

City of Los Angeles

# EMERGENCY OPERATIONS PLAN



## TERRORISM PREVENTION AND PROTECTION Hazard Specific Annex

July 2019



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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 incidents of terrorism.

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

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 operations identified in this document directly relate to their own department, as well as how those activities interact with, support, or require support from other departments identified within this document. 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 or identifies a conflict between their listed activities and/or responsibilities 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 in this document changes, develops, or amends any policy, procedure, or operation that will change or affect the contents of this document, 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 that 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 Hazard Specific Annex to the City of Los Angeles Emergency Operations Plan (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. When approved by the Emergency Management Committee, it is presented 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).

## RECORD OF CHANGES

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

**Table 1: Record of Changes**

Date	Section/Page	Description of Change	Changed By
9/16-2/17	entire document	Biennial review; hundreds of changes made	Alen Pijuan, EMD
			Chief M. Little, LAFD
			C. Heredia, LAWA EM
			Tim Lee, ITA
			ITA EMWG
			Lisa Hayes, LADWP
			A. Arakelian, LAC OEM
7/19-8/19	Various	Biennial review	A. Pijuan & L. Meyerhofer
7/2019	EMS/DHS Sections	EMS Agency (incl. Health Dept.)	Terry Crammer

## CITY EMERGENCY OPERATIONS PLAN/ANNEX CROSS REFERENCE

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

- Throughout this document, where public information and communication with the public is referenced, see the **Emergency Public Information Annex**.
- Where internal communications systems are referenced, see the **Communications Annex**.
- Where early warning and notification are 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**.
- Where reference is made to cybersecurity incidents, see the City of Los Angeles, **Information Security Policy Manual, Security Incident Response Policy**.
- The 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**, and the **CBRN (Chemical, Biological, Radiological, and Nuclear) Annex**.
- 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 SOPs.

## BACKGROUND

The City of Los Angeles maintains a Local Hazard Mitigation Plan that defines terrorism as a human-caused hazard involving “the unlawful use or threatened use of force or violence against people or property with the intention of intimidating or coercing societies or governments.” Given that Los Angeles is the second largest city in the nation and the City’s numerous significant landmarks, Los Angeles will continue to remain a target to terrorist organizations. Because of this, preparedness and prevention of terrorism are critical priorities.

The City of Los Angeles has a history of attempted terrorist acts. Shortly after 9/11/2001, U.S. officials foiled a plot that was deemed to be the “*Second Wave of 9/11*”. This plot would use explosives hidden in shoes to breach the cockpit door of a commercial airplane and fly it into the tallest building on the west coast, the US Bank Tower in the City of Los Angeles. Los Angeles also experienced a bomb plot in 2005, where a small group of home grown terrorists planned to attack Los Angeles military recruiting stations, synagogues, and the Los Angeles International Airport (LAX).

These examples are only one of dozen attempts within the past decade by international actors and lone wolf agents that have been disrupted through information sharing. Organizations such as the Department of Homeland Security (DHS) and the Joint Regional Intelligence Center (JRIC) help seam the gap in intelligence sharing that existed prior to the 9/11 attacks. Clear communication and a common operating picture built on the foundation of plans and procedures such as this Annex are crucial components of our overall preparedness and prevention strategy.

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

### **A. Purpose**

This Annex describes the City of Los Angeles' general concept of operations for increasing security measures at City facilities, landmarks and other locations in the event that the City becomes aware of a credible terrorist threat. This Annex is not designed as a response plan to acts of terrorism or a plan to direct pre or post incident investigative actions.

The Annex has been developed to meet the following objectives:

- Provide a concept of operations and identify roles and responsibilities for each appropriate department within the City of Los Angeles specific to the hazard.
- Identify methods and procedures necessary for the rapid notification of City departments and the public when a terrorism threat is verified.
- Identify actions that can realistically be accomplished within a few hours to a few days to mitigate any adverse impact.
- Ensure consistency with Federal, State of California, the Los Angeles County Operational Area, and other local government's emergency response plans and operations.

### **B. Scope**

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

This Annex is applicable to Los Angeles City departments with Emergency Operations Organization (EEO) responsibilities, departments with essential resources, and departments with assets that are at higher risk for terrorism. Of particular importance to this document are:

- City Departments with emergency public safety functions
- City Departments with critical infrastructure
- City Departments performing emergency public safety or other critical services
- City Departments having routine interaction with the public

### **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<sup>3</sup>.

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>4</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 Americans with Disabilities Act (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 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

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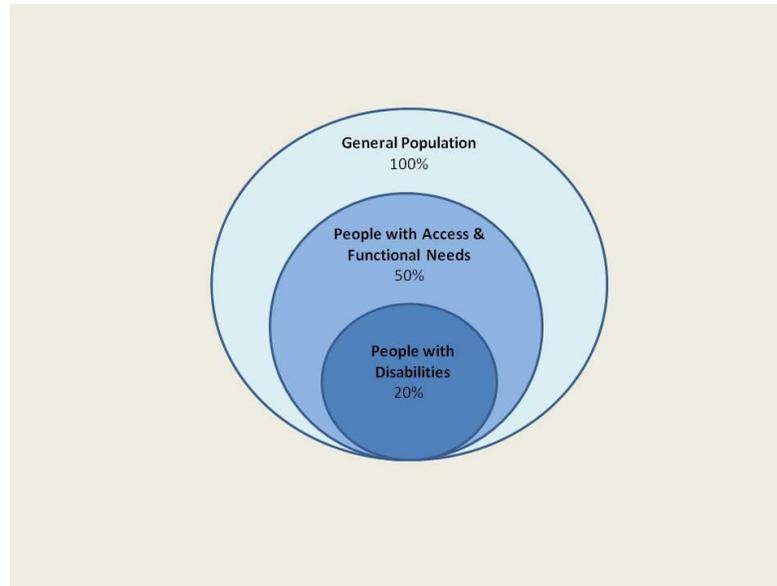
1 California Department of Finance, E-1 Population Estimates for Cities, Counties, and the State, January 1, 2015 and 2016

2 "Los Angeles (City) State & County QuickFacts." [Quickfacts.census.gov/qfd/states/06/0644000.html](http://Quickfacts.census.gov/qfd/states/06/0644000.html)).

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

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.

The image below clarifies the relationship in these definitions.



