

City of Los Angeles

EMERGENCY OPERATIONS PLAN



LOGISTICS ANNEX

FACILITIES APPENDIX

June 2018



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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 during incidents requiring the provision of incident support facilities including warehouses and garages, staging areas and base camps.

This Appendix is developed in cooperation and with input from the City departments with primary response or support activities, as well as input from appropriate non-City agencies with identified activities related to the logistical coordination of these facilities during emergency operations.

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 Appendix directly relate to their own department, as well as how those activities interact with, support, or require support from other departments identified within this Appendix. 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, a 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 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 to this Appendix changes, develops, or amends any policy, procedure, or operation that will change or affect the contents of this Appendix, 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 document will be reflected within the Record of Changes.

APPROVAL AND IMPLEMENTATION

This document is a Functional Support Appendix to the City of Los Angeles Emergency Plan (EP). It serves as either a stand-alone plan or companion document to an applicable Hazard Specific Response Annex to the EP. 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 Appendix to the Emergency Operations Board (EOB) with a recommendation for approval. Upon review and approval by the EOB, the Appendix 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 Appendix to the City of Los Angeles EP.

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.

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).

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 is 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 the 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**.
- 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 Annex and the CBRN Annex and Appendices (Chemical, Biological, Radiological, and Nuclear)**.
- 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 Standard Operating Procedures.

BACKGROUND

The Facilities Appendix is a support document to the Logistics Annex and the City's EOP and is designed to be used during the response and recovery phases of an emergency incident. This Appendix is designed to be scalable and used during incidents requiring minimal to extensive operation of incident support facilities.

While it is difficult to accurately predict the location, frequency, and scale of an emergency or disaster, it is possible to plan for the coordination of available incident support facilities during such situations. The information in this Appendix reflects City of Los Angeles procedures and assigned responsibilities for the logistical coordination of warehouses and garages, staging areas and base camps.

The Facilities Appendix identifies specific options available to manage these sites at all operational levels, including the coordination of incident support facility requests among entities in the field and within the City of Los Angeles Emergency Operations Center.

I. PURPOSE, SCOPE, SITUATION, AND ASSUMPTIONS

A. Purpose

The purpose of this Appendix is to provide for the orderly and coordinated response of all or any part of the population of the City of Los Angeles if it is determined that such action is the most effective means available for protecting the population from the effects of an emergency situation. Organizations, operational concepts, responsibilities, and procedures during an emergency requiring the provision of facilities utilized for the storage, pre-positioning and accommodation of incident-related resources are defined within this Appendix.

The Appendix details government's responsibilities for the logistical coordination of warehouse, staging area, and base camp facilities. This Appendix can be used in conjunction with other annexes and appendices designed for the protection of the population. This Appendix is applicable to all locations and to all agencies, organizations, and personnel with logistical facility support function responsibilities.

The Appendix has been developed to meet the following objectives:

- Provide a concept of operations for the coordinated procurement and management of incident support facilities including warehouses and garages, staging areas and base camps during response and recovery activities.
- Describe the roles and responsibilities of local, State and Federal responding agencies and organizations involved in the procurement and management of incident support facilities during a local emergency.
- Describe the tactical and operational control of incident support facilities between local, State and Federal responding agencies and organizations.
- Provide a coordinated facility logistics system compliant with the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and relevant City, County, State and Federal laws.

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 Appendix is applicable to Los Angeles City departments with Emergency Operations Organization (EEO) responsibilities and other departments able to provide essential resources or services. Of particular importance to this Appendix 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

- c) 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 is one of the most diverse cities in the world. Angelinos 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 disability³. 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

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

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

the law, emergency managers must apply the concepts of accessibility, inclusion, and nondiscrimination in providing services to the general public 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 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 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 Appendix 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. Before implementing this Appendix, confirm that the processes, procedures, and protocols are unchanged. If necessary, before implementing, modify the Appendix with updated processes, procedures, and protocols.
- Only Departments that have a response role or a role closely supporting the response to operation of incident support facilities will be included in this document. The departmental roles listed are limited to those applicable to the event.
- In any disaster, primary consideration is given to the preservation of life. 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 and Federal government, other local governments and private organizations.
- The City Emergency Operations Center (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.
- Electronic communications 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.
- Residents could be displaced; requiring shelter and social service 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.
- A catastrophic event or a series of concurrent smaller events will require a vast amount of emergency resources in order to respond to the emergency needs of affected communities as well as to recover from their effects.
- A disaster of national significance may require mutual aid from other Cities, County, State, and Federal resources.
- Performance of the City's resource management function will depend on the availability of a large pool of volunteers and of assistance from higher levels of government.

- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- Transportation to affected areas may be interrupted due to damage to roads, bridges, airports, and other transportation means.
- The logistical coordination of incident support facilities is highly situational and is dependent upon flexibility and adaptability.
- Expedient field logistic staging areas, temporary warehousing, emergency worker living, and support accommodations may be required to support relief efforts.
- Some mission specific resources, such as alternative mobile accommodations, may either not be available for lease or in extremely limited supply within the United States during a catastrophic event or a series of concurrent smaller events.
- Temporary emergency sites may require security in varying degrees and under various threat levels.

II. CONCEPT OF OPERATIONS

A. Terminology

Base Camp: A geographical site, within the general incident area and separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.⁴

Facilities: Incident sites established to support the storage, pre-positioning, and accommodation of incident-related resources including personnel, supplies, and equipment. Facilities include warehouses, staging areas, and base camps.

Pre-Positioned Resources: Resources moved to an area near the expected incident site in response to anticipated resource needs.⁵

Staging Area: Any location in which personnel, supplies, and equipment can be temporarily placed while awaiting operational assignment.⁶

Warehousing: Supplies and equipment that are stored in and issued from warehouses.

For a list of acronyms, see Attachment C-1

B. Activation of Facilities

Many factors impact the type and quantity of resources that emergency responders and the public will need during response and recovery operations. As a result, incident support facilities are established based on the requirements and complexity of the incident or event. Incident support facilities utilized for the storage, pre-positioning, and accommodation of incident-related resources include warehouses and garages, staging areas, and base camps. The City owns, leases, and operates facilities that can be used during an emergency.

Incident support facilities are established by the Incident Commander depending on the requirements and complexity of the incident or event. Any pre-designated facilities are activated only when needed.

C. Warehousing

Equipment and supplies may be transported from City departments or vendor warehouses to staging areas nearest to the incident site(s). Warehousing of these

⁴ Federal Emergency Management Agency (FEMA) - Glossary and Acronyms. <http://www.fema.gov/pdf/emergency/nrf/nrf-glossary.pdf>

⁵ Ibid.

