BACKGROUND
The success of the Los Angeles Police Department (Department) in specialized operations and emergency management is dependent on comprehensive planning and effective, meaningful training. Planning for unusual occurrences should begin as early as possible to allow sufficient time to consider all options. Training should be directed toward preparation and operational readiness, at both the field and command levels.

The onset of the fire season requires that Department personnel examine policy and procedures for response to brushfires. Area commanding officers should identify locations that may be impacted by brushfires and develop incident action plans specific to those locations.

The following is provided as a general guide in the management of brushfire emergencies.

MISSION STATEMENT
The mission of the Department is to protect lives and to restore conditions to normal as rapidly and efficiently as possible. The objectives that must be addressed to accomplish this mission are listed in priority order as follows:

- Protect lives
- Restore and maintain order
- Protect vital facilities
- Arrest law violators
- Protect property

RED FLAG CONDITION AND RED FLAG ALERT
A Red Flag Condition (RFC) and a Red Flag Alert (RFA) are issued by the City and/or County Fire Departments to describe periods of elevated danger for brushfires. Factors that are considered in the issuance of a condition or alert include temperature, humidity, and wind speed. It is possible for a condition or alert to be issued for County areas and not include portions of the City. In the event of a media announced RFA, the Watch Commander, Real-Time Analysis and Critical Response Division (RACR)/Department Operations Center (DOC), shall contact the Floor Captain, Metropolitan Fire Communications, Los Angeles Fire Department (LAFD), at (213) 576-8920, or contact LAFD dispatch at (213) 847-5340 to verify whether the alert includes the City.

RED FLAG CONDITION
An RFC is issued by LAFD when the relative humidity is below 15% and winds exceed 25 miles per hour. The LAFD deploys additional resources to wildfire prone areas during RFC periods.

The LAFD had its local Station Commanders conduct a survey of their districts in order to identify the areas that would create a problem for community members while evacuating and for fire companies entering the area during a fast moving brushfire. Station Commanders were directed to identify narrow roads, tight curves, and critical intersections that would create choke points. The areas identified were reviewed by the LAFD and Department of Transportation.
(DOT) to make sure the criteria for posting was correct. Once identified, these areas were posted by DOT during an RFC.

RED FLAG ALERT
An RFA is the public notice that is issued by the LAFD to notify community members that an RFC exists in the right combination to cause the City to take certain protective actions. An RFA indicates a serious threat of imminent brushfires. In the event of an RFA the following Department actions will be taken:

- Upon notification by the LAFD of an RFA, the RACR/DOC shall ensure that an RFA broadcast is made through Communications Division.
- All geographic Areas with an urban/wildland interface shall implement the RFC Single Purpose Operations Plan contained in their Standing Plans.
- The DOC shall be activated at Level I and the Department placed on Modified Tactical Alert.
- The DOC shall specifically notify all Traffic Divisions of potential need for Motor Strike Teams (MST) and determine the number of MST available for deployment in the event of a brushfire.

OFFICER SAFETY
All officers should be aware of the dangers involved in brushfires. A person trapped by a fast-moving brushfire can seldom run fast enough to escape on-rushing flames. Knowledge of brushfire survival techniques may alleviate injury to officers working in close proximity to the fire.

- Know where the fire is at all times and monitor the radio.
- Keep escape routes in mind and make them known to others.
- Park vehicles where they will not obstruct others.
- Close windows and park the vehicle directed toward the escape route.
- Keep clear of all electrical power lines.
- Wear helmet and face shield in areas of heavy smoke and flying debris.

Supervisors should be aware of the locations of their officers at all times. Interior patrols of extremely hazardous areas (hilltops) should be avoided. Selection of experienced officers with tactical knowledge should be a consideration in designating interior patrols.

If an officer becomes trapped on foot in the fire zone, he or she should not attempt to outrun the fire. The officer should take shelter, or if firefighters are in the vicinity, be guided by their actions. If forced to take shelter inside a residence, close all the doors and windows. Wait out the fire in a room in the center of the house with the doors closed. After the bulk of the heat from the brushfire has passed, exit the structure as soon as practical. Officers trapped in the open should avoid hillsides. The heat is hottest at the top. Smoke and heat kills. In windy conditions, flames can travel around hillsides at alarming speed.

