

**COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU**

**NOTICE**  
15.2

December 19, 2019

**TO:** All Commanding Officers

**FROM:** Commanding Officer, Counter-Terrorism and Special Operations Bureau

**SUBJECT:** AMERICANS WITH DISABILITIES ACT, EMERGENCY OPERATIONS GUIDE VOLUMES TWO AND FOUR, EVACUATION SECTIONS AND THE BRUSH FIRE RESPONSE GUIDE UPDATED

The annual review and update of the Americans with Disabilities Act (ADA) Emergency Operations Guide Volumes Two and Four and the Brush Fire Response has been completed and has resulted in minor revisions dealing with updated Department Organization and updated contact information.

Commanding Officers are encouraged to have the revised documents reviewed by all personnel and during Roll-Call Trainings.

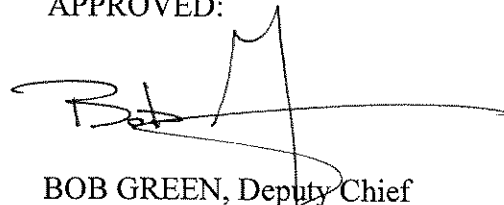
The updated documents can be found on the Department LAN homepage in the "Reference Library" Tab, "Emer Prep Coor", "Emergency Preparedness ADA Updates".

If you have questions regarding this Notice, please contact the Emergency Preparedness Unit, Emergency Services Division at (213) 486-5730.



PETER A. ZARCONE, Deputy Chief  
Commanding Officer  
Counter-Terrorism and Special Operations Bureau

APPROVED:



BOB GREEN, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachment

DISTRIBUTION "B"

# EVACUATION

## CONTROL DUTIES (IC/OPERATIONS)

### Assess:

- 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 if the area contains large animals such as horses or livestock.
- Determine and provide a plan for the control of emergency vehicle ingress/egress routes, evacuation routes;
- Determine additional resources required, and location of Staging Area (emphasize numbers of people, not units);

### Communicate:

- Contact DOC to request Major Incident Response Team to respond to the Command Post.
- Contact DOC to coordinate with Recreation and Parks for location of initial evacuation shelter/center;
- Contact DOC to request a representative from Animal Services and Metropolitan Division Mounted Unit to respond to the Command Post for areas that contain large animals or livestock.
- Contact DOC to request buses for Evacuations and LADOT representative to the Command Post;

### Action:

- Establish and maintain a perimeter around the Closed Area (limited access or no access);
- Facilitate evacuations for all community members including those requiring assistance (i.e. people with disabilities and others with access and functional needs, children and older adults). Service animals must be transported with the evacuee;
- Public Messaging per the Emergency Notification / Mass Communication Plan.
- Conduct door-to-door communication utilizing door knocking, ringing of doorbells, P.A. System and flashing of vehicle head lights and flashlights to gain the attention of people within the involved area, warning them to evacuate, and directing them to the "initial evacuation center;";
- Utilize communication tools such as picture boards, pictograms, writing tablets, written materials, pamphlets, communication boards and video-text displays as alternative ways to communicate;

- Utilize attention-getting vibration/movement (i.e., striking with baton) on objects such as metal security gates to gain attention; Inquire of neighbors whether they know of anyone who may need assistance to evacuate;
- Make record of each contact and/or no answer on Field Information (FI) Report and turn into the Operations Section Chief or Evacuation Branch Director;
- Develop a security plan for the interior/exterior of the evacuated area, if appropriate.

## INCIDENT COMMANDER TASKS

- Identify a location for and establish the Incident/Unified Command Post;
- Complete the ICS Form 201;
- Establish objectives appropriate to the scope of the incident/event;
- Initiate a Bureau or Citywide tactical alert if necessary;
- Contact the DOC to notify the OIC of the Major Incident Response Team of evacuations.
- Contact DOC to request a representative from Recreation and Parks, Animal Services, Metropolitan Division Mounted Unit, LADOT, and Department on Disabilities.