⁶ Ibid.

resources will require a cooperative effort between City departments involved in the response and recovery phases.

1. City Warehouses

The **Department of General Services (GSD)** maintains and operates City Warehouses through its Supply Services Division. Field requests for the usage of City Warehouses will be submitted through their proper chain of command for all non-incident staging issues in City warehouses. Supply Services will determine the availability of City Warehouses for use as staging areas.

The requesting department's General Manager will forward the request to the General Manager of GSD. Warehousing requests should include the following information:

- Purpose of warehousing needs
- Description of resource that requires staging
- Quantity of items to be stored
- Any additional storage requirements

2. Warehouses and Garages During EOC Activation

During EOC activations, warehousing requests that cannot be fulfilled by Department Operations Centers/Bureau Operations Centers (DOCs/BOCs) will be submitted to the respective EOC Operations Branch unit. Requests are recorded on the EOC Resource Request Form (Attachment C-2: Sample EOC Resource Request Form) and approved by the EOC Operations Section. The request is then forwarded to the EOC Logistics Section.

Facilities that are procured to support the incident will be inspected for safety by the Building and Safety Department prior to their occupation.

3. Assessing Warehouse Needs

City departments will assess their warehouse needs. In conducting this assessment, the department will consider:

- The size and scope of the incident.
- Whether additional space is required to support its operations.
- Submit request to GSD's General Manager for warehouse space.
- Who will determine location of suitable warehouses nearest to the incident?
- The types of resources that require storage in City warehouses.
- The need for warehouses and staging areas for unsolicited goods

When a City warehouse is not a practical option, the EOC Logistics Section will work with agencies to identify suitable alternative space.

4. Warehouse and Garage Staffing

Personnel in the field will identify and submit any warehouse or garage staffing needs to their respective DOC/BOC. If the DOC/BOC cannot fulfill the request, it shall be forwarded to the EOC Operations Section. The request will indicate the type of warehouse personnel needed including any required qualifications such as certifications and licenses. The EOC Operations Section will approve and submit to the Logistics Section Personnel Unit to fulfill the request for staff support.

5. Maintaining Information on Warehouses and Garages

Each department will either maintain a current inventory of assets contained in their warehouses and/or garages or provide to the EOC a regular database extraction/update of their current inventory.

6. Warehouse and Garage Demobilization

In the post-event stage of an emergency, supplies and equipment will be transported back to their respective warehouses and garages.

7. Damage of Facilities

All requests for repair or service of irrigation systems are handled by the Department of Recreation and Parks.

GSD Building Maintenance Division maintains a directory (building book) for buildings under their control for repairs and emergencies, including warehouse and garages.

Damage caused to private property by City Departments must be reported to the City Attorney for disposition.

D. Staging Area

Staging Areas are established for temporary storage of resources while waiting for tactical assignments. The nature of the emergency and on-site conditions will dictate the distribution of assets among the Staging Areas. While varying based on size and physical resource availability, all Staging Areas are created for the purpose of supplementing resource deficiencies in responding to and recovering from emergencies. Staged resources may include personnel, supplies and equipment, temporary feeding, fueling, and sanitation services.

A resource deficiency may arise at a Staging Area when:

- Equal distribution of a resource to all Staging Areas occurs when the Demand Rate for that resource differs for each Staging Area.
- The Demand Rate exceeds the rate at which resources can be distributed from Staging Areas to requestors.

- The Staging Area does not have the requested resource to distribute.
1. Staging Area Manager

The Incident Commander assigns a manager for each Staging Area. Staging Area Managers must coordinate the distribution of resources amongst the established Staging Areas in order to minimize and account for any resource deficiencies. The various Staging Area Managers will be responsible for their designated area:

 - Check-in resources at the Staging Area
 - Maintain an accurate inventory of resources contained in the Staging Area regardless of status
 - Use appropriate ICS Forms
 - Coordinate distribution of assets from Staging Areas based on requests
 - Track the amount and type of resources being utilized and coordinate the redistribution of resources amongst staging areas when the situation warrants

 2. Resource Designation

Resources at Staging Areas will maintain one of three designations: *Available*, *Assigned*, or *Out of Service*.

 - *Available* shall be used to describe any resource that is checked in, staged, and available for deployment or assignment.
 - *Assigned* shall be used to describe any resource that has been assigned a task and is no longer available for deployment.
 - *Out of Service* shall be used to describe a resource that is not available for deployment, such as a resource with mechanical problems. (Resources that are *Out of Service* should be made *Available* as soon as possible or moved out of Staging Areas to a “base” if the resource will be out of service for any prolonged period).

 3. Types of Staging Areas and Operational Procedures

There are several types of Staging Areas that can be utilized during a response. These include incident, agency, support, and secondary staging.

 - a) Incident Staging

The Incident Staging Area is located adjacent to, or within the confines of, the incident area(s). Resources placed in the Incident Staging Area will be for immediate use by the Incident Command Post (ICP).

 - i. Location Determination

The location of the Incident Staging Area shall be determined by the ICP. The Incident Staging Area shall be managed by the Incident Staging Area Manager. The Incident Staging Area Manager shall be assigned by the ICP. If the City EOC is open and functioning, the ICP shall notify the EOC of all Incident Staging Area locations.

In an expanded incident with a large operational area or multiple operational areas, multiple Incident Staging Areas can be established to support resources available for immediate assignment and use by the ICP. For Departments with activated DOCs, the request shall be routed through the DOC to the EOC.

The EOC can be contacted by the ICP to assist in determining an appropriate and available location for an Incident Staging Area.

ii. Resource Requests

When the ICP has a need for a resource, the Incident Staging Area staff shall fill the request for the resource. If available, the resource shall be dispatched from the Incident Staging Area and designated as *Assigned*.

b) Agency Staging

The Agency Staging Area(s) is located immediately outside the incident area(s) and is utilized by individual agencies that are the lead to manage their assets.

An Agency Staging Area may be established for one of two reasons:

- An Agency Staging Area may be established simply as an agency rally point for agency resources to report to and check in with the agency DOC/BOCs before proceeding to the Incident Staging Area. Agency resources may check in at the Agency Staging Area and then proceed to the Incident Staging Area as “single resource” or “grouped resources” such as Strike Teams or Task Forces.
- An Agency Staging Area may be established as a location for the agency to stage and manage resources closer to the incident yet still outside the incident area(s).

i. Location Determination

The location of the Agency Staging Area shall be determined by the agency’s DOC/BOC. The Incident Staging Area shall be managed by the Agency Staging Area Manager. The Agency Staging Area Manager shall be assigned by the agency DOC/BOC. If the City EOC is open and functioning, the agency DOC/BOC shall notify the EOC of all Agency Staging Area locations. Agency Staging Area Managers shall maintain an inventory and keep their respective DOC/BOC apprised of resources assigned and available in Agency Staging Areas.