## 2. Vulnerabilities

The City of Los Angeles has multiple, accessible, redundant warning and notification systems to reach the public. Our 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 the terrain of some areas of the city, 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 agreements 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 the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS) into a terrorism threat response plan. This annex makes the following assumptions:

- 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.
- Only departments that have a response role or a role closely supporting the response to a terrorism threat will be included in this document. The departmental roles listed are limited to those applicable to the incident.
- In any disaster, primary consideration is given to the preservation of life first, 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 a threat response. EOC activation will be determined based on the scope and scale of the threat.
- 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.
- Residents could be displaced, requiring shelter and social service needs. Sheltering activities could be short term or long term depending on the duration of the threat.
- Vital infrastructure such as water distribution, electrical power distribution, and natural gas distribution systems, and sewer services, could be temporarily suspended. Re-establishment of these vital services will be critical.
- The primary component to a terrorism threat response is intelligence. Activated of this annex is based on the major assumption that sensitive information will be shared by LAPD. Without shared intelligence from the intelligence community and/or law enforcement partners, the EOC will not change its activation status.
- Local, State, and/or Federal law enforcement will investigate and take appropriate measures to disrupt a terrorist attack.
- The exact tactics, techniques and procedures (TTPs) may not be known and threat reporting may be fragmented and lacking specifics. However, the departments must be prepared to respond to threat reporting even though specific elements may be incomplete.
- An act of terrorism could occur at a single location or at multiple locations simultaneously.

## II. CONCEPT OF OPERATIONS

### A. Definition of Terrorism

For a list of acronyms, see Attachment A.

**Federal Bureau of Investigation (FBI) Definition of Terrorism** – The unlawful use of force or violence against persons or property to intimidate or coerce a Government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

**United States Federal Criminal Code Definition of Terrorism** – Title 18 of the United States Code defines terrorism and lists the crimes associated with terrorism. In Section 2331 of Chapter 113(B), defines terrorism as: “...activities that involve violent... or life-threatening acts... that are a violation of the criminal laws of the United States or of any State and... appear to be intended (i) to intimidate or coerce a civilian population; (ii) to influence the policy of a government by intimidation or coercion; or (iii) to affect the conduct of a government by mass destruction, assassination, or kidnapping; and...(C) occur primarily within the territorial jurisdiction of the United States...”

**US Patriot Act of 2001** – terrorist activities include

- Threatening, conspiring or attempting to hijack airplanes, boats, buses or other vehicles.
- Threatening, conspiring or attempting to commit acts of violence on any "protected" persons, such as government officials
- Any crime committed with "the use of any weapon or dangerous device," when the intent of the crime is determined to be the endangerment of public safety or substantial property damage rather than for "mere personal monetary gain."

### B. Information Gathering and Sharing

Upon receipt of a credible terrorist threat, City of Los Angeles agencies will act accordingly based on the known details of the threat. Although one City of Los Angeles agency may be the lead, depending on the type of threat and target, any City of Los Angeles agency with knowledge of a credible terrorist threat will share information among other City agencies, neighboring cities if applicable, as well as County, State and Federal agencies as necessary to protect the welfare and safety of the public.

The Joint Regional Intelligence Center (JRIC) serves as the fusion center for the Los Angeles region. The JRIC exists as an intake and assessment point for terrorism information and other threats to the Los Angeles region and information sharing hub regarding threats. Credible threat reporting is a priority for the JRIC and the EOC can anticipate receiving information for which activation would be warranted.

### **C. Increased Security**

When a credible terrorist threat becomes known, the initial action is to increase security to potential targets. Increased security around the target requires that the appropriate public safety agencies have the appropriate planning to ensure their response is effective should an attack occur.

Additional actions and measures may be required, including sharing appropriate information in multiple, accessible formats with private sector partners and the general public, to encourage reporting of any suspicious actions or behaviors that may be related to the threat.

### **D. Target Hardening**

“Target Hardening,” is understood as the increase of security through physical means such as barriers or architectural design. Target hardening can either be of a permanent or a temporary nature.

Some target hardening methods include:

- **Security Bollards:** Security bollards are upright cylindrical posts, generally made of metal (solid metal, hollow metal or hollow metal filled with concrete). Bollards allow pedestrians easy access through them yet prevent vehicle traffic from gaining access to an area. Bollards fall under the permanent target hardening category.
- **K-Rails:** K-Rails, also known as a Jersey Barriers, are modular concrete barriers that can be used as vehicle barriers to prevent vehicles from entering a restricted area. These barriers can also be used to form a chicane to slow down vehicles approaching a security checkpoint. K-Rails are made of concrete and are approximately three feet wide, three feet high and typically come in lengths of five, ten or twenty feet. K-Rails fall under the temporary target hardening category but are often left in place for long periods of time. K-Rails can be put in place within one day and therefore should be considered an option upon the verification of a terror threat. Departments with critical infrastructure and other high value targets should include in their emergency plans contractors that can place K-Rails and fences on short notice.
- **Fencing:** Fencing can either be a temporary or permanent barrier solution used for keeping pedestrians from restricted areas. However, unless a fence is used with some other physical barrier such as bollards or K-Rail, a fence alone does not make a strong vehicle deterrent. Fences can come in many styles such as solid, chain-link, etc.
- **Security Checkpoints:** Checkpoints can be put in place to stop and check either vehicle traffic or pedestrian traffic. Checkpoints can either be temporary or permanent solutions for target hardening.

#### **E. Public Notification and Evacuation**

Public safety is paramount in the event of a terrorist threat. In the event of a credible, imminent threat, public safety agencies conducting any investigation or mitigation action must take into account the need for accessible, redundant public notification as well as the potential need to close or limit public access to potential target locations and/or evacuate locations if necessary. If public notifications and/or press releases are warranted, they will be conducted in accordance with the City of Los Angeles Public Warning & Notification Annex and/or the Emergency Public Information Annex respectfully. Use of NotifyLA should be considered in this situation. Because familiarity with this notification system will allow the issuer to more precisely target the areas of the City that need to receive the notifications, training of all relevant personnel is suggested. If evacuations are warranted, evacuations will be conducted in accordance with the City of Los Angeles Evacuation Annex.

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

During an emergency situation or incident, it is important to keep specific records of staff assignments and costs, related to the response to, and recovery from, the emergency/incident.

In accordance with standard cost accountability practices for unique incidents, man-made and/or natural disasters, all City Departments are required to document their financial costs of labor, materials and equipment in addressing the incident.