When driving in a fire area, close the vehicle windows and air vents, turn on headlights and
drive slowly. If an officer must leave the vehicle, he or she should not turn off the vehicle engine. Smoke and lack of oxygen from the fire may prevent the vehicle from starting. Avoid driving over fire hoses; but if it becomes necessary to drive over a fire hose, use caution and drive slowly, but do not stop. Cross at least three feet from the coupling.

GENERAL PROCEDURES
The LAFD Incident Commander has overall command responsibility of brushfire incidents. The Department's mission is to support the LAFD Incident Commander.

FIRST RESPONDER
The first unit at scene, regardless of rank, is responsible for directing the Department's initial response and shall ensure that a situation estimate is obtained and forwarded to the LAFD (if not at scene) and Communications Division. The situation estimate shall include:

- **Name of the area involved** - Use Thomas Guide if necessary (i.e., for canyon/hillside names). Include street boundaries if available.
- **Wind direction and speed** - During Santa Ana wind conditions, brushfires move faster than normal.
- **Type of area** - Canyon or hillside and type of vegetation (trees, brush, etc.). Are structures being threatened by the fire?
- **Threatened critical locations** - Hospitals, schools, assisted-living facilities or nursing homes, camps, etc.
- **Ingress and egress routes** - For LAFD equipment to respond. Note which streets may be too narrow or blocked by vehicles. Take action to prevent these routes from being blocked by traffic attempting to enter the area.

The first responding unit shall coordinate the Department's initial response with LAFD and other City departments until relieved.

AREA WATCH COMMANDER
Upon learning of an Unusual Occurrence or an emergency having the potential of becoming an Unusual Occurrence, the watch commander of the involved Area shall designate a supervisor or senior officer as acting watch commander and shall immediately go to the LAFD Incident Command Post (ICP) and assume command of police operations. If appropriate, the watch commander shall implement Area Standing Plans and initiate and command and control move up.

During the early stages of an Unusual Occurrence (prior to activation of the DOC), it is essential that communications between the police operations and the concerned area station remain open. The watch commander assuming command of police operations shall establish an open telephone line (when possible) or use a tactical frequency to accomplish these communications links. The Area Watch Commander shall:

- Go to the scene and assume command of police operations. Take this guide with you.
Join and/or establish an Incident/Unified Command Post with LAFD.

Ensure that an updated situation estimate has been communicated to Communications Division and the DOC:

- Location of the emergency.
- Size of the involved area (actual and potential).
- Apparent direction of the fire.
- Type of area (business, residential, hillside, etc.).
- Ingress/egress routes for emergency vehicles.
- Additional Department personnel required and location of Staging Area. (Emphasize numbers of people, not units.)
- Location and radio designation of the police operations.

Declare a Tactical Alert (if required).

Advise responding personnel of the appropriate officer-safety considerations. For brushfire survival information refer to Page 30 of the Supervisors Field Operations Guide (FOG) – Incident Checklists/Fires.

Dispatch personnel to maintain:

- Perimeter control to keep unauthorized vehicles and pedestrians out of the area, in accordance with direction from the LADE Incident Commander.
- Ingress/egress routes for emergency vehicles.
- If evacuations have occurred, establish interior patrols where practical.

Note: In a fire emergency, the LADE Incident Commander has the responsibility to determine if an area will be closed, what the boundaries of the closed area will be, and what entry criteria will be used. Generally, there is no legal authority to keep out members of the Press who have valid passes. Additionally, LADE may issue Fire Line Passes to selected persons (see ACCESS INTO CLOSED AREAS, Page 6).

If the LADE Incident Commander orders evacuation of an area, refer to Page 27 of the Supervisor's FOG - Incident Checklists/Evacuations. (Evacuation notifications for brushfires are the responsibility of LADE and will be ordered by the LADE through their established emergency notification protocols)

Note: LADE has a policy that residents may remain in the closed area to attempt to protect their homes during brushfires. Officers shall attempt to identify residents and complete a Field Interview Report (Form 15.43.00) for all residents that remain in the closed area. The Field Interview Report shall be forwarded to police operations in the Incident/Unified Command Post. For Specialized Resources, refer to Pages 11-12 of this Guide.
Upon notification of a brushfire that has the potential for evacuations or the need for significant Department resources, the following actions shall be taken:

- The DOC shall be activated at Level I and the Department placed on Modified Tactical Alert.
- The DOC shall specifically notify all Traffic Divisions of the potential need for Motor Strike Teams (MST) and determine the number of MSTs available for deployment to the incident.
- The DOC shall contact the Planning Section at the Incident/Unified Command Post and provide the Department's resource availability.
- Notify all appropriate staff including the Commanding Officer, RACR Division.
- Notify the Commanding Officer of Emergency Operations Division.