The EOC can be contacted by an agency to assist in determining an appropriate and available location for an Agency Staging Area.

ii. Resource Requests

When an agency DOC/BOC receives a request for a resource, the DOC/BOC shall attempt to fill the request for the resource through the Agency Staging Area. The DOC/BOC shall contact the Agency Staging Area Manager to fill the request. The Agency Staging Area Manager will be responsible for verifying the request and deployment of the resource. Verification includes ensuring that this is not a duplicate request. If the resource is available, the resource shall be deployed from the Agency Staging Area and will report either directly to an assignment or to the Incident Staging Area depending on the request made. Upon deployment, the Agency DOC/BOC Logistics Section will verify that the requestor received the resource.

c) Support Staging

The Support Staging Area is an incident support area where personnel, equipment, and supplies that have been requested by agencies are staged prior to deployment. These resources will include shipments of bulk items that are broken up into smaller parcels to be distributed to multiple agencies. The EOC Logistics Section may be directed to order resources in anticipation of future resource requests in a “lean forward” posture.

i. Location Determination

The EOC may assist in coordinating the identification and establishment of a Support Staging Area. The Support Staging Area can be located far from the incident area(s) so that the flow of resources near the incident area is not impeded. Support Staging Areas established for specific roles such as volunteer or donation management will be designated as such (i.e. Volunteer Staging Area).

ii. Resource Requests

When the City EOC receives a request for a resource, the EOC shall attempt to fill the request for the resource through the Support Staging Area. The EOC shall contact the Support Staging Manager to fill the request. The Support Staging Area Manager will be responsible for verifying the request and deployment of the resource. Verification includes ensuring that this is not a duplicate request. If the resource is available, the resource shall be deployed from the Support Staging Area and will report either directly to an assignment or to the Incident Staging Area based on the type of requests that are made. Upon deployment of the resource, the EOC Logistics Section will verify that the requestor received the resource.

The Incident Command Post (ICP) may request the EOC to designate a Support Staging Area Manager. The Support Staging Area Manager will

report to the ICP.

In the event that the resource is not available at the Support Staging Area, the EOC will check the status of the resource at the Secondary Staging Area.

d) Secondary Staging

Secondary Staging Area(s) is a location where additional resources are staged. These resources include supplies, equipment, or personnel that have been “pushed” without request by State or Federal agencies. Secondary Staging Areas can also be established to handle volunteer and donation management.

Resources are staged at the Secondary Staging Area until a specific request has been made. Once a specific item is requested it will be transferred to the Primary Staging Area for deployment.

i. Location Designation

The EOC may assist in coordinating the identification and establishment of any Secondary Staging Area. The Secondary Staging Area can be located far from the incident area(s) so that the flow of resources near the incident area is not impeded. Secondary Staging Areas established for specific roles such as volunteer or donation management will be designated as such (i.e. Volunteer Staging Area).

ii. Resource Requests

When the City EOC receives a request for a resource that cannot be filled from the Support Staging Area, the EOC will attempt to fill the request for the resource through any Secondary Staging Area. The EOC shall contact the Secondary Staging Area Manager to fill the request. The Secondary Staging Area Manager will be responsible for verifying the request and deployment of the resource. Verification includes ensuring that this is not a duplicate request. If the resource is available, the resource shall be deployed from the Secondary Staging Area and will report either directly to an assignment or to the Incident Staging Area based on the type of request made. Upon deployment of the resource, the EOC Logistics Section will verify that the requestor received the resource.

The EOC will designate a Secondary Staging Area Manager. The Secondary Staging Area Manager will report to the ICP.

4. Control of Staging Areas

a) Incident Staging

The Incident Staging Area shall remain under the sovereign control of the ICP

and will operate according to SEMS & NIMS protocols, as well as lead agency guidelines for operation of an Incident Staging Area. In most cases, the Incident Staging Area Manager will report to the Operations Section at the ICP.

b) Agency Staging

The Agency Staging Area(s) shall remain under the sovereign control of its operating jurisdiction and will operate according to SEMS & NIMS protocols and any guidelines that are governing the Staging Area. In most cases, the Agency Staging Manager will report to the DOC/BOC Logistics Section.

c) Support Staging

The Support Staging Area shall be under the control of the EOC and will support all operational venues. It will operate according to SEMS & NIMS protocols and the Manager will report to the ICP.

d) Secondary Staging

The Secondary Staging Area shall be under the control of the EOC and will support all operational venues. It will operate according to SEMS & NIMS protocols and the Manager will report to the ICP.

E. Base Camps

Base Camps are temporary locations within the general incident area where resources may be kept to support incident operations. A Base Camp is established when disasters require emergency personnel to be immediately deployed to the impacted area and that area cannot support the influx of personnel needed to effectively respond to the disaster. The City will ensure that the Base Camps are accessible for assigned City staff or will make appropriate accommodations as needed.

Following a major disaster, the City of Los Angeles may establish a Base Camp to support response operations. The decision to establish a Base Camp and its location is determined by the Incident Command Post. A Base Camp may be established under either of the following conditions:

- There are inadequate accommodations and food services within a reasonable distance from the affected area(s).
- If sending in emergency workers would occupy all, or the majority, of available hotel accommodations, thus leaving no available rooms for disaster survivors.

1. Coordination of Base Camps

a) Pre-Event Planning

- The Los Angeles Fire Department (LAFD) maintains contingency contracts with qualified vendors and a list of potential sites to be utilized as possible Base Camp locations.
- LAFD has surveyed the City for locations that can effectively

accommodate a Base large enough to manage an all risk, large scale, multi-operational period incident servicing LAFD and Regional Resources.

b) Contractor Responsibilities

- The contractor shall provide a range of logistical and staff support for disaster response and recovery services as stated in the current vendor contract.
- All work shall comply with current City Codes and be inspected as appropriate.

2. Site Selection

When the need for a Base Camp is evident they will be established in areas in close proximity to emergency impact areas. Not all incidents will have a Base Camp, while some incidents may require multiple Base Camps. If necessary, Base Camps can be relocated to meet changing operational requirements.

- Several characteristics and features are to be taken into consideration when selecting a Base Camp site. These considerations include, but are not limited to the following:
 - Size, location, accessibility, security, parking, workspace accommodations, neighboring infrastructure, and hygiene.
 - Economic, political, and day-to-day operations. These dynamics are to be evaluated prior to final selection.
 - Information provided in the “Land Use Agreement Consideration” Form will be utilized by the Logistics Section Chief or Facilities Unit leader in the field to review and assist in the buildup of the Base Camp (see attachment C-3 for reference)

3. Types of Base Camps

There are two types of Base Camp sites and they are categorized by location. The nature of the event, size of impact area, and need for emergency worker facilities will determine the location type.