## INCIDENT COMMANDER NOTIFICATIONS

- Watch Commander
- DOC, Communications

*Note: If no contact can be made with DOC, it is the responsibility of the IC to ensure all requests are made to the appropriate City Departments.*

### DOC Notifications

- EMD Duty Officer for all requests of other City Departments such as;
- Los Angeles Department of Transportation
- Recreation and Parks
- Department on Disability
- Animal Services
- Local Schools
- Red Cross
- LAPD ADA Coordinator
- C/O Metropolitan Division
- C/O Emergency Services Division
- OIC Major Incident Response Team

*Note: If no contact can be made with EMD, it is the responsibility of DOC to ensure all requests are made to the appropriate City Departments.*

## **SCOPE OF POLICE DEPARTMENT INVOLVEMENT**

The Los Angeles Police Department (LAPD) and the Los Angeles Fire Department (LAFD) 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 above 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 (See the Brush Fire Response Guide available on the Department LAN for further information). During evacuations for any reason, 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, it is the Police Department's duty to:

### **Assess**

- 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 if the area contains large animals such as horses or livestock.
- Determine and provide a plan for the control of emergency vehicle ingress/egress routes, evacuation routes.
- Determine additional resources required (emphasize numbers of people, not units), and location of Staging Area.

### **Communicate**

- Contact the Department Operations Center (DOC) to request the Major Incident Response Team to respond to the Command Post.
- Contact the DOC to coordinate with Recreation and Parks (RAP) for location of initial evacuation shelter/center.
- Contact the DOC to request a representative from Animal Services and Metropolitan Division Mounted Unit to respond to the Command Post for areas that contain large animals or livestock.
- Contact the DOC to request buses for evacuations from the Los Angeles Department of Transportation (LADOT) and request an LADOT representative to respond to the Command Post.
- Contact the DOC to notify the Commanding Officer of Emergency Services Division of evacuations.
- Contact DOC to coordinate with Department on Disability (DoD) to advise of the evacuation.

### **Action**

- Establish and maintain a perimeter around the Closed Area (limited access or no access).
- Facilitate evacuation for all community members including those requiring assistance (i.e., people with disabilities and others with access and functional needs, children and older adults). All durable medical equipment, assistive technology, essential equipment and service animals should, absent compromised life safety, be taken with people who depend on these devices.

- Public Messaging per the Emergency Notification / Mass Communication Plan.
- Conduct door-to-door communication utilizing door knocking, ringing of doorbells, P.A. System and flashing of vehicle head lights and flashlights to gain the attention of people within the involved area, warning them to evacuate, and directing them to the “initial evacuation center”.
- Utilize attention-getting vibration/movement (i.e., striking with baton) on objects such as metal security gates to gain attention.
- Utilize communication 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 L.A. City’s emergency language translations bank by contacting the LAPD Communications Division via cell phone or Department Radio.
  - 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.
  - If on scene, LAPD officers may request use of Command Officer’s electronic mobile device to utilize applications such as Google Translations or other Smart Phone Applications, Augmentative Communications Device or any other technologies that may assist in communication.
- Inquire with neighbors whether they know of anyone who may need assistance to evacuate.
- Make a record of each contact and/or no-answer on a Field Information (FI) Report and turn into the Evacuation Branch Director or the Operations Sections Chief.
- If the need arises during an evacuation for specific resources, such as an ambulance, medical staff, or the LAFD Access ad Functional Needs Task Force, officers shall immediately notify the Evacuation Branch Director or the Operations Section Chief of the situation.

The dissemination of an electronic emergency mass message via IPAWS/WEA, Everbridge / Notify LA, and Nixle 360 regarding an evacuation is also necessary. The DOC will facilitate all emergency notification and mass messaging. All messages must be approved by the Department’s Americans With Disabilities Act (ADA) Coordinator. If it becomes necessary for emergency messaging to be sent out via Facebook or Twitter, it 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.