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

### III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

#### A. City of Los Angeles

##### 1. Airports, Los Angeles World (LAWA)

###### a) Reconnaissance & Information Gathering

###### i. Intelligence

- The Airport Response Coordination Center (ARCC) will be the initial central location for the collection of situational awareness information from LAWA Airport Police (APD) through the APIIC and other LAWA Divisions.
- If the City EOC activates due to a terrorist event the LAWA Department Operations Center (DOC) will also activate to the appropriate level and the DOC will become the central location for collection of situational awareness information
- The Incident Command Post will report any incoming intelligence that could affect tactical operations or strategic planning to the ARCC or DOC:
  - Divisions that assess their immediate areas of responsibilities will report findings to the ARCC-DOC.
  - Divisions with operational responsibilities will assess the impact on operations and response capabilities and report their findings to the ARCC-DOC.
- Airport Operations will determine the impact on airport operations and report this information to the ARCC or DOC which will in turn relay the information to the Incident Command Post (ICP).
- Information Management Technology Group (IMTG) will determine the impact on airport communications and data transfer systems and provide a status report to the ARCC-DOC.

###### ii. Information Sharing

- The LAWA Public Information Officer (PIO) in conjunction with the APD PIO is responsible for public and media information. A Joint Information Center (JIC) may be activated.

###### b) Initial Stabilization

###### i. Incident Response

- Establish contact with the FBI, which is the agency with investigative jurisdiction during a terrorist event.
- Public safety will take precedence in determining emergency response objectives.
- LAWA will send representative(s) to the City EOC as soon as is feasible and without compromising departmental needs.
- The development of a common operating picture to enable effective and coordinated decision making with the ICP, and City EOC via the DOC and LAWA DOC Liaison will be undertaken through briefings, bridge calls and scheduled conference calls.

- Depending on the situation, LAWA may need to make a determination to either shelter-in-place or evacuate staff and up to 10,000 passengers in terminals or on property. LAWA will do this with mutual aid assistance, primarily through requests to the City EOC for resources from other organizations such as the City's Metropolitan Transportation Authority (MTA) and responsible Non-Governmental Organizations (NGOs) such as the American Red Cross.
- ii. Assess Transition to Recovery/Demobilization
  - Develop incident objectives related to the recovery phase of the incident.
- c) Department Command and Control
  - Command and control is transferred to the DOC when activated and includes Airport Operations, Airport Police, Emergency Management, Facilities, Technical Services, Maintenance Services, Customer Service, Media & Public Relations, Planning Development Group, Commercial Development Group as needed and available, and the Transportation Security Administration (TSA).
  - The DOC in coordination with the ICP will support the emergency response and recovery objectives to be achieved during the operational periods.
  - Tactical or field response command and control is initiated at the ICP.
- d) Documentation
  - i. Record Keeping, Timekeeping and Cost Reporting
    - Each division represented in the ICP and DOC will keep records on the appropriate ICS related forms (e.g., 214, 207, etc.)
    - Each division is to record actions with subsequent costs and submit those records to the appropriate cost accounting divisions.
    - A statistical I/O may be established at the onset of the event by LAWA Emergency Management for tracking purposes
    - That statistical I/O may be used by the Department to track all fiscal operations including timesheets
    - Each division will continue to provide timekeeping and enter the cost center code in the timesheets.
  - ii. Financial Reporting
    - LAWA will provide financial impact information to Local, State and Federal agencies to the City Administrative Officer (CAO).

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

- a) Reconnaissance & Information Gathering
  - i. Fact Gathering
    - The EMD Duty Officer and Duty Team will continue to monitor Los Angeles Police Department's (LAPD) Communication Division alerts and other department information sources.
    - Direct staff in collecting and consolidating ongoing reconnaissance information from field units, the ICP and other available information sources.

- If the situation warrants, EMD will send a representative to the Incident Command Post.
- ii. Assessment
- Constant communication will be conducted with law enforcement and fire department officials about the threat.
  - EMD will work with other departments to determine the scope of the incident and its impact on City functions and facilities, as well as residents.
- iii. Information Sharing
- EMD will play the lead role in aggregating information from all agencies, and disseminating non-classified information between City departments and to the public.
  - Sensitive or restricted information will be shared only if law enforcement permits EMD to do so since information about terrorism threats may be classified.
  - EMD will share information with the Mayor's Office of Public Safety.
  - EMD will share information with the City Councilmembers through the Chief Legislative Analyst
- b) Initial Stabilization
- i. Incident Response
- The EMD Duty Officer and Duty Team will coordinate and execute the processes to activate the City EOC, if necessary, in accordance with EMD standard operating procedures.
  - If the EOC is activated, relevant stakeholders, including the Mayor, EOB members, and the Los Angeles County Office of Emergency Management will be notified of activation of the City EOC and level of activation.
  - EMD will notify one of the DHS Protective Security Advisors (PSA) at (213) 533-4313 if the EOC is activated. If activation is at Level 2 or 3, EMD Directors may invite the PSA to the EOC. The PSA may have detailed vulnerability information regarding facilities under threat and may have additional information coming directly from DHS that could help inform the EOC Directors' decision making.
  - EMD will assist the Command Post with their immediate needs. EMD may fill the Liaison Officer (LNO), Assistant LNO, and/or an Agency Representative position at the Command Post.
  - The EMD Duty Officer will assist LAPD to initiate NotifyLA messages to the public if an evacuation or shelter-in-place is necessary.
  - NotifyLA is a public mass notification system powered by the Everbridge platform.
  - NotifyLA is a web-based application that leverages comprehensive databases of geographically located hard-line (copper-wire) phone numbers that do not require citizen opt-in for emergency usage.
  - NotifyLA allows the City of Los Angeles Emergency Management Department to initiate voice messages, text messages and e-mails to the public based on their geographic location. Examples of emergency