- Type 2 Location: able to accommodate up to 500 personnel
- Type 1 Location: able to accommodate over 500 personnel

4. Staffing⁷

The Incident Command assigned to Base Camps. Personnel requirements for units at Base Camps will be determined by the parent unit based on the nature of the event, size of incident, and expected duration of Base Camp Operations. Base Camp staff will include:

⁷ Cal OES, FIRESCOPE. Field Operations Guide, ICS 420-1, Chapter 10 Logistics Section, July 2007. https://events.iafc.org/files/mtIAid_StatePlanCAfieldGuide.pdf

a) Base Camp Manager

Each Base Camp is assigned a manager who reports to the Facilities Unit Leader in the field and is responsible for managing the operation of the camp. Base Camp Manager duties include:

- Determine personnel support requirements.
- Obtain necessary equipment and supplies.
- Ensure that all sanitation, shower, and sleeping facilities are set up, accessible, and properly functioning to accommodate DAFN.
-
- Provide direct supervision and security services at Base Camp.
- Ensure strict compliance to all applicable safety regulations.
- Ensure that all Base-to-Camp communications are centrally coordinated.
- Ensure that all Base-to-Camp transportation scheduling is centrally coordinated.
- Ensure that both Bases and Camps are accessible for assigned City staff and that appropriate accommodations are made as needed.
- Provide overall coordination of all Base Camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.
- Maintain Unit/Activity Log (ICS Form 214).

2. Service Providers

Bases/Camps services and support facilities, e.g. kitchens and showers, are contracted due to a lack of City-owned resources to stock and staff such facilities. Commercial vendors under City Contracts will be considered the primary source for the establishment of Base Camp support facilities and services. (Corporate BOC, hospitality and faith-based sectors can also provide food and other related services)

3. Services Provided at Bases/Camps

Bases/Camps are equipped and staffed to provide certain essential auxiliary forms of support to incident personnel including food, water, sleeping areas, and sanitation. They may also provide minor maintenance and servicing equipment. Base Camp services, supplies, and equipment are sourced primarily through agency vendor contracts. The types of services provided at each Base Camp will vary based on the needs and availability of resources.

a) Accommodations

Accommodations are available for both male and female emergency workers. They may be established using fixed, portable, or tented facilities.

- b) Food Services
Food services will be accomplished through contract catering. Bases/Camps food service include a full service kitchen providing three hot meals per day. Boxed/prepared lunches are also available for workers who are not in camp during lunch hours. Dietary needs will be accommodated as needed for people with dietary restrictions.
- c) Shower & Restroom Facilities
Accessible temporary (trailer units), or fixed, hot water facilities will be coordinated for male and female workers. Portable restrooms will be provided only if no other resources are available. All shower/restroom facilities must be accessible for those with disability, accessible and functional needs.
- d) Laundry Facilities and Services
Laundry facilities and services for emergency workers will be available within the bases/camps either as a self-wash or drop-off service.
- e) Medical Care
Basic medical services will be available to emergency workers at base camp locations. Emergencies will require calling 911 or having an on-site Emergency Medical Services (EMS) paramedic unit available. Any established medical clinics must be staffed by a public health nurse and/or at a minimum, a certified paramedic.
- f) Recreation Facilities
As practical, between meal periods, the dining facility may be used for off duty recreation. Depending on camp size and feeding schedules, a separate facility may be established. (Important for mental health and stability)
- g) Security
Base Camp managers establish the physical and personnel security measures required to provide a safe and secure Base Camp for the public, emergency workers, and their equipment.
- h) Administration Support
Administration areas are established for the Base Camp management staff. These areas are separate from Base Camp facilities. The administration area includes check in/out stations for accurate control of the movement of the public.
- i) Other Services
Other service areas may include an animal shelter area, vehicle and fuel staging area, and equipment cache setup area.

4. Demobilization

Upon receiving notification of terminating Base Camp operations and/or at the conclusion of the contract, the contractor will demobilize the site.

- All equipment will be broken down and removed.
- All items delivered and installed on the site, including temporary fencing, buried utility lines, and tree protection barriers, will be removed.
- Once all equipment is removed, all garbage and/or debris left behind will be collected and hauled off.
- Any site improvements installed by the contractor will be removed at the conclusion of the contract. If items installed by the contractor during Base Camp mobilization are to be utilized as permanent improvements to the site, the items will be installed in adherence to local codes and specifications.
- The site will be restored in accordance with the owner's directives. Contractor's staff will remain on site until pre-existing conditions are established and a release is obtained. Typical restoration items include:
 - Removal of all contractor equipment and supplies.
 - Removal of gravel/crusher-run roadways, parking lots, and tent pads (if installed).
 - Removal of any buried utilities installed by contractor.
 - Replacement of topsoil, gravel, and reseeding of disturbed areas.
 - Replacement of any infrastructure removed to accommodate the camp layout such as fencing, gates, etc.
 - Replacement of landscaping items that may have been removed to accommodate the camp.
 - Reestablishment of any existing facilities that may have been provided by the owner for contractor use such as warehouses or office buildings.

F. Documentation and Time-Keeping

During an emergency situation or incident, it is important to keep specific records related to 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 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.

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 eligible reimbursement costs and minimize ineligible costs.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. City of Los Angeles

1. Emergency Management Department (EMD)
 - Oversees the First Responder Mass Feeding operation when needed.
2. Fire Department, Los Angeles (LAFD)
 - Serves as the Logistics Section Deputy Coordinator when the EOC is activated.
 - Maintain LAFD “Emergency Facilities and Land Use Agreement” (Attachment C-4) and Base Camp vendor contracts.
3. General Services, Department of (GSD)
 - Serves as the Logistics Section Coordinator when the EOC is activated.
 - Serves as the Logistics Section Supply Unit when the EOC is activated.
 - Serves as the Logistics Section Facilities Unit when the EOC is activated.
 - Serves as the Logistics Section Ground Support Unit when the EOC is activated.
 - Responsible for maintaining all City Council controlled departments facilities; including structural, electrical, elevators, HVAC, alarms, access management, boilers, etc.
 - Responsible for City Council controlled department’s vehicles and automotive equipment issuing, fueling, and maintenance.
 - Maintains inventory of supplies.
4. Office of the Mayor
 - The Mayor, acting as Director of the Emergency Operations Organization (EOO) (Los Angeles Administrative Code, Division 8)
 - May obtain vital supplies and other such property as is needed for the protection of life and property of the people, and bind the City for the fair value thereof, and, if required immediately, may commandeer the same for public use.
5. Personnel Department (Personnel)
 - Establish a plan for the use of qualified City personnel during a local emergency.
 - In conjunction with EMD, coordinates the City’s Disaster Service Worker program.

