
APS	Adult Protective Services
ARCC	Airport Response and Coordination Center
ART	Airport Response Team
ATSAC	Automated Traffic Surveillance and Control
BLS	Basic Life Support
BOC	Business Operations Center
Cal OES	California Governor's Office of Emergency Services
Caltrans	California Department of Transportation
CAO	Chief Administrative Officer
CBP	United States Customs and Border Patrol
CDC	Centers for Disease Control and Prevention
CDSS	California Department of Social Services
CERT	Community Emergency Response Team
CHP	California Highway Patrol
CLETS	California Law Enforcement Telecommunications System
CMS	Consumable Medical Supplies
CNG	Compressed Natural Gas
CPG	Comprehensive Preparedness Guide
DME	Durable Medical Equipment
DOC	Department Operations Center
DPW	Department of Public Works
EM	Emergency Management
EMC	Emergency Management Committee
EMD	Emergency Management Department
EMS	Emergency Medical Services
ENLA	Emergency Network Los Angeles
EOB	City of Los Angeles Emergency Operations Board
EOC	Emergency Operations Center
EOO	Emergency Operations Organization
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services

GIS	Geographic Information Systems
GSD	Department of General Services
HazMat	Hazardous Material
IC	Incident Commander
ICE	United States Immigration and Customs Enforcement
ICP	Incident Command Post
ICS	Incident Command System
IHSS	In-Home Support Services
JIC	Joint Information Center
LACCSS	Los Angeles County Department of Community and Senior Services
LACDCFS	Los Angeles County Department of Children and Family Services
LACDHS	Los Angeles County Department of Health Services
LACDMH	Los Angeles County Department of Mental Health
LACDPH	Los Angeles County Department of Public Health
LACDPSS	Los Angeles County Department of Public Social Services
LACoFD	Los Angeles County Fire Department
LADOT	Los Angeles Department of Transportation
LADWP	Los Angeles Department of Water and Power
LAFD	Los Angeles Fire Department
LAPD	Los Angeles Police Department
LASD	Los Angeles County Sheriff's Department
LAUSD	Los Angeles Unified School District
LAWA	Los Angeles World Airport
LAX	Los Angeles International Airport
LSDP	Life Support Disability Program
MAC	Medical Alert Center
MFC	Metropolitan Fire Communications
MOA	Memorandum of Agreement
MoMS	Mobile Medical System
MOU	Memorandum of Understanding
MTA	Metropolitan Transit Authority
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NOTAMs	FAA Notifications
OA	Los Angeles Operational Area
OEM	Los Angeles County Office of Emergency Management
PIO	Public Information Officer
PKEMRA	Post-Katrina Emergency Management Reform Act
POLA	Port of Los Angeles
PPOC	Port Police Operations Center
PTSD	Post Traumatic Stress Disorder
RAP	Department of Recreation and Parks

Red Cross	American Red Cross
SEMS	California Standardized Emergency Management System
SMART	Specialized Mobile Animal Rescue Team
SNAP	Specific Needs Awareness Planning
SNF	Skilled Nursing Facility
SOC	State Operations Center
SOP	Standard Operating Procedure
TDC	Threat Detection Center
TSA	Transportation Security Administration
UC	Unified Command
UFAS	Uniform Federal Accessibility Standards
UHF	Ultra High Frequency
USAR	Urban Search and Rescue
USCG	United States Coast Guard
VEERT	Volunteer Emergency Equine Rescue Team
VOAD	Voluntary Organizations Active in Disaster

## ATTACHMENT B: ADDITIONAL CARE FACILITIES

Individuals of all age groups in the community may be receiving care/assistance including a wide range of other services in private homes, facilities, activity centers, day care centers, and workplaces throughout the operational area, through formalized governmental programs, or privately through home care/assistance services. Owners and operators of homes and facilities will be expected to have safety/preparedness procedures and evacuation plans in place to implement once the evacuation has commenced. This includes transportation arrangements that meet their specific requirements in order to effectively evacuate their clients and residents within their facilities to designated areas that they are directed to, or alternative sites pre-arranged by planning and agreements that those owners/operators have done beforehand.

### A. Assisted Living Facilities

Services provided at these facilities are associated with activities of daily living and include many homes, residences, and facilities with varying levels of medical care at levels just below special nursing facilities (SNFs). Although many of these facilities have residents/clients without daily medical needs or medical supervision, there are a number of facilities that do have the majority of their residents needing continuous medical care. Some assisted living facilities are associated with nursing homes, or may be affiliated with other like-facilities, or independently owned and operated.

### B. Vocational Rehabilitation Work Centers<sup>21</sup>

Individuals with developmental disabilities employed in the community through contracts with the California Department of Rehabilitation.

- Community rehabilitation programs (CRPs) are community-based organizations that the Department of Rehabilitation contracts with to provide vocational rehabilitation services.
- Individual service providers (ISPs) are independent contractors who assist individuals with disabilities to participate in vocational rehabilitation services and to achieve and maintain an employment outcome.