- notifications include evacuation notices, shelter-in-place notices and imminent threat to life or property.
- NotifyLA has the capability to send messages through the Wireless Emergency Alerts (WEA) system. This system allows those with mobile devices to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area.
  - If there is a threat to EMD personnel or facilities, EMD may shelter-in-place or evacuate staff.
- ii. Ongoing Information Gathering/Assessment/Sharing
    - The EMD Duty Officer will communicate with the County Office of Emergency Management Duty Officer to monitor the incident.
    - The EOC will monitor, record, evaluate and assess information obtained by LAFD and LAPD during initial size up to anticipate future emergency management needs of the departments.
  - iii. Assess Transition to Recovery/Demobilization
    - Develop strategies related to the recovery phase of the incident.
- c) Department Command and Control
- The EMD Duty Officer will be in charge of the EMD Duty Team and other department resources.
  - The EMD Duty Officer will take direction from the EMD General Manager and/or Assistant General Manager.
  - If the situation warrants, EMD will send as representative to the Incident Command Post.
  - The EOC will be activated to at least a Level 3 .
  - EMD will use the EOC to support the agencies involved in the terrorism threat response as needed. EMD personnel will be folded into the EOC organization and assume various EOC roles and responsibilities as assigned.
- d) Documentation
- i. Record Keeping
    - All situational awareness notifications and bulletins released by EMD are saved in a uniquely named event folder located in the Department R: Drive.
    - Whenever the EOC is activated, or EMD personnel are assigned to a command post, all EMD employees are required to complete an ICS 214 form.
  - ii. Time Keeping
    - The ICS 214 form to verify the number of hours EMD personnel spent on a particular incident during their EOC shift.
    - In the case of EOC activation, the ICS 214 form are collected by the Finance/Admin Section of the EOC.
    - The time spent on an incident is recorded on electronic time sheets as a separate line item.
    - EMD's Administrative Division can then calculate and record the total hours and dollars spent on the incident.

- iii. Financial Reporting
  - EMD's Administrative Section is responsible for tracking disaster related response costs incurred by the Department.

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

- a) Reconnaissance & Information Gathering
  - i. Fact Gathering
    - Monitor bulletins from various sources (e.g. JRIC, Federal, State and Local law enforcement and intelligence agencies.)
  - ii. Assessment
    - Terrorism officers and other homeland security experts relay information to appropriate bureaus.
  - iii. Information Sharing
    - When a credible threat is made known to LAFD, unclassified information shall be distributed internally throughout the Department. Classified information shall only be distributed to those personnel with the appropriate level of clearance.
- b) Initial Stabilization
  - i. Incident Response
    - Assist with evacuations as requested and necessary by providing assistance to all individuals in accordance with LAPD and the Los Angeles Fire Department (LAFD) evacuation SOPs. Additionally, evacuation notification will be conducted utilizing multiple platforms including, when appropriate, public mass notification platform(s), door to door notification and social media.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Continue to monitor information updates from various sources (e.g. JRIC, Joint Terrorism Task Force (JTTF), FBI, DHS, etc.) Federal, State, and Local law enforcement agencies.
    - Continually assess viability of threat and determine appropriate resource needs.
- c) Assess Transition to Recovery/Demobilization
  - Determine resource drawdown procedures and needs as appropriate.
- d) Department Command and Control
  - LAFD Homeland Security Division will be the Department lead for responding to a potential terrorist threat in the City of Los Angeles.
  - If an incident command is established, the LAFD will function in unified command with LAPD and other stake holder agencies as indicated.
- e) Documentation
  - i. Record Keeping
    - Firefighters are to complete daily logs per Department protocol.
    - Audio recording of responses are compiled and archived at the dispatch center.

- At the conclusion of non-medical incidents, Field Resources complete a National Fire Incidents Report System report as a record keeping function.
- ii. Time Keeping
  - Accurate digital documentation of response time/s and chronology of incidents is maintained for each incident via the Metropolitan Fire Communications.
  - Hand written entries are completed for each incident at the field level.
  - Officers assigned to positions requiring ICS 214 forms will complete them before end of watch and submit to supervisors. All ICS 214 forms shall be collected and forwarded to Planning Section Chief and Fiscal Operations Division.
  - At the conclusion of a significant incident a historian is assigned the task of incident chronological documentarian and custodian of the incident.
- iii. Financial Reporting
  - Currently financial record keeping is maintained within the personnel staffing function of the Department.
  - Incident financial reporting is completed in compliance with FEMA requirements for reimbursement. A proclamation of emergency is also required to complete this function.

#### **4. Information Technology Agency (ITA)**

##### **a) Reconnaissance & Information Gathering**

- i. Fact Gathering
  - Monitor incident to determine potential threat to ITA facilities or City information technology infrastructure.
  - Monitor City network and firewalls to determine potential terrorist threat to City information technology infrastructure and critical data.
  - Request supervisors to poll and report availability of personnel for work assignments in affected areas.
  - Verify back-up systems are operational and files are backed up.
  - Verify availability and capability of alternative data backup sites.
  - Contact vendors and verify ability to provide support.
- ii. Assessment
  - Determine whether or not to relocate ITA operations.
  - Work with Cyber Intrusion Command Center (CICC) Team to assess impact and response to terrorist cyber-attack.
  - Should relocation be necessary, activate the ITA Continuity of Operations Plan (COOP), and follow procedures detailed therein.
  - Determine need for additional security at any affected ITA facilities, or those likely to be affected, and make the request of the appropriate agency(s).
  - Have responsible staff document nature and extent of any damage to ITA facilities as much as possible. NOTE: At no time are ITA personnel to place themselves in danger to accomplish this task.

- b) Initial Stabilization
  - i. Incident Response
    - Provide EOC technical and communications support.
    - Provide communications support for incident command post(s).
    - Provide assistance to EMD staff responsible for development and support of EOC information management systems, including assistance in activating alternate EOC locations.
    - Facilitate Cyber Intrusion Command Center (CICC) response and updates to EOC.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Maintain situation awareness as it pertains to ITA operations largely as above, in Section 2.
  - iii. Assess Transition to Recovery/Demobilization
    - Maintain operability of ITA assets in support of other City entities.
    - Rely information obtained to plan demobilization in conjunction with other entities.
    - Communicate with ITA staff and/or other appropriate entities to coordinate transition.
- c) Department Command and Control
  - The ITA has designated a Department Operations Center (DOC) suitable to conduct emergency operations for the Agency.
  - An alternate DOC location exists; changes of location are at the discretion of the ITA GM or their designee.
  - Procedures for DOC activation are located in the ITA Department Emergency Plan; copies reside with appropriate Executive Management and in the Emergency Network Operations Center.
  - All Cybersecurity incidents will be coordinated through CICC Integrated Security Operations Center according to the City's Incident Response Policy.
- d) Documentation
  - i. Record Keeping
    - ITA Administrative Staff will supply additional work orders as needed for accurate tracking of work performed associated with emergency operations.
    - Existing record keeping systems/documents will be used to accurately track work performed.
  - ii. Time Keeping
    - Existing time keeping systems/documents used in conjunction with existing or new work orders will be used, as directed by ITA Administrative Services Section.
  - iii. Financial Reporting
    - Collected and organized by ITA Administrative Services Section, according to Chief Administrative Office (CAO) directives.