**TACTICAL ALERT**

A Tactical Alert provides for the controlled redistribution of on-duty personnel to achieve the personnel level necessary for control of a major police incident. The watch commander (any rank), the Incident Commander (any rank), the Communications Division Watch Commander, or the Director of Emergency Operations, may initiate a Tactical Alert. When there is a need for a Tactical Alert, it shall be initiated as soon as possible to restrict voluntary responses and avoid depletion of personnel from the involved Area and surrounding geographic Areas.

The officer declaring a Tactical Alert, shall provide the Communications Division Watch Commander with the following information:

- Location and nature of incident.
- Anticipated personnel and equipment needs.
- Anticipated duration of incident.
- Likelihood of the incident escalating (short and long term).

Watch commanders shall maintain an accounting of on-duty personnel on the Unusual Occurrence Personnel Status Report, Form 14.03, in accordance with instructions on the form and forward the completed form by fax to the Police DOC (if activated).

**RACR/DOC fax numbers:** (213) 237-9935  
(213) 237-9936

**Note:** For additional information on Tactical Alerts, refer to Pages 36-43 of Volume 1 of the Emergency Operations Guide, Policy and Procedures, Personnel Mobilization Plan-Tactical Alert.
ACCESS INTO CLOSED AREAS (Section 409.5 California Penal Code)

NO-ACCESS
Prohibits unauthorized persons from entering the closed area.

LIMITED ACCESS
Allows persons into the closed area according to criteria established by the Unified Command. The following may be considered:

- Residents with valid identification and service providers that support people with disabilities and others with access and functional needs.
- Public utility employees.
- Credentialed Animal Regulation employees/volunteers.
- Persons with valid Press passes.

Note: At the scene of a fire, police officers shall permit members of the Press with proper identification to enter a closed area. They should be directed not to block emergency vehicles or hamper emergency operations, warned of the possible dangers, and allowed to proceed. In cases where Press vehicles may block emergency access, the vehicles may be excluded.

FIRE LINE PASSES
The LAFD — Board of Fire Commissioners issues Fire Line Passes to residents to identify pass holders as members of the community who have demonstrated an active and constructive interest toward the LAFD's aims, programs and operations. There are presently three categories of passes:

- One-year pass (blue)
- Four-year pass (blue)
- Lifetime pass (white)

Note: Possession of a Fire Pass does not automatically grant access into a closed area if the presence of the holder/holder's vehicle impairs emergency operations. Entry into a closed area is at the discretion of the LAFD Incident Commander.

PERIMETER CONTROL

INGRESS AND EGRESS
Control of selected ingress and egress routes shall be maintained to:

- Help secure access routes into the involved area;
- Prevent unauthorized persons from entering.
TOWING/IMPOUND
Legally parked vehicles hampering emergency operations may be impounded when owners cannot be readily located (Section 22651(b)V.C.). When practicable, officers may move legally parked vehicles to a nearby location and make arrangements to notify the owner.

EVACUATION
The Police Department and the Fire Department have concurrent jurisdiction in emergencies involving evacuation within the City. As a practical matter, decisions whether to evacuate should be made by the agency with primary control responsibility for the situation at hand. However, either agency may make the decision to evacuate in an emergency situation (See evacuation checklist for additional assistance). Brush fires present a unique challenge due to the speed at which fires can advance. In general, law enforcement resources should not be committed to rescue operations between the head of the fire and the point to which the fire will travel in 30 minutes. This zone is typically where only the Fire Department works. The affected Area Watch Commander and/or the Incident Commander shall ensure the following items are accomplished as appropriate. Regardless of which agency makes the decision, the Police Department’s mission is to provide:

- Conduct a Size Up.
- Identify the location of the emergency.
- Determine the size of the involved area (actual and potential).
- Identify the area to be evacuated.
- Determine the ingress/egress routes for emergency vehicles, evacuation buses, and evacuation routes.
- Coordinate with Recreation and Parks for location of initial evacuation site/center.
- Determine additional resources required, and location of Staging Area. (Emphasize numbers of people, not units.)
- Identify a location and radio designation for the Incident Command Post.
- Provide a plan for the control of emergency vehicle ingress/egress routes, evacuation routes, and evacuation bus ingress.
- Establish and maintain a perimeter around the Closed Area (limited access or no access).
- Facilitate evacuation for those requiring assistance (i.e. people with disabilities and others with access and functional needs, children and older adults). Absent compromised life safety, service animals must be transported with an evacuated individual on the evacuee transport vehicle. All critical durable medical equipment, assistive technology, essential equipment and service animals should, absent compromised life safety, be taken with people who depend on these devices.
- If the need arises during an evacuation for specific resources, such as an ambulance, medical staff or the LAFD Access and Functional Needs Task Force, officers shall immediately notify the Evacuation Branch Director or the Operations Section Chief of the situation.
- Conduct door-to-door communication utilizing the ringing of doorbells, door knocking, vehicle P.A., helicopter P.A., flashing of vehicle headlights and flashlights to gain the
attention of people within the involved area, including warning them to evacuate, and directing them to the "initial evacuation site/center."

• Utilize attention getting vibration/movement such as striking of a baton on a metal security gate to gain attention and tools such as picture boards, pictograms, writing tablets, written materials, pamphlets, communication boards, and video-text displays as alternative ways to communicate. Officers can use the LA City’s emergency language translation bank by contacting LAPD’s Communications Division via cell phone or Department Radio.
  o Officers that have LAPD-issued electronic mobile devices may use their device to utilize applications such as Google Translation or other Smart Phone Applications, Augmentative Communications Device or any other technologies that may assist in communication.
  o If on scene, LAPD officers may request use of Command Officer’s electronic mobile device to utilize applications such as Google Translation or other Smart Phone Applications, Augmentative Communications Device or any other technologies that may assist in communication.

• Inquire of neighbors whether they know of anyone who may need assistance to evacuate.

• The use of IPAWS/WEA, Alert LA County, Reverse 911, and Nixle Alert to disseminate an emergency mass message regarding an evacuation may also be necessary. The RACR/DOC will facilitate all emergency notification and mass messaging. All messages must be approved by the Department’s ADA Coordinator. When Facebook or Twitter are utilized for emergency messaging, the message must comply with the guidelines set forth in the City’s ADA Guidance: Inclusionary, Accessible Messaging and Effective Communication, dated March 13, 2014. All referenced documents can be located in the Emergency Operations Guide, Volume 10, Emergency Preparedness Bulletin No. 9.

• Make a record of each contact or no-answer on a Field Information Report (FI). Ask neighbors about any people with disabilities and others with access and functional needs who may not have responded to a door knock in order to ascertain if there are people who require assistance to evacuate.

• Develop a security plan for interior/exterior of the evacuated area, if appropriate and refer to the Emergency Notification / Mass Communication Plan.

INITIATING AN EVACUATION/CONSIDERATIONS

Determine whether the evacuation should be voluntary or mandatory. Voluntary Evacuation is defined as a warning given to persons within the closed area that a threat to life and property exists. Individuals issued this type of warning are not required to evacuate. A Mandatory Evacuation is defined as a warning given to persons within the closed area that an imminent threat to life and property exists. Individuals issued this type of warning must evacuate in accordance with the directives of the Incident Commander.
Note: Authority to close area and the ordering of evacuations can be found at:
Penal Code Section 409.5
Los Angeles City Charter Sections 131 and 132
Los Angeles Municipal Code Section 57.01.21
Los Angeles Administrative Code Section 22.224

Ideally, there will be enough time for radio and television stations to broadcast the required evacuation information (via the Emergency Alert System – contact RACR). Also, if sufficient time is available, copies of the evacuation notice can be locally reproduced (by copy machine) and distributed. Regardless of the means, the evacuation warning should include such information as:

- Type (voluntary or mandatory);
- Best available route(s) out of the area;
- Location of evacuation site/centers;
- Anticipated duration of the emergency; and
- Time remaining before the situation becomes critical.