6. Recreation and Parks, Department of (RAP)
 - Make its parks and facilities available for use as evacuation centers or mass care shelters to provide care and shelter for disaster survivors.
7. Water and Power, Los Angeles Department of (LADWP)
 - Arrange for emergency fencing, shoring, and repair of City facilities as required to ensure public safety.
 - Assign representatives to assist the Utility Branch in coordinating and facilitating restoration and repairs of utility facilities.
 - Strive to maintain water and power services for police, fire, hospitals, wastewater and solid waste facilities, and to life-support customers.

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 of Los Angeles. Those county departments are listed in the following, along with the services they are responsible for providing during an emergency incident requiring the logistical coordination of facilities.

1. Fire Department, Los Angeles County (LACoFD)
 - The Los Angeles County Fire Chief is designated as the Region I Coordinator and is primarily responsible for the overall coordination and dispatch of mutual aid fire and rescue resources during major emergencies in the County.

C. State of California

Although the City of Los Angeles has no authority to assign responsibilities to State of California departments and agencies, many State departments have primary or support responsibility 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 an emergency incident requiring the logistical coordination of facilities.

1. California Department of Forestry and Fire Protection (CAL FIRE)
 - The California Department of Forestry and Fire Protection can provide transportation assets, procure commodities, and provide setup and operation of staging areas, base camps, and other facilities.
2. California Governor's Office of Emergency Services (CalOES)
 - Coordinates the emergency activities of all state agencies in connection with a state of war emergency, a state of emergency, or a local emergency.
 - Has the authority to use any state government resource to fulfill mutual aid requests and to support emergency operations.

D. Federal Government

Although the City of Los Angeles has no authority to assign responsibilities to Federal government agencies, many Federal entities have primary or support responsibility for providing certain services to the City of Los Angeles. Those Federal agencies are listed in the following, along with the services they are responsible for providing in the event of an emergency incident requiring the logistical coordination of facilities.

1. United States Army Corps of Engineers (USACE), Los Angeles District
 - Support the following logistics functions: major end items (Mobile Units) and facility management.
2. Federal Emergency Management Agency (FEMA)
 - Coordinates logistics activities at National Logistics Staging Areas (NLSAs) and Distribution Centers (DCs).
3. United States Coast Guard (USCG) Sector Los Angeles-Long Beach
 - Support the National Response Framework through operational pre-scripted mission assignments including support for Emergency Support Function (ESF) #7 – Resource Management:
 - Acquire Federal Operational Staging Area
4. United States Marine Corps (USMC)
 - Provides support for staging federal commodities.
 - When requested by local authorities during crisis, Installations West-Marine Corps Base Camp Pendleton supports operations including:
 - Logistics (billeting)
 - Facilities and land management (paved, open spaces, offices)

IV. DIRECTION, CONTROL AND COORDINATION

This Facilities Appendix can 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 go into effect immediately following an emergency event. Other portions of this Appendix are only activated when the incident grows in scope to a point where activation of the Emergency Operations Center (EOC) is warranted. Activation of the EOC is not necessarily automatic or necessary with all incidents.

In advance of or simultaneous with the City plan activation, City departments and agencies will also activate their departmental emergency 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) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. <http://www.fema.gov/about/stafact.shtm>
 - b) Homeland Security Presidential Directive-5 (HSPD-5). <https://www.dhs.gov/sites/default/files/publications/Homeland%20Security%20Presidential%20Directive%205.pdf>
 - c) National Incident Management System. Department of Homeland Security. December 2008. http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf
 - d) National Response Framework. Department of Homeland Security. January 2008. <http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>
 - e) Americans with Disabilities Act of 1990, as amended. <http://www.ada.gov/pubs/ada.htm>
2. State
 - a) California Constitution. <http://law.justia.com/california/constitution/>
 - b) California Emergency Services Act, 2006. <http://www.caloes.ca.gov/LegalAffairsSite/Documents/Cal%20OES%20Yellow%20Book.pdf>
 - c) California Code of Regulations, Title 19, Chapters 1 through 6, including:
 - i. Chapter 1, Standardized Emergency Management System. http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/SEMS_Regulations.pdf
 - ii. Chapter 6, Disaster Assistance Act Regulations.
 - d) California State Emergency Plan. <http://www.caloes.ca.gov/PlanningPreparednessSite/Documents/SEP%20Update%20for%20Public%20Comment%202016.pdf>

3. County
 - a) Operational Area Emergency Response Plan
<http://lacoa.org/PDF/OA%20ERP.pdf>

City

- a) City Emergency Operations Plan

B. References

1. California Office of Emergency Services – Firefighting Resources of California Organized for Potential Emergencies, “Field Operations Guide ICS 420-1,” July 2007.

<https://www.firescope.org/doc-order-list.pdf>
2. Federal Emergency Management Agency, “Incident Command System 100, Unit 6: Facilities,” Sept. 2005.
<http://training.fema.gov/EMIweb/IS/ICS100CR/ICS100Vis/06ICS100FacilitiesNMSept05.pdf>
3. Federal Emergency Management Agency, Urban Search and Rescue Response System, “Logistics Specialist Training Manual, Base/Camp Manager,” Oct. 1998.
<http://www.fema.gov/pdf/emergency/usr/logunit5.pdf>
4. 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.
5. Los Angeles Department of Public Health, “Adult Disability in Los Angeles County.” LA Health. Sept. 2006.
6. Los Angeles Fire Department, Division III, “Base Locations for Large-Scale Incidents,” Sept. 2009.