If an evacuation is necessary, determine whether the evacuation should be voluntary or mandatory. An **Evacuation Warning** is the official terminology used to alert people in an affected area(s) of a potential threat to life and property and serves to prepare people for a potential immediate Evacuation Order. An **Evacuation Order** is the official terminology used when an immediate movement of people out of an affected area is required due to an imminent threat to life. Choosing to stay could result in loss of life.

*Note – Authority to close areas and order 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 DOC). 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 or order should include such information as:

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

When an evacuation warning or order is issued, officers should plan for the following:

- Develop a traffic plan for the egress of the public and the ingress of the first responders,
- Facilitate evacuations for all affected community members including people with disabilities and others with access and functional needs, service animals, children and older adults.
  - Absent compromised life safety, service animals must be transported with the evacuee on the available transport vehicle.
- Develop a security plan for interior/exterior of the evacuated area, if appropriate and refer to the Emergency Notification / Mass Communication Plan.
- Contact DOC to request access a representative from DoD to assist with evacuation coordination and support.
- Grid the involved area into divisions or sections if necessary. Assign squads (motor units are very effective) to evacuate specific divisions or sections, beginning at the incident and moving outward.
- Assign personnel to implement the security plan for the evacuated area.

An area or areas subject to an Evacuation Order can have differing levels of access for the public, first responders, the media, and others such as utility workers.

**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
- Public utility employees
- Persons with a valid press pass
- Owners, managers, employees of business within the involved area
- Residents with valid identification and service providers that support people with disabilities and others with access and functional needs
- Credentialed Animal Regulations employees and volunteers

## **EVACUEE TRANSPORTATION**

The DOC will contact the Emergency Management Department (EMD) Duty Officer to request Los Angeles Department of Recreation and Parks (RAP) for shelter/center requests. The RAP shall be the first point of contact for all sheltering requests. They have the responsibility to ensure all shelters/centers are ADA compliant. The RAP arranges for

housing and shelter facilities for persons affected as the result of a local emergency. The American Red Cross, Los Angeles School Police Department(LASPD), Salvation Army and other governmental agencies may assist by providing food, clothing, shelter, registration, information service, and rehabilitation to individuals affected by a local emergency.

When directed by the concerned Watch Commander or Unified Commander, the DOC should be contacted for all transportation needs. The DOC will contact the EMD Duty Officer to request LADOT for all requests related to transportation other than Rescue Ambulances. The LADOT Communications Center can be reached at (818) 752-5120. The LADOT will be the coordinator for bus services and will make the appropriate notifications to Metro Transit Authority (MTA), LASPD, or other contracted entities. All requests for transportation will include the approximate numbers of people needing accessible transportation, i.e. wheelchair access. A LADOT representative shall also be requested to respond to the Command Post.

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.

If the need arises during an evacuation for specific resources, such as an ambulance or 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. Be prepared to provide the following information or assistance:

- Approximate number of people to be evacuated
- Pick-up point
- Drop-off point at appropriate shelter or evacuation center
- Ingress/egress routes
- Any problems that may be encountered
- Compliance with request for a police escort, if required
- Approximate the time people will be ready for transport

**Note:** Contact DOC to request an evacuation shelter/center. The DOC will contact the EMD Duty Officer to facilitate any requests for the Red Cross, LAUSD, RAP and other agencies. If unable to reach the DOC, the RAP can be contacted directly by contacting the Park Ranger Dispatch at **(323) 644-6661**.

Consider the types of facilities that will be evacuated and their transportation requirements, such as hospitals, assisted living facilities or nursing homes.

If the evacuation of any hospital, assisted living facility, nursing home etc. is necessary, officers shall immediately notify and request LAFD to coordinate the evacuations and Department on Disabilities to assist with the evacuation. Evacuating people under such medical care/supervision requires very close coordination by LAFD with the L.A. County Department of Public Health (LACODPH) to ensure patients are transported to a facility able to provide an appropriate level of medical care per the LACODPH Plan.