### C. Care Facilities

The California Department of Social Services (CDSS) licenses care facilities for people who cannot live alone, but who do not need extensive medical services. Services typically include help with medications and assistance with personal hygiene, dressing, and grooming. Some facilities may provide supervision and programs for individuals who have Alzheimer's disease or other types of dementia.<sup>22</sup>

- Child Care Centers and Family Child Care Homes<sup>23</sup>
- Children's Residential Facilities<sup>24</sup>

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<sup>21</sup><http://www.dor.ca.gov/Vocational-Rehabilitation.html>

<sup>22</sup><http://www.cdss.ca.gov/inforesources/Senior-Care-Licensing/Resources-for-Providers>

<sup>23</sup><http://www.cdss.ca.gov/inforesources/Child-Care-Licensing>

<sup>24</sup><http://www.cdss.ca.gov/inforesources/Childrens-Residential>

- Adult and Elderly Facilities<sup>25</sup>
  - Adult Day Programs<sup>26</sup> means any community-based facility or program that provides care to people 18 years of age or older in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of these individuals, on less than a 24-hour basis.
- Adult Residential Facilities<sup>27</sup> (ARF)
- Adult Residential Facility for Persons with Special Health Care Needs<sup>28</sup>
- Residential Care Facilities for the Chronically III<sup>29</sup>
- Residential Care Facilities for the Elderly<sup>30</sup> (RCFEs), which may also be known as assisted living facilities, retirement homes, and board and care homes. The facilities can range in size from six beds or less to over 100 beds. The residents in these facilities require varying levels of personal care and protective supervision.
- Continuing Care Retirement Communities<sup>31</sup> (CCRCs) are RCFEs where services promised in a continuing care contract are provided.
- Social Rehabilitation Facilities<sup>32</sup> provide 24-hour-a-day non-medical care and supervision in a group setting to adults recovering from mental illnesses who temporarily need assistance, guidance, or counseling.
- Special Agencies<sup>33</sup>- Adoption and Foster Family agencies

#### **D. Independent Living Facilities/Homes<sup>34</sup>**

Independent living is a service provided to adults with developmental disabilities that offers functional skills training necessary to secure a self-sustaining, independent living situation in the community and/or may provide the support necessary to maintain those skills. Individuals typically live alone or with roommates in their own homes or apartments. These homes are not licensed.

#### **E. Adult Day Care**

Adult day care centers are designed to provide care and companionship for seniors who need assistance or supervision during the day. Adult social day care provides social activities, meals, recreation, and some health-related services. Adult day health care offers more intensive health, therapeutic, and social services for individuals with severe medical problems and those at risk of requiring nursing home care.

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<sup>25</sup> <http://www.cdss.ca.gov/Adult-Protective-Services>

<sup>26</sup><http://www.cdss.ca.gov/inforesources/Adult-Care-Licensing>

<sup>27</sup><http://www.cdss.ca.gov/ord/entres/getinfo/pdf/arf.pdf>

<sup>28</sup><http://www.dds.ca.gov/LivingArrang/962Homes.cfm>

<sup>29</sup><http://www.cdss.ca.gov/inforesources/Community-Care/ASCP-Centralized-Application-Units>

<sup>30</sup><http://www.cdss.ca.gov/inforesources/Senior-Care-Licensing>

<sup>31</sup><http://www.cdss.ca.gov/inforesources/Community-Care/Continuing-Care>

<sup>32</sup><http://www.cdss.ca.gov/ord/entres/getinfo/pdf/ccl9806.pdf>

<sup>33</sup> <http://www.cdss.ca.gov/inforesources/Foster-Care/Foster-Family-Agencies>

<sup>34</sup><http://www.cdss.ca.gov/inforesources/Community-Care-Licensing>

## **F. Community Care Facilities<sup>35</sup>**

Community Care Facilities (CCFs) are licensed by the Community Care Licensing Division of the State Department of Social Services to provide 24-hour non-medical residential care to children and adults with developmental disabilities who are in need of personal services, supervision, and/or assistance essential for self-protection or sustaining the activities of daily living. Based on the types of services provided and the people served, each CCF served by a regional center<sup>36</sup> is designated at one of the following service levels<sup>37</sup>:

- SERVICE LEVEL 1: Limited care and supervision for people with self-care skills and no behavior problems.
- SERVICE LEVEL 2: Care, supervision, and incidental training for people with some self-care skills and no major behavior problems.
- SERVICE LEVEL 3: Care, supervision, and on-going training for people with significant deficits in self-help skills, and/or some limitations in physical coordination and mobility, and/or disruptive or self-injurious behavior.
- SERVICE LEVEL 4: Care, supervision, and professionally supervised training for people with deficits in self-help skills, and/or severe impairment in physical coordination and mobility, and/or severely disruptive or self-injurious behavior. Service Level 4 is subdivided into Levels 4A through 4I, in which staffing levels are increased to correspond to the escalating severity of disability levels.

## **G. Homeless Shelters**

A homeless shelter is any facility that provides an individual or family with a bed/cot to sleep on for a specified number of nights. Some shelters house only a few clients, while others house hundreds. Some shelters may house clients for a single night, while others may house clients for more than two years. Most shelters will typically have at least one staff member on duty 24 hours a day to provide services and supervision to their clients. Homeless shelters generally serve a very diverse population including persons with disabilities and others with access and functional needs. Shelter populations can include individuals with physical, sensory, or cognitive/intellectual disabilities (e.g. individuals who are deaf or blind, individuals with intellectual disabilities). Clients will vary in age from newborns to the elderly. The decision to evacuate may be voluntary or mandated as determined by local law enforcement or fire officials.

- Information about evacuations, pick-up or drop-off points, can be transmitted to various homeless shelters via the Los Angeles Homeless Services Authority, public and private outreach teams, and various homeless coalitions around the City. Information regarding evacuations should be presented in languages that reflect the shelter population.
- There are no specific state or federal licensing requirements to operate a homeless shelter. However, facilities should be inspected prior to reentry by the Department of Public Health (LACDPH) to ensure those facilities are safe to house people.

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<sup>35</sup> <http://www.cdss.ca.gov/inforesources/Community-Care-Licensing>

<sup>36</sup> <http://www.cdss.ca.gov/inforesources/Foster-Care/Foster-Care-Audits-and-Rates/Foster-Care-Rate-Setting/GH-FFA-Regional-Center-Program>

<sup>37</sup> <http://www.dds.ca.gov/LivingArrang/CCF.cfm>