ATTACHMENT C-1: ACRONYMS

Acronym	Full Name
ADA	Americans With Disabilities Act
BMD	Building Maintenance Division
BOC	Bureau Operations Center
CAL FIRE	California Department of Fire and Forestry Protection
Cal OES	California Governor's Office of Emergency Services
CAO	Chief Administrative Officer
City	City of Los Angeles
CPG	Comprehensive Preparedness Guide
DC	Distribution Center
DOC	Department Operations Center
EMD	Emergency Management Department
EOB	City of Los Angeles Emergency Operations Board
EOC	Emergency Operations Center
EOO	Emergency Operations Organization
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services
GSD	Department of General Services
ICP	Incident Command Post
ICS	Incident Command Structure
LAAC	Los Angeles Administrative Code
LACoFD	Los Angeles County Fire Department
LADWP	Los Angeles Department of Water and Power
LAFD	Los Angeles Fire Department
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NLSA	National Logistics Staging Area
Personnel	Personnel Department

RAP	Department of Recreation and Parks
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
USACE	United States Army Corps of Engineers
USCG	United States Coast Guard
USMC	United States Marine Corps

ATTACHMENT C-2: EOC RESOURCE REQUEST FORM

112233A

Order Request Number: _____

To be issued manually by Logistics Section

E.O.C. RESOURCE REQUEST FORM

USE BACK OF FORM FOR ADDITIONAL NOTES OR COMMENTS

Date: 01/01/2014	Time: 1300hrs	Route To: (Which Logistics Unit)	Request Priority: (use priority matrix to determine)
RESOURCE DETAILS			
Resource Requested: Disaster Service Workers			
Quantity: 40	<input checked="" type="checkbox"/> Individual Item Qty <input type="checkbox"/> Case Qty <input type="checkbox"/> Other (specify):		
What Will Resource Be Used For (Task Details) Shelter Registration			
Resource Comments: Individuals with strong interpersonal, organizational, and communication skills, attention to detail for 10 shelter locations (4 DSWs per site). Input other special considerations.			
Specify the Date & Time the Resource Will Be Required On Location In Order to Accomplish Task/Mission:		Date Required: 01/02/2014 - 01/09/2014	Time Required: 0900 hrs - 1700 hrs
DELIVERY DETAILS			
Deliver To: (Name) Shelter Managers	Title: Shelter Site Locations 1, 2, 3, etc.	Phone: 111-111-1111	Alternate Phone: 111-111-1111
Delivery Location: (Address) Addresses Attached.	Delivery Notes: DSWs must report to home department before reporting to DSW site location.		
FIELD REQUESTOR INFORMATION & DETAILS			
Requested By: (Name)	Title: Incident Commander	Department/Agency: American Red Cross	
Date Requested to EOC: 01/01/2014	Time Requested to EOC: 1300 hrs	Phone # of Requestor: 111-111-1111	
EOC REQUESTOR INFORMATION			
Name:		EOC Position: Operations Section Coordinator	
LOGISTICS SECTION INFORMATION & DETAILS			
Assigned To: (Name)	EOC Position: Personnel Unit Leader	Date Assigned:	Time Assigned:
Resource Request Approved By: (Name)	EOC Position:	Date Approved:	Time Approved:
CLOSEOUT INFORMATION & DETAILS			
<input type="checkbox"/> Fulfilled as Requested <input type="checkbox"/> Fulfilled with Substitute (see comments) <input type="checkbox"/> Denied <input type="checkbox"/> Cancelled by Requestor <input type="checkbox"/> Redirected (see comments)			
Delivered To: (Name)	Title:	Date Delivered:	Time Delivered:
Closure Comments:			
SOURCE & COST INFORMATION			
Resource Obtained Through: <input type="checkbox"/> GSD Stores <input type="checkbox"/> Other City Resources (see comments) <input type="checkbox"/> Purchased From Vendor <input type="checkbox"/> Rental From Vendor <input type="checkbox"/> Mutual Aid (first 24 hours) <input type="checkbox"/> Assistance For Hire <input checked="" type="checkbox"/> Other (see comments)			
Obtained From: (Name of Vendor, Agency or Other City) Personnel in coordination with citywide DPOs		Contact Person:	Contact Phone:
Total Cost Estimate:	Hourly Rate: (If Applicable)	P.O. #: (If Applicable)	Charge To (Department): (If Applicable)
Fund/Account Information:			
Source/Cost Comments: For payroll, use Work Order : 11111; Task: 111; Subtask: 111			

To Be Completed By EOC Resource Requestor

Completed By EOC Logistics Section

USE BACK OF FORM FOR ADDITIONAL NOTES OR COMMENTS

EOC Requestor: To complete all applicable information and forward to Logistics Section Coordinator/Deputy Coordinator (requestor to make a copy and keep for their records)
 Logistics Section: Assign to the appropriate Unit within Logistics (indicate individual's name & EOC position on form). Determine if request requires additional approval to be submitted, if so, obtain appropriate level of approval (indicate approver's name & EOC position on form).
 When Completed (fulfilled, denied, cancelled or redirected): Check appropriate closeout box and complete delivery information if applicable. Complete all applicable Source & Cost information fields. (Original completed document to be sent to Documentation Unit, copy to be kept by Logistics and a copy to be forwarded to Requestor).

ATTACHMENT C-3:

LAFD LAND USE AGREEMENT GENERAL GUIDANCE AND CHECKLISTS

Privately-owned sites are accessed through land-use and building-use agreements. Such agreements are drafted contingent on the incident. A copy of an emergency agreement form is provided in Attachment C-4 Emergency Facilities & Land Use Agreement.

1. Situations NOT Requiring a Land Use Agreement

- Federal Government land/facilities run by concessionaire
- Land/Facilities of other Federal agencies (would fall under Economy Act agreements)
- Land/Facilities of State and local governments (usually cooperative agreements)
- Non-wild land fire incidents, i.e. FEMA
- Direct fire suppression activity (fire line construction, back-burn, access to fire)
- Federally funded runways and towers (county/state/local)

2. Land/Facility Restoration Considerations

Items to consider – not all items apply to every agreement:

- Loss of crop/pasture, quantified by number of seasons
- Re-seeding/de-compaction requirements
- Noxious weeds abatement and survey
- General clean-up (trash removal, final janitorial service, floor waxing, etc.)
- Re-sod of athletic fields
- Reconditioning floors (gyms, carpet replacement, etc.)
- Pumping of septic systems (feasible to use system, or rely solely on port-a-potties)
- Mending fences damaged during incident

3. Considerations for Determining Rate

- Before Negotiating Rate:
 - Determine ownership of land/facilities
 - Confirm owner's agent if applicable
 - Resources available to confirm ownership
 - City or County Tax Assessor's Office
 - Courthouse
- Private Campgrounds: what are average receipts/revenues for similar time period?
- Historical record of rates for use in local area: local rangers may be good source.
- Facilities: if facility is abandoned from normal use as a result of its usage to support incident-related response, consider revenue lost for the activities.
- Fairgrounds: were there any events cancelled or rescheduled to make the fairgrounds available?
- Livestock pastures/facilities: cost of relocating and feeding stock.
- Vacant facilities: are there any vacant facilities held by other agencies that may be available?
- Consider not to exceed rate commensurate with property value

- Sources of market research
 - Banks
 - Real estate offices
 - Local employees
 - Local assessor offices
 - Local agency lands offices
 - Newspapers
 - Feed store bulletin boards
 - Documentation at local offices from previous events