All requests from the field for any support from other City Departments or outside agencies should be directed to the DOC first. If the DOC is unable to be reached, the following is a contact list to reach the entities directly.

Los Angeles Police Department, Department Operations Center .....(213) 484-6700

Emergency Management Department, Duty Officer .....(213) 200-6414

Los Angeles Department of Transportation  
 Communications Center .....(818) 752-5120

Los Angeles Department on Disability .....(213) 202-2766, -2756  
 (213) 202-2764

Los Angeles Recreation and Parks  
 Park Ranger Dispatch at .....(323) 644-6661

Los Angeles Animal Services Department  
 Main Line .....(213) 482-9558  
 Emergency Operations .....(818) 756-9323

Los Angeles School Police Department .....(213) 625-6631

# EVACUATION

Evacuations are a common assignment for police resources during natural disasters or when responding to certain types of crimes. Officer safety is a critical component of evacuations and an ICS organization that deals with an evacuation needs to have a Safety Officer assigned. For incidents like brushfires, the Safety Officer will likely be a firefighter. For a barricaded suspect incident, the Safety Officer may be an officer from Metropolitan Division. Regardless of who it is, it is important that all officers responding to an evacuation receive a briefing from the Safety Officer unless exigent circumstances make it impossible.

When an evacuation takes place, it is important to remember that people must have a designated place to be evacuated to. Case studies have shown that a lack of preparation for the care and shelter of evacuees has the potential to cause as many problems as the evacuation itself. The early involvement of City entities such as the Los Angeles Department of Recreation and Parks, Department on Disabilities, and the American Red Cross will help to lessen the negative impact of an 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. See the Brushfire Response Guide available on the Department LAN for further information. 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, it is the Police Department's duty to:

## Assess

- Conduct a Size-Up
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- Determine the size of the involved area (actual and potential)
- Identify the area to be evacuated
- Determine if the area contains large animals such as horses or livestock
- Determine and provide a plan for the control of emergency vehicle ingress/egress routes, evacuation routes
- Determine additional resources required and location of Staging Area (emphasize number of people, not units)



## **Communicate**

- Contact the Department Operations Center (DOC) to request the Major Incident Response Team to respond to the Command Post.
- Contact the DOC to coordinate with Recreation and Parks (RAP) for location of initial evacuation shelter/center
- Contact the DOC to request a representative from Animal Services and Metropolitan Division Mounted Unit to respond to the Command Post for areas that contain large animals or livestock
- Contact the DOC to request buses for evacuations from the Los Angeles Department of Transportation (LADOT) and to request an LADOT representative to respond to the Command Post
- Contact the DOC to notify the Commanding Officer of Emergency Services Division of evacuations
- Contact DOC to coordinate with Department on Disability (DoD) to advise of the evacuation

## **Action**

- Establish and maintain a perimeter around the closed area (limited access or no access).
- Facilitate evacuation for all community members including those requiring assistance (i.e., people with disabilities and others with access and functional needs, children and older adults). Service animals must be transported with the evacuee. All durable medical equipment, assistive technology, essential equipment and service animals should, absent compromised life safety, be taken with people who depend on these devices.
- Public messaging per the Emergency Notification / Mass Communication Plan.
- Conduct door-to-door communication utilizing door knocking, ringing of doorbells, P.A. System, and flashing of vehicle head lights and flashlights to gain the attention of people within the involved area, warning them to evacuate, and directing them to the designated evacuation center.
- Utilize attention-getting vibration/movement (i.e., striking with baton) on objects such as metal security gates to gain attention.
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- Inquire with neighbors whether they know of anyone who may need assistance to evacuate.
- Make a record of each contact and/or no-answer on Field Information (FI) Reports and turn them in to the Evacuation Branch Director or the Operations Sections Chief.

- 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.