Divide the involved area into divisions and sectors if necessary. Assign squads (motor units are very effective) to vacate specific sectors, beginning at the incident and moving outward from it.

No-Access: A no-access closed area prohibits unauthorized persons from entering the closed area.

Limited-Access: A limited-access closed area allows persons into the closed area according to criteria established by the Incident Commander. Suggested criteria to consider are as follows:

- Residents with valid identification and service providers that support people with disabilities and others with access and functional needs.
- Public utility employees.
- Credentialed Animal Regulation employees/volunteers.
- Persons with valid Press passes.

Assign units to patrol the interior of the involved area, if appropriate.

EVACUEE TRANSPORTATION
When directed by the concerned Watch Commander or Unified Commander, RACR/DOC should be contacted to fulfill requests for buses. The RACR/DOC will contact the Los Angeles Department of Transportation (LADOT) at (818) 752-5120. The LADOT will be the coordinator for bus services and will make the appropriate notifications to MTA, LAUSD, or other contracted entities. All requests for transportation assets will include the any requirements for accessible transportation assets.

The Los Angeles Department of Recreation and Parks (RAP) shall be the first point of contact for all sheltering requests. This request is facilitated by the RACR/DOC to RAP. The RAP
arranges for housing and shelter facilities for persons rendered homeless as a result of a
local emergency. The American Red Cross, LAUSD, the Salvation Army and other
governmental agencies assist by providing food, clothing, shelter, registration, information
service, and rehabilitation to individuals affected by a local emergency.

All shelters must be compliant to accommodate people with disabilities and others with access
and functional needs. RAP maintains a list of City-approved shelter locations and shall be
contacted for all shelter requests.

Note: Contact RACR/DOC to request an evacuation site/center. The
RAP/DOC will facilitate any requests for the Red Cross,
LAUSD, RAP and other agencies. All evacuation site/centers shall
be coordinated through RAP by contacting the Emergency
Preparedness Liaison, Brian Lam, at (213) 822-9805 or Park
Ranger Dispatch at (323) 644-6661.

When directed by the concerned Watch Commander or Unified Commander, RACR/DOC
should be contacted to fulfill requests for buses. The RACR/DOC will contact the
Los Angeles Department of Transportation (LADOT) at (818) 752-5120. The LADOT will be
the coordinator for bus services and will make the appropriate notifications to MTA, LAUSD, or
other contracted entities. Ensure transportation requests include accessible transportation.
Consider the types of facilities that have been evacuated and their transportation requirements,
such as a hospital, assisted living facility or nursing home. Request any necessary additional
buses with wheelchair access. If the need arises for specific resources for an evacuation, such as
an ambulance or medical staff or the LAFD Access and Functional Needs Task Force, officers
shall immediately notify the Evacuation Branch Manager or the Operations Section Chief of the
situation. Absent compromised life safety, service animals, critical lifesaving durable medical
equipment, and assistive technology should be transported with an evacuated individual on the
evacuee transport vehicle. Be prepared to provide the following information or assistance:

- Approximate number of people and above listed items to be evacuated;
- Pick-up point;
- Drop-off point at appropriate shelter or evacuation center;
- Ingress/egress routes;
- Any problems that may be encountered; and
- Compliance with request for a police escort, if required.

Debris and other obstructions may impede the movement of vehicles in the evacuated area. Such
conditions may require that evacuees board buses on the periphery of the area. Consequently,
officers giving evacuation warnings should be kept informed of the locations where evacuees
may assemble to obtain transportation. Officers will ensure the assembly point is accessible to
people with disabilities and others with access and functional needs.

DEPARTMENT ON DISABILITY
In the event of evacuation, the Department on Disability shall be notified with the approximate
number of people that have been evacuated, including those who need assistance. Also, report
the specific modes of transportation used to evacuate people with disabilities and others with
access and functional needs as well as any service animals or durable medical equipment.

Note: Specialized Resources should first be ordered through RACR/DOC
to maintain Single Point of Ordering.