SCHOOLS, FAIRGROUNDS OR OTHER RELATED FACILITY
CHECKLIST

- Number of Classrooms
- Gym
- Cleaning/Janitorial/Custodial Services
- Use of Showers
- Government furnished supplies vs. Contractor furnished supplies.
- Phones
- Copiers
- Computers
- Kitchen
- Keys, Access
- Security
- Sleeping Areas
- Noxious Weeds
- Availability
- AC/Heater operational or available
- Sprinkler System
- Reduce / increase costs when camp changes (i.e. from Type I – II – III) (reduce number of classrooms needed, area needed, buildings needed, etc.)
- Other prescheduled / concurrent uses of the facilities by owner
- Parking
- Athletic Fields

DIPPING SITES/PONDS
CHECKLIST

- Impact – amount of drawdown, site disturbance, etc
- Fish
- Noxious Weeds
- Water (usage and/or replenishment)
- Water Rights (who owns the water)
- Fences
- Access
- Flight Path
- Livestock/Wildlife
- Loss of Foliage/Crop/Pasture
- Use of pumps or wells

IC CAMP/HELIBASE
CHECKLIST

- Access – roads, gates
- Noxious Weeds
- Fences / cattleguards / gates
- Livestock
- Flight Path
- Irrigation/Sprinkler System
- Spillage/Hazmat
- Hours of Operation
- Property Impact
- Re-seeding / de-compaction requirements
- Abandonment of improvements
- Specific clean-up requirements (bark, mulch, sawdust, gravel, carpet, etc)

AIRPORTS
CHECKLIST

- Facilities Usage (except for federally funded runways, towers)
 - Check other FAA restrictions
- Landing Fee
- Fuel Fee (If Contractor provided)
- Security
- Flight Path
- Hazmat/Spillage
- Parking
- Availability
- Water/Electricity/Phones
- Portable Retardant Bae
- Hours of Operation
- Access
- Check with Air Ops for further concerns

ATTACHMENT C-4: EMERGENCY FACILITIES AND LAND USE AGREEMENT

Mar 2011

EMERGENCY FACILITIES & LAND USE AGREEMENT

INCIDENT AGENCY (name, address, phone number)	Page <u> </u> of <u> </u> AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATING TO THIS AGREEMENT AGREEMENT NUMBER
OWNER (name, address, phone number-include day/night/cell/fax) DUNS: EIN/SSN: PAYMENT ADDRESS:[] Same as above, or _____ _____	EFFECTIVE DATES a. beginning _____ b. ending _____ INCIDENT NAME: INCIDENT NUMBER: RESOURCE ORDER NUMBER: JOB CODE (P#) AND OVERRIDE:
TYPE OF CONTRACTOR ("X" APPROPRIATE BOXES) <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> LARGE BUSINESS <input type="checkbox"/> SMALL DISADVANTAGED OWNED <input type="checkbox"/> WOMEN OWNED <input type="checkbox"/> HUBZONE <input type="checkbox"/> SERVICE DISABLED VETERAN	
The owner of the property described herein, or the duly appointed representative of the owner, agrees to furnish the land/facilities for use as _____	
DESCRIPTION OF LAND/FACILITIES: Address or specific location. If street or highway address is unavailable, use distance from nearest city, crossroads, or other significant landmark. The local description of how to get to the land/facilities is also acceptable. _____ _____ _____ _____ _____	
County: _____ State: _____ Township: _____ Range: _____ Section: _____	
ORDINARY WEAR AND TEAR: Ordinary wear and tear is based on the customary use of the land/facilities, and not the use resulting from the incident.	
RATE: For each month that the land/facilities are used, the Government will pay the rate of \$ _____ per month. Ordinary wear and tear is included in the rate. The minimum amount guaranteed to be paid under this agreement shall be \$ _____, regardless of the length of use. Payment shall be in accordance with the incident Agency payment procedures. Payment for a lesser period shall be prorated based on a month being 30 days and rounded to the nearest dollar.	
UTILITIES AND SERVICES: (check only one) <input type="checkbox"/> The above rate includes utility charges for the following: <input type="checkbox"/> GAS <input type="checkbox"/> ELECTRICITY <input type="checkbox"/> WATER <input type="checkbox"/> TOILET SUPPLIES <input type="checkbox"/> JANITORIAL SERVICES & SUPPLIES <input type="checkbox"/> TRASH REMOVAL <input type="checkbox"/> SEPTIC SERVICE <input type="checkbox"/> EXISTING TELECOMMUNICATIONS <input type="checkbox"/> The above rate excludes utility charges. The Government will pay to the owner the sum determined due by the Contracting Officer based on: _____	
RESTORATION: Restoration beyond ordinary wear and tear. (check only one) <input type="checkbox"/> The above sum includes Government restoration of land/facilities. Restoration shall be performed to the extent reasonably practical. Restoration work includes: _____ <input type="checkbox"/> The above sum excludes restoration of land/facilities. Reasonable costs incurred by the owner in restoring land/facilities to their prior condition shall be submitted to the Contracting Officer.	
ALTERATIONS: The Government may make alterations, attach fixtures or signs, erect temporary structures in or upon the land/facilities, install temporary culverts, trenching for utilities, which shall be the property of the Government. Alterations will be removed by the Government after the termination of the emergency use, unless otherwise agreed.	
ORAL STATEMENTS: Oral statements or commitments supplementary or contrary to any provisions of this Agreement shall not be considered as modifying or affecting the provisions of this Agreement.	
CONDITION REPORTS: A joint pre and post-use physical inspection report of the land/facilities shall be made and signed by the parties; the purpose of the inspections shall be to reflect the existing site condition. Refer to attached Checklists.	
OTHER: Describe in detail: _____	
TERMS AND CONDITIONS: See attachment.	
CHECKLIST(s): See attachment.	

Fill in the following drawing showing the land/facilities under agreement. Include buildings, roads, paved areas, utility lines, fences, ditches, landscaping and any other physical features which help describe the area.



ADDITIONAL CLAUSES:

The Attached Federal Acquisition Regulation (FAR) Clauses apply to this agreement.