## **5. Mayor's Office of Public Safety (MOPS)**

### **a) Reconnaissance & Information Gathering**

#### **i. Fact Gathering**

- MOPS will be the central location for the collection of situational awareness information for the Mayor's Office.
- The information will come from a number of sources, including the EOC, DOCs, command posts, field operations, and in consultation with various City, County, State and Federal departments.

#### **ii. Assessment**

- MOPS will determine the impact on the Mayor's Office and assess operational needs.
- The Deputy Mayor of MOPS will make recommendations to the Chief of Staff and/or the Mayor, who will determine the appropriate response.

#### **iii. Information Sharing**

- The Mayor's Office of Communications is responsible for external/public and media information regarding strategic operations.
- The Mayor's Office of Communications will assign an assistant PIO to support the EOC PIO.

### **b) Initial Stabilization**

#### **i. Incident Response**

- The Mayor's Office will assign personnel from MOPS and the Office of Communications to the EOC or Incident Command Post as needed. Other personnel will be assigned as needed by the Mayor's Office Chief of Staff in consultation with the Deputy Mayor of Homeland Security and Public Safety.

#### **ii. Ongoing Information Gathering/Assessment/Sharing**

- MOPS will be the central location for the collection of situational awareness information for the Mayor's Office. The information will come from a number of sources, including the EOC, DOCs, command posts, field operations, and in consultation with various City departments.

#### **iii. Assess Transition to Recovery/Demobilization**

- MOPS will determine the impact on the Mayor's Office and assess transition. The Deputy Mayor of MOPS will make recommendations to the Chief of Staff and/or the Mayor, who will determine the appropriate response.

### **c) Department Command and Control**

- The Mayor's Office will assign personnel from MOPS and the Office of Communications to the EOC or Incident Command Post as needed. Other personnel will be assigned as needed by the Mayor's Office Chief of Staff in consultation with the Deputy Mayor of MOPS.

### **d) Documentation**

#### **i. Record Keeping**

- Documentation (record keeping, time keeping, and financial reporting) will be coordinated through the Mayor's Executive Office. Each individual office within the Mayor's Office is responsible for collecting pertinent data and forwarding to the Executive Office.

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

### **a) Reconnaissance & Information Gathering**

#### **i. Fact Gathering**

- Monitor bulletins from various sources (e.g. Federal, State and Local law enforcement and intelligence agencies).
- Monitoring information from social media outlets.

#### **ii. Assessment**

- Determine if threats are credible.
- Assess potential impact on threat locations.
- Assess potential impact to critical infrastructures and key resources.

#### **iii. Information Sharing**

- Information is distributed appropriately, internally, when a credible threat is known and declassified.
- Media Relations and Community Affairs Group / Public Information Officer is responsible for external/public and media information.
- LAPD Communications Division/ Department Operations Center (DOC) may also be utilized.

### **b) Initial Stabilization**

#### **i. Incident Response**

- Established control with appropriate law enforcement resources.
- Establish security checkpoints for the surrounding streets from threat location.
- Public safety will take precedence in determining emergency response objectives.
- NotifyLA is a public mass notification system powered by the Everbridge platform. LAPD, will issue information/instructions to the public as necessary using NotifyLA messages. LAPD will be the lead, but can enlist the assistance of EMD or LAFD in developing and issuing these messages.
- Casualty assessment will be communicated with LAFD.
- The Department will send representative(s) to the City EOC if necessary.

#### **ii. Ongoing Information Gathering/Assessment/Sharing**

- Continue to monitor information updates from various sources (e.g. Federal State and Local law enforcement and intelligence agencies).
- Continually assess viability of threat and determine appropriate resource needs.
- Assessment of operational capabilities will be continuously updated.
- Emergency response objectives are to be based on life safety, property preservation, incident stabilization and environmental impact.

#### **iii. Assess Transition to Recovery/Demobilization**

- Determine resource drawdown demobilization procedures and needs as appropriate.
  - Contact the Incident/ Unified Command Post for deployed personnel at the incident in preparation for reduction of resources.
  - All demobilization procedures/action must be approved by the Incident Commander.
  - All units demobilizing must check out with the Command Post and complete appropriate ICS forms.
- c) Department Command and Control
- LAPD will activate an LAPD Incident Management Team as appropriate
  - Command and Control will be employed consistent with the National Incident Management System, National Response Framework, and the Incident Command System.
  - When incident command is established, the LAPD will operate in unified command with the appropriate stake holder agencies, e.g. LAFD, EMD, and FBI.
- d) Documentation
- i. Record Keeping
    - Officers are to complete daily logs per Department protocol.
    - Assign personnel in each Area to complete an After-Action Report.
  - ii. Time Keeping
    - Officers assigned to positions requiring ICS 214 forms, will complete them before end of watch and submit to supervisors. All ICS 214 forms shall be collected and forwarded to Planning Section Chief and Fiscal Operations Division.
  - iii. Financial Reporting
    - Cooperation and exchange of information with Fiscal Operations Division will estimate damages and available mutual/financial aid for recovery efforts.

## **7. Police Department, Port of Los Angeles (POLAPD)**

- a) Reconnaissance & Information Gathering
  - i. Fact Gathering
    - Monitor bulletins from various sources (Federal, State and Local law enforcement and intelligence agencies).
  - ii. Assessment
    - Determine if threats are credible.
    - Assess the potential impact on threat location.
  - iii. Information Sharing
    - When a credible threat is made known to POLAPD, unclassified information shall be distributed internally through the Department. Classified information will be shared with those personnel with the appropriate level of clearance and within the appropriate facility.
- b) Initial Stabilization