The dissemination of an electronic emergency mass message via IPAWS/WEA, Everbridge / Notify LA, and Nixle 360 regarding an evacuation is also necessary. The DOC will facilitate all emergency notification and mass messaging. All messages must be approved by the Department's Americans With Disabilities Act (ADA) Coordinator. If it becomes necessary for emergency messaging to be sent out via Facebook or Twitter, it must comply with the guidelines set forth in the City's ADA Guidance: Inclusionary, Accessible Messaging and Effective Communication, dated March 13, 2014.

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### **INITIATING AN EVACUATION/CONSIDERATIONS**

Determine whether the evacuation should be voluntary or mandatory. An **Evacuation Warning** is the official terminology used to alert people in an affected area(s) of a potential threat to life and property and prepares people for a potential immediate Evacuation Order.

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- Type (Warning or Order)
- Best available route(s) out of the area
- Location of evacuation site/centers
- Anticipated duration of the emergency
- Time remaining before the situation becomes critical
- Grid the involved area into divisions or sections if necessary. Assign squads (motor units are very effective) to evacuate specific divisions or sections, beginning at the incident and moving outward.

- Assign personnel to implement the security plan for the evacuated area.

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- Persons with a valid press pass
- Owners, managers, employees of business within the involved area
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## **EVACUEE TRANSPORTATION**

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If the need arises during an evacuation for specific resources, such as an ambulance or 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. Be prepared to provide the following information or assistance:

- Approximate number of people to be evacuated
- Pick-up point
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- Any problems that may be encountered
- Compliance with request for a police escort, if required
- Approximate the time people will be ready to be evacuated

**Note:** Contact DOC to request an evacuation shelter/center. The DOC will contact the EMD Duty Officer to facilitate any requests for the Red Cross, LAUSD, RAP and other agencies. If unable to reach the DOC, the RAP can be contacted directly by contacting Park Ranger Dispatch at **(323) 644-6661**.

Consider the types of facilities that will be evacuated and their transportation requirements, such as hospitals, assisted living facilities or nursing homes.

If the evacuation of any hospital, assisted living facility, nursing home etc. is necessary, officers shall immediately notify and request LAFD to coordinate the evacuations and Department on Disabilities to assist with the evacuation. Evacuating people under such medical care/supervision requires very close coordination by LAFD with the L.A. County Department of Public Health (LACODPH) to ensure patients are transported to a facility able to provide an appropriate level of medical care per the LACODPH Plan.

# Los Angeles Police Department

## Brushfire Response Guide

### **BACKGROUND**

The success of the Los Angeles Police Department (LAPD) 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 (IAP) specific to those locations.

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

### **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 learning of a declared RFA via the media, the Watch Commander, 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 has 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 are directed to identify narrow roads, tight curves, and critical intersections that could create choke points. The areas identified are reviewed by the LAFD and Los Angeles Department of Transportation (LADOT) to make sure the criteria for posting is correct. Once identified, these areas are posted by LADOT 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 is in effect wherein the conditions are such that there is a serious and imminent threat of brush fires which will necessitate the City to take certain protective actions. In the event of a RFA, the following Department actions will be taken:

- Upon notification by the LAFD of a RFA, the DOC shall ensure that a RFA broadcast is made through Communications Division.

# Los Angeles Police Department

## Brushfire Response Guide

- All geographic Areas with an urban/wild land interface shall implement the RFC Single Purpose Operations Plan contained in their Standing Plans.
- The DOC shall be activated at Level III 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.
- The DOC shall notify the Unified Homeless Response Center (UHRC) at (213) 484-4855, that a RFA condition exists. The UHRC will assist with the notification of persons within the affected RFA areas that might need resources and services coordinated by the UHRC

### **OFFICER SAFETY**

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

- Knowing where the fire is at all times and monitoring the radio.
- Keeping escape routes in mind and making them known to others.
- Parking vehicles where they will not obstruct ingress or egress of others.
- Closing vehicle windows and parking the vehicle toward the escape route.
- Keeping clear of all overhead electrical power lines.
- Wearing a helmet with face shield or goggles and respirator mask in areas of heavy smoke and flying debris.