OWNER / OWNER'S AGENT SIGNATURE:	DATE:	CONTRACTING OFFICER'S SIGNATURE:	DATE:
PRINT NAME AND TITLE: PHONE NUMBER (if different from Owner's)		PRINT NAME AND TITLE: PHONE NUMBER:	

FEDERAL ACQUISITION REGULATION (FAR) CLAUSES EMERGENCY FACILITIES AND LAND USE AGREEMENT

52.213-4 Terms and Conditions—Simplified Acquisitions (Other Than Commercial Items) (JAN 2011)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

- (i) [52.222-3](#), Convict Labor (June 2003) (E.O. 11755).
- (ii) [52.222-21](#), Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).
- (iii) [52.222-26](#), Equal Opportunity (Mar 2007) (E.O. 11246).
- (iv) [52.222-50](#), Combating Trafficking in Persons (Feb 2009) ([22 U.S.C. 7104\(g\)](#)).
- (v) [52.225-13](#), Restrictions on Certain Foreign Purchases (June 2008) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).
- (vi) [52.233-3](#), Protest After Award (Aug 1996) ([31 U.S.C. 3553](#)).
- (vii) [52.233-4](#), Applicable Law for Breach of Contract Claim (Oct 2004) (Pub. L. 108-77, 108-78).

(2) Listed below are additional clauses that apply:

- (i) [52.204-10](#), Reporting Executive Compensation and First-Tier Subcontract Awards (Jul 2010) (Pub. L. 109-282) ([31 U.S.C. 6101 note](#)).
- (ii) [52.232-1](#), Payments (Apr 1984).
- (iii) [52.232-8](#), Discounts for Prompt Payment (Feb 2002).
- (iv) [52.232-11](#), Extras (Apr 1984).
- (v) [52.232-25](#), Prompt Payment (Oct 2008).
- (vi) [52.233-1](#), Disputes (July 2002).
- (vii) [52.244-6](#), Subcontracts for Commercial Items (Jan 2011).
- (viii) [52.253-1](#), Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

- (i) [52.222-19](#), Child Labor—Cooperation with Authorities and Remedies (Jul 2010) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)
- (ii) [52.222-20](#), Walsh-Healey Public Contracts Act (Oct 2010) ([41 U.S.C. 35-45](#)) (Applies to supply contracts over \$15,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).
- (iii) [52.222-35](#), Equal Opportunity for Veterans (Sep 2010) ([38 U.S.C. 4212](#)) (applies to contracts of \$100,000 or more).
- (iv) [52.222-36](#), Affirmative Action for Workers with Disabilities (Oct 2010) ([29 U.S.C. 793](#)). (Applies to contracts over \$15,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, *United States* includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)
- (v) [52.222-37](#), Employment Reports on Veterans (Sep 2010) ([38 U.S.C. 4212](#)) (applies to contracts of \$100,000 or more).
- (vi) [52.222-41](#), Service Contract Act of 1965 (Nov 2007) ([41 U.S.C. 351, et seq.](#)) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands.)
- (vii) [52.223-5](#), Pollution Prevention and Right-to-Know Information (Aug 2003) (E.O. 13148) (Applies to services performed on Federal facilities).

(viii) [52.223-15](#), Energy Efficiency in Energy-Consuming Products (DEC 2007) ([42 U.S.C. 8259b](#)) (Unless exempt pursuant to [23.204](#), applies to contracts when energy-consuming products listed in the ENERGY STAR® Program or Federal Energy Management Program (FEMP) will be—

- (A) Delivered;
- (B) Acquired by the Contractor for use in performing services at a Federally-controlled facility;
- (C) Furnished by the Contractor for use by the Government; or
- (D) Specified in the design of a building or work, or incorporated during its construction,

renovation, or maintenance.)

(ix) [52.225-1](#), Buy American Act—Supplies (Feb 2009) ([41 U.S.C. 10a-10d](#)) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition—

- (A) Is set aside for small business concerns; or
- (B) Cannot be set aside for small business concerns (see [19.502-2](#)), and does not exceed

\$25,000).

(x) [52.232-33](#), Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(xi) [52.232-34](#), Payment by Electronic Funds Transfer—Other than Central Contractor Registration (MAY 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(xii) [52.247-64](#), Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) ([46 U.S.C. App. 1241](#)). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at [47.504\(d\)](#).)

(2) Listed below are additional clauses that may apply:

(i) [52.209-6](#), Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (Dec 2010) (Applies to contracts over \$30,000). (Not applicable to subcontracts for the acquisition of commercially available off-the-shelf items).

(ii) [52.211-17](#), Delivery of Excess Quantities (Sept 1989) (Applies to fixed-price supplies).

(iii) [52.226-6](#), Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247) (Applies to contracts greater than \$25,000 that provide for the provision, the service, or the sale of food in the United States.)

(iv) [52.247-29](#), F.o.b. Origin (Feb 2006) (Applies to supplies if delivery is f.o.b. origin).

(v) [52.247-34](#), F.o.b. Destination (Nov 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR [52.252-2](#), *Clauses Incorporated by Reference (Feb 1998)*. This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

[Insert one or more Internet addresses]

(d) *Inspection/Acceptance*. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights—

(1) Within a reasonable period of time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) *Excusable delays.* The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(f) *Termination for the Government's convenience.* The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the Contractor can demonstrate to the satisfaction of the Government, using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) *Termination for cause.* The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) *Warranty.* The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

STANDARD OPERATING PROCEDURES C: GSD BUILDING MAINTENANCE

The Building Maintenance Division (BMD) will provide repair services for City owned buildings.

The BMD Emergency Systems Group maintains UPS and IPS systems, Reg. 4 fire/life safety building systems, tests and certifies Reg. 4, and does electrical tests and electrical repairs on emergency generators but does not repair the motors or refuel.

For repair service of irrigation systems or landscape sprinklers, call the Department of Recreation and Parks.

For building repairs and emergencies during regular business hours 6:30am-3:30pm, please call the appropriate district office below:

CIVIC CENTER DISTRICT

The area bounded by Broadway, Cesar Chavez Avenue, Alameda Street, and Second Street. This includes City Hall, City Hall East, L. A. Mall, City Hall South, the Police Administration Building, Parker Center, Fire Station 4, Emergency Operations Center, 9-1-1 Dispatch Center, El Pueblo, Metro Detention Center, various leased facilities and although outside these boundaries, the Central Library.

The following are serviced only by the Civic Center District: Automotive hoists repair, elevator repair, and escalator repair.

CENTRAL DISTRICT

All areas north of Imperial Highway, east of Figueroa Street/Cesar Chavez/Sunset Boulevard and Laurel Canyon, Mulholland Drive/Barham Boulevard, and south of the 134 Freeway.

The following are serviced only by Central District: roofing repairs, concrete repair, and fence repair.

NORTH DISTRICT

All areas north of Sunset Boulevard/Mulholland Drive/Barham Boulevard, and the 134 Freeway.

SOUTH DISTRICT

All areas south of Sunset Boulevard and west of Figueroa Street/Cesar Chavez/Sunset Boulevard and Laurel Canyon.