- i. Incident Response
  - POLAPD will establish cordon with appropriate law enforcement resources (Tactical Planning Unit, Detective, Haz- Mat Unit, patrol personnel, etc.).
  - Establish security checkpoints on the surrounding streets from threat location, if necessary.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - Continue to monitor information updates from various sources (JTTF, JRIC, and FBI).
  - Continue assessing viability of threat and determine appropriate resources.
- iii. Assess Transition to Recovery/Demobilization
  - Unified Command/Incident Commander will make the determination of transition of forces. The transition can be a recovery/investigative role or simply the release of responding units. Usually a demobilization unit will make that determination within the Incident Action Plan.
- c) Department Command and Control
  - i. When Incident Command is established, POLAPD will operate in a unified command with the appropriate agencies.
  - ii. POLAPD Waterborne and Field Service Division (WFSD) will assume the Department leadership role with operation.
  - iii. POLAPD Investigations and Intelligence Division (IID) will assume the leadership role with the Department investigations.
  - iv. POLAPD Tactical Planning Division (TPD) will assume the leadership role with the following:
    - Unified/Single Command Post operation and support
    - Rapid response with specialized personnel and equipment as necessary to the potential threat location (Tactical Planning & Haz Mat Technicians)
- d) Documentation
  - i. Record Keeping
    - Incident Action Plan (IAP/EAP) personnel roster.
    - Daily Patrol Watch Deployment and Checkout Log
    - Command Post Check-in/Check-out roster
  - ii. Time Keeping
    - POLAPD Fiscal Operations
  - iii. Financial Reporting
    - If a disaster proclamation is provided or if management wants to make a determination of the cost of the incident, both the Department Emergency Manager and the departments accounting personnel will collect all the associated costs of the incident and provide a report.

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

- a) Reconnaissance & Information Gathering
  - i. Fact Gathering
    - Report suspicious activity to the Communications Center.

- ii. Assessment
    - Assess the potential impact the threat on LADOT employees, facilities and the capabilities of LADOT's emergency response personnel.
  - iii. Information Sharing
    - LADOT Communications Center will relay information to the Department Operations Center and/or LAPD.
    - Information will be passed from the DOC to the EOC, if activated.
- b) Initial Stabilization
- i. Incident Response
    - Mobilize personnel and material resources to fulfill the emergency mission of LADOT.
    - Activate the DOC and/or ensure City EOC responders are activated when required.
    - Provide personnel to assist LAPD with traffic and crowd control operations as requested and necessary.
    - Coordinate with other agencies supplying common carrier services for emergency transportation resources including accessible transportation providers such as ACCESS Services in accordance with LADOT SOPs, MOUs and Contracts.
  - ii. Ongoing Information Gathering/Assessment/Sharing
    - Ensure communication is established with essential facilities, field employees, other Divisions and the City's EOC.
  - ii. Assess Transition to Recovery/Demobilization
    - Develop incident objectives related to recovery and demobilization during the response phase of the incident.
- c) Department Command and Control
- i. The General Manager of the LADOT has the ultimate responsibility for Command and Control.
  - ii. The LADOT has established a succession plan in the event the General Manager is not available.
- d) Documentation
- i. Record Keeping
    - Request a work order number from LADOT accounting for the Emergency Event.
    - All employees will maintain an ICS-214.
  - ii. Time Keeping
    - LADOT Emergency Preparedness Coordinator coordinates the collection of all response information for staff and resources deployed to an emergency incident. Responding staff hours are processed and recorded through the online D-Time System timesheets which are reviewed and approved bi-weekly by division supervisors.
    - Time designated to a specific incident, both regular and overtime hours, is delineated by applying the hours worked to a work order number for that

specific incident. All hours associated with the specific work order number are then calculated and a summary of work hours is completed.

- All hours associated with an incident are also captured and summarized into cost tracking worksheets. Worksheets are then processed and calculated using established LADOT practices and in conformance with the Public Assistance Program.
- Once staffs report their incident response hours, the payroll/timekeeping and accounting units review the documentation and generate a cost report based on the work order number. The accounting cost report is then cross checked with other documentation and worksheets.
- Equipment use is gathered from both equipment use logs and activity and reports generated by responding staff. An equipment usage report which identifies type of equipment used, hours used and reason for use is generated.

iii. Financial Reporting

- Initiate a Disaster Accounting System to document disaster costs for potential cost recovery and reimbursements.

**9. Water & Power, Los Angeles Department of (LADWP)**

a) Reconnaissance & Information Gathering

i. Fact Gathering

- Any facility that receives a warning or threat of terrorism shall immediately notify security services and appropriate management.
- Security services will notify LAPD or appropriate law enforcement jurisdiction (e.g. for facilities located outside the City of Los Angeles) immediately upon receiving a warning or threat of a terrorist attack.
- Coordination may take place among security services including the Security Monitoring Station (SMS), watch commander, and Central Monitoring Station (CMS).

ii. Assessment

- LADWP investigators will work with LAPD or appropriate law enforcement jurisdictions to assess the vulnerabilities of the threatened facility.
- Assessment will be made on the potential impact to LADWP internal operations, services and customers of the threatened facility and will begin to formulate alternate service plans.

iii. Information Sharing

- Suspicious activity and unusual behavior will be reported to LAPD or appropriate law enforcement jurisdiction.
- LADWP Intergovernmental Affairs and Communications are responsible for disseminating information to the media and the public.

b) Initial Stabilization

i. Incident Response

- Increase security measures according to LADWP policy.

- If necessary, and with General Manager approval, require employees to prepare to either shelter-in-place at or evacuate from their facility with the potential to relocate to a temporary work site.
- ii. Ongoing Information Gathering/Assessment/Sharing
  - Continue to monitor information updates from various sources.
  - Continually assess viability of threat and determine appropriate resource needs.
- iii. Assess Transition to Recovery/Demobilization
  - Determine resource drawdown procedures and needs
- c) Department Command and Control
  - LADWP security will be responsible for coordinating all internal security measures, including security contractors.
  - Water Systems and Power Systems may open their emergency centers accordingly as the incident and circumstances demand to manage the emergency response.
  - Power System will utilize Electric Trouble to track outages and repair work specific to the incident.
  - Security Services will provide guidance and/or possible escort for Power System working in the field, whether or not that work is related to the incident. Force protection and safety escorts may be also requested from LAPD and LAFD.
  - Based on current intelligence, Security Services may activate additional Security Officers on an ongoing basis for any LADWP facility.
  - LADWP Department Operations Center (DOC) will be activated as necessary to monitor and support ongoing operations.
- d) Documentation
  - i. Record Keeping
    - LADWP personnel will document all actions taken and reports generated and forward them to LADWP's Incident Commander.
  - ii. Time Keeping
    - Records of any employee time spent on an incident shall be forwarded to LADWP's Payroll Section.
  - iii. Financial Reporting
    - Security personnel are to complete daily logs per Department protocol.
    - Personnel assigned to positions requiring ICS-214 forms to be completed will complete them before end of shift and submit to supervisors for filing.
    - The LADWP Office of Emergency Management may assist with operational reimbursement guidance from FEMA, State of California (if applicable to the incident), EMD, the City Administrative Officer (CAO) and LADWP financial and accounting support services.