Supervisors should be aware of the locations of officers under their direction at all times. Interior patrols of extremely hazardous areas (hilltops) should be avoided. However, when necessary, experienced officers with geographical knowledge of the area should be a consideration in designating interior patrols.

Should an officer become trapped on foot in the fire zone, he or she should not attempt to outrun the fire. Instead, he or she should take shelter, or, if firefighters are in the vicinity, be guided by their actions and direction. If forced to shelter in place within a residence or other structure, close all the doors and windows and retreat to 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 and be cognizant that smoke and heat can be deadly and that the heat from the flame is hottest on the upslope side of a hill. In windy conditions, flames can travel around hillsides at alarming speed.

When driving in a fire area, officers should:

- 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 engine, as smoke and lack of oxygen from the fire may prevent the vehicle from restarting.

# Los Angeles Police Department

## Brushfire Response Guide

- Avoid driving over fire hoses whenever possible but if it becomes necessary use caution and drive slowly. Do not stop on the hose and cross at least three feet from any couplings

### **GENERAL PROCEDURES**

The LAFD Incident Commander (IC) has overall command responsibility of brushfire incidents. The Department's mission is to support the LAFD IC and conduct evacuations of the communities impacted.

### **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:** 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 incident or an emergency having the potential of becoming an Unusual Occurrence (UO), the watch commander of the involved Area **shall** designate a supervisor or senior officer as the acting watch commander and then respond to the LAFD Incident Command Post (ICP) to assume command of police operations. If appropriate, the watch commander shall implement an Area Standing Plan and initiate a command and control move up.

During the early stages of a UO (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 facilitate these communications links.

# Los Angeles Police Department

## Brushfire Response Guide

The Area Watch Commander shall:

- Go to the scene and assume command of police operations and take this guide with him/her.
- 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 including:
  - 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 the number 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 the Supervisor's Field Operations Guide (FOG) – Incident Checklists/Fires.
- Dispatch personnel to establish and maintain:
  - Perimeter control to keep unauthorized vehicles and pedestrians out of the area, in accordance with direction from the LAFD Incident Commander.
  - Ingress/egress routes for emergency vehicles.
  - If evacuations have occurred, establish interior patrols where practical.

**NOTE:** In a fire emergency, the LAFD IC 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 members of the press with valid passes out of a closed area.

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

**NOTE:** The LAFD 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 (FI) Report (Form 15.43.00) for all residents that remain in the closed area. The FI Report **shall** be forwarded to the Evacuation Branch Director Incident/Unified Command Post. For Specialized Resources, refer to Pages 7-8 of this Guide.



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### **DEPARTMENT OPERATIONS CENTER**

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 III 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 the Commanding Officer, Emergency Services Division (ESD).
- Notify the Officer in Charge (OIC), Major Incident Response Team, ESD.
- Notify the OIC Metropolitan Mounted Platoon.
- The DOC shall notify the Unified Homeless Response Center (UHRC).

### **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 all initiate a Tactical Alert. When there is a need for a Tactical Alert, it **shall** be initiated as soon as possible to restrict self-deployment of personnel 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 14.03.00, in accordance with instructions on the form and forward the completed form by fax to the Police DOC (if activated).

**DOC fax numbers: (213) 237-9937**

**NOTE:** For additional information on Tactical Alerts, refer to Volume 1 of the Emergency Operations Guide (EOG), Policy and Procedures, Personnel Mobilization Plan-Tactical Alert.

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## Brushfire Response Guide

### EVACUATION AUTHORITY

Section 409.5 of the California Penal Code is the legal authority that allows for the temporary closing of areas to the public. Access to these areas can be completely halted or opened to limited access per the IC.

**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 and warned of the possible dangers prior to allowing them to proceed. In cases where press vehicles may block emergency access, the vehicles may be excluded.