ANIMAL EVACUATION
The control and welfare of animals is a concern during an evacuation. Many animals
become highly agitated during periods of stress and have to be cared for, confined, or
relocated. Such a situation may endanger the public, interfere with fire or rescue
operations, and increase public safety, health, and sanitation problems. Absent compromised
life safety, service animals must be transported with an evacuated individual on the evacuee
transport vehicle.

LOS ANGELES ANIMAL REGULATION DEPARTMENT
Animal Care and Control Division of the Los Angeles Animal Regulation Department
(LAARD) has the primary responsibility for the control of stray animals during evacuations
and will provide assistance at evacuation centers. The Humane Society, at the direction of the
LAARD, also responds to emergencies. They have portable corrals and horse trailers as well
as a large corps of volunteers and assigned personnel that will remove and care for
endangered animals.

Los Angeles Animal Regulation Department can be reached at (213) 482-9558 or (888) 452-
7381.

INCIDENT COMMAND SYSTEM
At the field response level, the Incident Command System (ICS) uses five primary functions:
Command, Operations, Planning, Logistics, and Administration/Finance. The Command level is
responsible for establishing measurable and attainable objectives to be achieved for a given
operational period. These objectives are compiled into a written or verbal Incident Action Plan
(IAP). From this IAP, missions can be assigned to the other four elements as well as the
field forces.

The organization chart depicted on the next page represents the recommended configuration of
the Evacuation Branch under the Operations Section during a major brushfire incident. Due to
the vast amount of resources needed by the Evacuation Branch, a Branch Staging Area is
recommended if the primary Staging Area is insufficient to handle the needs of the incident or is
not in proximity to the area to be evacuated to be effective for staging evacuation resources.
Establishment of two Staging Areas will not only require additional staffing of the Staging
Manager and support staff positions but it will also require additional staffing of Check In
Recorders in order to ensure resource accountability.

In addition, establishment of a Tactical Planning Unit under the Evacuation Branch is an
advanced ICS concept that is necessary due to the size and scope of mass evacuations and the
technical planning needed to chart the path of the fire and to determine the parameters of the
evacuation areas. The Tactical Planning Unit operates in coordination with the established Planning Section but does not replace the Planning Section.

AGENCY REPRESENTATIVE
If police resources are not currently needed at the incident, a supervisor shall be assigned as an Agency Representative to the Command Post. This supervisor shall have the authority to commit Department resources and personnel at the request of the LAFD Incident Commander.

Evacuation Branch Organization Chart
SPECIALIZED RESOURCES

Note: If the DOC is activated, direct requests for specialized resources to the DOC Logistics Officer at (213) 484-6700.

Air Support Division
Aerial photography, public address
Airborne Microwave Video

American Red Cross
Food, clothing, lodging for disaster victims (all shelters requests shall be routed through Department of Recreation and Parks at the below-listed telephone numbers)

Animal Regulation Department
Control and welfare of animals in evacuations

California Department of Transportation and Safety (CalTrans)
Traffic diversion routes (24 hours)

Communications Division
Tactical Alerts; assigning additional sworn and civilian personnel liaison; public utilities and transportation (telephone and radio equipment installation)

Department of Public Works - Bureau of Street Maintenance
Street Barricades and Signs
After hours contact Bob Garcia

Department of Recreation and Parks
Coordinates all shelter requests with the American Red Cross, LAUSD, and Salvation Army.

Department of Water and Power
Street light extinguishing (Electric Trouble Board)

Note: Contact RACR Division/DOC after hours.

Updated August 28, 2014
RACR Division/DOC
Departmental notifications
Resource Requests
Liaison; City departments, legal, and the military

Emergency Operations Division
Mobile Command Post Fleet equipment
Mobiles I, II and II
Portable toilets
Sound truck and light trailer

Note: Contact RACR Division/DOC after hours.

Emergency Services Division
Hazardous Materials Unit (non-narcotics incidents)

Note: Contact RACR Division/DOC after hours.

Department ADA Coordinator
Commanding Officer, Personnel Division
LAPDADACOORDINATOR@lapd.lacity.org

Note: Contact RACR Division/DOC after hours.

Department On Disability
Angela Kaufman, ADA Compliance Officer

Note: Contact RACR Division/DOC after hours.

Department Of Transportation

Note: Contact RACR Division/DOC after hours.

Media Relations Group
Public Information Officer

Note: Contact RACR Division/DOC after hours.