## **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 below, along with the services they are responsible for providing in the event of a terrorism incident.

### **1. Emergency Medical Services Agency, Los Angeles County (EMS Agency)**

- Monitor JRIC traffic and relay relevant information to health TLOs in hospitals and community clinics.
- 
- Poll area hospitals for emergency department capacity, as needed.
- Activate DHS Department Operations Center (may be partial or full activation depending on the scale of the incident).
- Send a liaison to the County Emergency Operations Center to work in the Medical and Health Branch, if the EOC is activated.
- Assign personnel to staff the Incident Command Post upon request of the jurisdictional provider (LA City department).
- Conduct a Mass Casualty Incident (MCI) poll of hospitals for emergency department capacity in the geographical area (if impact area is limited) or countywide (if widespread).
- Conduct a Bed Availability Poll of hospitals.
- Establish communications with EMS response medical communications officer.
- Conduct MCI Facility Status Poll
- Activate Trauma Surge Plan

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

- Along with the FOAC (Fire Operational Area Coordination (Los Angeles County Fire)), coordinates the evacuation of hospital populations.
- Along with the FOAC, coordinates medical transportation for healthcare facilities.
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### **3. Mental Health, Los Angeles County Department of (LACDMH)**

- Supports the evacuation of clinics with mentally ill populations
- Supports public messaging with basic psychological first-aid information during the evacuation and/or crisis situation.
- Provide specially trained mental health liaisons to work at the Los Angeles City in the Operations Branch to support ESF #8 and the coordination of County response.

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

- Sheriff's DOC may be activated to monitor ongoing activity.
- Contact the JRIC and other specialized units (i.e. Metro, HazMat) to begin communication and coordination in response to the threat.

## **5. Department of Medical Examiner-Coroner, Los Angeles County**

- Coordinates removal and transportation of the deceased.
- Works with numerous medical and law enforcement agencies to determine circumstances, manner and cause of death.

## **C. State of California**

Although the City of Los Angeles has no authority to assign responsibilities to State of California departments, many State departments have resources and capabilities that may be called upon to support the City of Los Angeles. Those State departments are listed below, along with the services they may be requested to provide in the event of a terrorism incident.

### **1. California Governor’s Office of Emergency Services (Cal OES)**

- Cal OES functions as the state coordinating body for preparation, prevention, response and recovery activities for all hazards within California.
- Cal OES operates the Master Mutual Aid System to restore order during emergencies with assistance from neighboring law enforcement.

### **2. California Highway Patrol (CHP)**

- The California Highway Patrol (CHP) acts to prevent loss of life, injuries and property damage as a result of traffic collisions by enforcing the California Vehicle Code and other laws to prevent crime.
- In the event of traffic and emergency incidents, CHP promotes safe and efficient movement of people and goods.
- The CHP also has the duty to “protect the public, their property, state employees and the state’s infrastructure”; which as needed involves collaboration with Local, State and Federal public safety agencies.

### **3. California National Guard (CNG)**

- The California National Guard, comprised of both Army and Air National Guard, provides trained and disciplined forces in response to domestic emergencies and special situations.
- If summoned by the Governor of California, the CNG will assist local authorities while refraining from acting in a law enforcement capacity<sup>5</sup>.

### **4. California State University Police Departments**

- California State University Police Departments follows the SEMS/NIMS emergency management protocols. In the event of a of terrorist threat in the region, those campuses located within the City of Los Angeles (Los Angeles, Dominguez Hills and Northridge) will respond in accordance with their standing procedures.

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<sup>5</sup> Section 1385 of Title 18, United States Code

- A joint command would be convened if the situation permits and warrants it. Departments will likely, however, route request independently through their respective DOCs.

#### **5. University of California, Los Angeles Police Department (UCLAPD)**

- The University of California, Los Angeles Police Department (UCLAPD) has the operational responsibility for providing police services to the University of California, Los Angeles campus and all properties owned, leased, or controlled by the University located within the boundaries of the City of Los Angeles.
- LAPD will respond to assist UCLAPD only when requested by the UCLA Chief of Police.

### **D. Federal**

Although the City of Los Angeles has no authority to assign responsibilities to Federal departments, many Federal departments have resources and capabilities that may be called upon to support the City of Los Angeles. Those Federal departments are listed below, along with the services they can provide in the event of a terrorism threat.

#### **1. Federal Bureau of Investigations (FBI)**

- To coordinate the Federal response, the FBI and FEMA have been assigned lead agency responsibility for crisis and consequence management, respectively, in response to a domestic terrorist threat or incident.
- The FBI is the lead agency for crisis management response to acts of domestic terrorism, which includes measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, or resolve a threat or act of terrorism.
- The laws of the United States assign primary authority to the Federal government to prevent and respond to acts of terrorism; State and local governments provide assistance as required.

#### **2. Department of Defense (DOD)**

- The DOD supports Local, State, and Federal government agencies in planning for and responding to domestic emergencies. Local units may respond when necessary to save lives, prevent human suffering, or mitigate great property damage.
- Many units execute memorandums of understanding for mutual support of emergency services with local jurisdictions or municipalities. National Guard units may also respond under state control when directed by appropriate State authorities.
- Upon the declaration of an emergency or major disaster by the President, the Secretary of Defense or his/her Executive Agent provide federal military support. For most domestic emergency responses requiring DOD assets, the Defense Coordinating Officer (DCO) controls all DOD response elements. Because of the potentially large number of US DoD requirements, a Response Task Force (RTF) may be activated to command and control all federal military personnel

responding for consequence management (with the exception the Joint Special Operations Task Force).

### **3. Department of Homeland Security (DHS)**

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

#### **a) Federal Emergency Management Agency (FEMA)**

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

#### **b) United States Coast Guard (USCG)**

- The USCG base in Los Angeles-Long Beach (LA/LB) provides direct support of USCG activities in Southern California. The Pacific Strike Team maintains custody of a variety of response equipment to execute its USCG missions and duties under the National Response System.