### 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.

### EVACUATIONS:

The Los Angeles Police Department (LAPD) and the Los Angeles Fire Department (LAFD) 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 above for additional assistance). Brush fires present a unique challenge due to the speed at which they 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. See the Brush Fire Response Guide available on the Department LAN for further information. During evacuations for any reason, 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, it is the Police Department's duty to:

#### Assess

- 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 if the area contains large animals such as horses or livestock.

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## Brushfire Response Guide

- Determine and provide a plan for the control of emergency vehicle ingress/egress routes, evacuation routes.
- Determine additional resources required (emphasize numbers of people, not units), and location of Staging Area.

### Communicate

- Contact the Department Operations Center (DOC) to request the Major Incident Response Team to respond to the Command Post.
- Contact the DOC to coordinate with Recreation and Parks (RAP) for location of initial evacuation shelter/center.
- Contact the DOC to request a representative from Animal Services and Metropolitan Division Mounted Unit to respond to the Command Post for areas that contain large animals or livestock.
- Contact the DOC to request buses for evacuations from the Los Angeles Department of Transportation (LADOT) and request an LADOT representative to respond to the Command Post.
- Contact the DOC to notify the Commanding Officer of Emergency Services Division of evacuations.
- Contact DOC to coordinate with Department on Disability (DoD) to advise of the evacuation.

### Action

- Establish and maintain a perimeter around the Closed Area (limited access or no access).
- Facilitate evacuation for all community members including those requiring assistance (i.e., people with disabilities and others with access and functional needs, children and older adults). Service animals must be transported with the evacuee. All durable medical equipment, assistive technology, essential equipment and service animals should, absent compromised life safety, be taken with people who depend on these devices.
- Public Messaging per the Emergency Notification / Mass Communication Plan.
- Conduct door-to-door communication utilizing door knocking, ringing of doorbells, P.A. System and flashing of vehicle head lights and flashlights to gain the attention of people within the involved area, warning them to evacuate, and directing them to the “initial evacuation center”.
- Utilize attention-getting vibration/movement (i.e., striking with baton) on objects such as metal security gates to gain attention.
- Utilize communication 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 L.A. City’s emergency language translations bank by contacting the LAPD Communications Division via cell phone or Department Radio.
  - 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.
- Inquire with neighbors whether they know of anyone who may need assistance to evacuate.
- Make a record of each contact and/or no-answer on a Field Information (FI) Report and

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## Brushfire Response Guide

turn into the Evacuation Branch Director or the Operations Sections Chief.

- 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.
- The dissemination of an electronic emergency mass message via IPAWS/WEA, Everbridge / Notify LA, and Nixle 360 regarding an evacuation is also necessary. The DOC will facilitate all emergency notification and mass messaging. All messages must be approved by the Department's Americans With Disabilities Act (ADA) Coordinator. If it becomes necessary for emergency messaging to be sent out via Facebook or Twitter, it 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.

If an evacuation is necessary, determine whether the evacuation should be voluntary or mandatory. An **Evacuation Warning** is the official terminology used to alert people in an affected area(s) of a potential threat to life and property and prepares people for a potential immediate Evacuation Order. An **Evacuation Order** is the official terminology used when an immediate movement of people out of an affected area is required due to an imminent threat to life. Choosing to stay could result in loss of life.

*Note – Authority to close areas and order 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 DOC). 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 or order should include such information as:

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

When an evacuation warning or order is issued, officers should plan for the following:

- Develop a traffic plan for the egress of the public and the ingress of the first responders,
- Facilitate evacuations for all affected community members including people with disabilities and others with access and functional needs, service animals, children and, older adults.

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- Absent compromised life safety, service animals must be transported with the evacuee on the available transport vehicle.
- Develop a security plan for interior/exterior of the evacuated area, if appropriate and refer to the Emergency Notification / Mass Communication Plan.
- Contact DOC to request access a representative from DoD to assist with evacuation coordination and support.
- Grid the involved area into divisions or sections if necessary. Assign squads (motor units are very effective) to evacuate specific divisions or sections, beginning at the incident and moving outward.
- Assign personnel to implement the security plan for the evacuated area.