## **E. Other**

### **1. Los Angeles Unified School District Police Department**

- The Los Angeles School Police Department (LASPD) is the largest independent school police department in the United States, with over 350 sworn police officers, 126 non-sworn school safety officers (SSO), and 34 civilian support staff dedicated to serving the Los Angeles Unified School District (LAUSD). It is the fifth largest police department in Los Angeles County, and the 14th largest in California.
- Police Officers are assigned to school campuses and also patrol the surrounding areas. School Safety Officers are also assigned to school campuses and parking enforcement. The LASPD also shares jurisdiction and interacts with over 13 municipal and County law enforcement agencies (to include multiple outside agency divisions and stations), as well as State and Federal law enforcement and emergency services agencies.

## **2. Private K-12, Colleges and Universities**

- There are many private K-12, colleges and universities throughout the City of Los Angeles. Many have their own security forces. Those operate under the rules established by their entity.
- When an emergency occurs on University of Southern California (USC) property or in the surrounding community, LAPD has a primary role in responding to the emergency. The University of Southern California Department of Public Safety (USC DPS) will have a supporting role under LAPD command.

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

This Terrorism Prevention & Protection Annex may be activated when the Mayor proclaims a local emergency, or if there is an automatic activation. An automatic activation follows a terror attack or discovery of an imminent threat. Threats leading to automatic activation are those that pose an immediate threat to public safety.

Some portions of this Annex, such as the initial response, go into effect immediately following a threat of a terrorist attack. The remainder of this Annex is 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 terrorism related incidents.

In advance of or simultaneous with the City plan activation, City departments and agencies will also activate their departmental terrorism threat 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 Memoranda of Understandings or Agreements for this Annex.

## VII. AUTHORITIES AND REFERENCES

### A. Authorities

1. Federal
  - a) Homeland Security Presidential Directive-5 (HSPD-5).  
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  - b) National Incident Management System. Department of Homeland Security. December 2008. [http://www.fema.gov/pdf/emergency/nims/NIMS\\_core.pdf](http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf)
  - c) National Response Framework. Department of Homeland Security. January 2008. <http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>
  - d) Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. <http://www.fema.gov/about/stafact.shtm>
2. State of California
  - a) California Code of Regulations, Title 19, Chapters 1 through 6, including: Chapter 1, Standardized Emergency Management System.  
<https://law.resource.org/pub/us/ccr/gov.ca.oal.title19.html>
  - b) California Emergency Services Act, 2006.  
<http://hazardmitigation.calema.ca.gov/docs/ESA-all8-06-final.pdf>
  - c) California Master Mutual Aid Agreement.  
<http://dp.ccalac.org/Policies/regs/Documents/California%20Emergency%20Services%20Act.pdf>
  - d) California Penal Code §409, §409.5, §409.6.  
<http://law.onecle.com/california/penal/409.html>  
<http://law.onecle.com/california/penal/409.5.html>  
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  - e) California State Emergency Plan.  
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3. County of Los Angeles
  - a) County Code 2.68  
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- 4. City of Los Angeles
  - a) City of Los Angeles Emergency Operations Plan  
<http://emergency.lacity.org/EmergencyCheckList/EmergencyPlansAnnexes/index.htm>
  - b) Mayor's Executive Directive No. 15, Emergency Management. Issued March 17, 2011.
  - c) Mayor's Executive Directive No. 16, Disaster Service Workers. Issued March 17, 2011.
  - d) Mayor's Executive Directive No. 17, Emergency Operations Center. Issued March 17, 2011.
  - e) Mayor's Executive Directive No. 18, National Incident Management System. Issued March 17, 2011.
  - f) Mayor's Executive Directive No. 19, Mayor's Emergency Response Council. Issued March 17, 2011.
  - g) Mayor's Executive Directive No. 23, Individuals with Disabilities and Access and Functional Needs. Issued May 23, 2011.

## **B. References**

1. City of Los Angeles Department Emergency Plans
2. U.S. Department of State- Office of the Coordinator for Counterterrorism, Country Reports on Terrorism, 2007
3. What Terrorists Want, Richardson, 2007
4. U.S Census Bureau. "Los Angeles (City) State & County QuickFacts." July 2016.  
<http://www.census.gov/quickfacts/table/PST045215/0644000,00>
5. Los Angeles Department of Public Health. "Adult Disability in Los Angeles County." LA Health. September 2006.
6. 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
ARCC	Airport Response and Coordination Center
BOC	Business Operations Center
Cal OES	California Governor's Office of Emergency Services
CBP	Customs and Border Protection
CBRN	Chemical, Biological, Radiological, and Nuclear
CNG	California National Guard
COOP	Continuity of Operations
CPG	Comprehensive Preparedness Guide
DCO	Defense Coordinating Officer
DHS	Department of Homeland Security
DOC	Department Operations Center
EAP	Event Action Plan
EMD	Emergency Management Department
EOB	City of Los Angeles Emergency Operations Board
EOC	Emergency Operations Center
EOO	Emergency Operations Organization
EOP	Emergency Operations Plan
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services
MOPS	City of Los Angeles Mayor's Office of Public Safety
IAP	Incident Action Plan
ICE	Immigration and Customs Enforcement
ICP	Incident Command Post
ICS	Incident Command Structure
IID	Investigations and Intelligence Division
ITA	Information Technology Agency
ITMG	Information Technology Management Group
JIC	Joint Information Center
JRIC	Joint Regional Intelligence Center
JTTF	Joint Terrorism Task Force

LACDHS	Los Angeles County Department of Health Services
LADOT	Los Angeles Department of Transportation
LADWP	Los Angeles Department of Water and Power
LAFD	Los Angeles Fire Department
LAPD	Los Angeles Police Department/Communications Division
LAWA	Los Angeles World Airport
LAX	Los Angeles International Airport
LNO	Liaison Officer
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NIMS	National Incident Management System
PIO	Public Information Officer
POLA	Port of Los Angeles
POLAPD	Port of Los Angeles Police Department
SEMS	Standardized Emergency Management System
SOP	Standard Operating Procedure
SSO	School Safety Officer
TPD	Tactical Planning Division
TSA	Transportation Security Administration
UCLAPD	University of California, Los Angeles Police Department
UN	United Nations
USC	University of Southern California
USC DPS	University of Southern California Department of Public Safety
USCG	United States Coast Guard
WEA	Wireless Emergency Alerts System
WFSD	Waterborne and Field Service Division