An area or areas subject to an Evacuation Order can have differing levels of access for the public, first responders, the media, and others such as utility workers.

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
- Public utility employees
- Persons with a valid press pass
- Owners, managers, employees of business within the involved area
- Residents with valid identification and service providers that support people with disabilities and others with access and functional needs;
- Credentialed Animal Regulations employees and volunteers.

### **EVACUEE TRANSPORTATION**

The DOC will contact the Emergency Management Department (EMD) Duty Officer to request Los Angeles Department of Recreation and Parks (RAP) for shelter/center requests. The RAP shall be the first point of contact for all sheltering requests. They have the responsibility to ensure all shelters/centers are ADA compliant. The RAP arranges for housing and shelter facilities for persons affected as the result of a local emergency. The American Red Cross, Los Angeles School Police Department(LASPD), the Salvation Army and other governmental agencies may assist by providing food, clothing, shelter, registration, information service, and rehabilitation to individuals affected by a local emergency.

When directed by the concerned Watch Commander or Unified Commander, the DOC should be contacted for all transportation needs. The DOC will contact the EMD Duty Officer to request LADOT for all requests related to transportation other than Rescue Ambulances. The LADOT Communications Center can be reached at (818) 752-5120. The LADOT will be the coordinator for bus services and will make the appropriate notifications to Metro Transit Authority (MTA), LASPD, or other contracted entities. All requests for transportation will include the approximate numbers of people needing accessible transportation, i.e. wheelchair access. A LADOT representative shall also be requested to respond to the Command Post.

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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.

If the need arises during an evacuation for specific resources, such as an ambulance or 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. Be prepared to provide the following information or assistance:

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

**Note:** Contact DOC to request an evacuation shelter/center. The DOC will contact the EMD Duty Officer to facilitate any requests for the Red Cross, LAUSD, RAP and other agencies. If unable to reach the DOC, the RAP can be contacted directly by contacting the Park Ranger Dispatch at **(323) 644-6661**.

Consider the types of facilities that will be evacuated and their transportation requirements, such as hospitals, assisted living facilities, or nursing homes.

If the evacuation of any hospital, assisted living facility, nursing home, etc. is necessary, officers shall immediately notify and request LAFD to coordinate the evacuations and the City of Los Angeles Department on Disabilities to assist with the evacuation. Evacuating people with medical care/supervision needs requires very close coordination by LAFD with the L.A. County Department of Public Health (LACODPH) to ensure evacuated patients are transported to a facility with an appropriate level of medical care per the LACODPH Plan.

All requests from the field for any support from other City departments or outside agencies should be directed to the DOC first. If the DOC is unable to be reached, the following is a contact list to reach the entities directly.

Los Angeles Police Department, Department Operations Center .....**(213) 484-6700**

Emergency Management Department, Duty Officer .....**(213) 200-6414**

Los Angeles Department of Transportation  
Communications Center .....**(818) 752-5120**

Los Angeles Department on Disability .....**(213) 202-2766, -2756**  
**(213) 202-2764**

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Los Angeles Recreation and Parks	
Park Ranger Dispatch at .....	<b>(323) 644-6661</b>
Los Angeles Animal Services Department	
Main Line .....	<b>(213) 482-9558</b>
Emergency Operations .....	<b>(818) 756-9323</b>
Los Angeles School Police Department .....	<b>(213) 625-6631</b>
American Red Cross .....	<b>(213) 739-5200</b>
After hours .....	<b>(800) 733-2767</b>
Emergency Services Division .....	<b>(323) 342-4200</b>
Media Relations and Community Affairs Group .....	<b>(213) 486-5930</b>
Public Information Officer .....	<b>(213) 486-5930</b>