

LOS ANGELES POLICE DEPARTMENT SEASONAL AND PANDEMIC INFLUENZA ANNEX

I. INTRODUCTION

The word "pandemic" describes the scope of viral infection, not a specific virus or disease. Pandemic influenza viruses are unique in their ability to cause infection in all age groups on a global scale. The importance of influenza viruses as biological threats is due to a number of factors, including the high transmissibility, the vast reservoir of novel variants (primarily aquatic birds), the unique properties of the viral genome, and their ability to cause severe disease and death. The infamous "Spanish flu" of 1918-19 was responsible for 20-50 million deaths worldwide, especially among young, healthy adults. Mortality rates associated with the more recent pandemics of 1957 (A/Asia [H2N2]) and 1968 (A/Hong Kong [H3N2]) were reduced, in part, by antibiotic therapy for secondary bacterial infections and more aggressive supportive care. However, both of these later pandemics were associated with high rates of morbidity and social disruption. Pandemic influenza is a unique public health emergency and community disaster. It is considered to be a relatively high probability event, even inevitable by many experts, yet no one knows when the next pandemic will occur, and there may be very little warning. Outbreaks are expected to occur simultaneously throughout much of the United States, preventing relocation of human and material resources. The effect of influenza on individual communities will be relatively prolonged – six to eight weeks – when compared to the minutes-to-hours observed in most other natural disasters.

The impact of the next pandemic could have a devastating effect on the health and well being of the American public. The Centers for Disease Control and Prevention (CDC) estimates that, in the United States alone, up to 90 million people will be infected, up to 45 million people will require outpatient care, between 865,000 and 9,900,000 will be hospitalized, and between 209,000 and 1,900,000 will die. Effective preventive and therapeutic measures – including vaccines and antiviral agents – will likely be delayed and in short supply, as may some antibiotics used to treat secondary infections. Health-care workers and other first responders will likely be at even higher risk of exposure and illness than the general population, further impeding the care of victims. Widespread illness in the community will also increase the likelihood of sudden and potentially significant shortages of personnel who provide other essential community services.

II. SCOPE

This annex will address the Los Angeles Police Department's responsibilities to its members, partner agencies, local government, and the public in a large-scale influenza pandemic.

Many of the procedures set forth in this annex will apply at all times; others will only be initiated under specific conditions.

III. ASSUMPTIONS

The following assumptions are based upon the research compiled by the City of Los Angeles Emergency Management Department. The following planning assumptions were used in the development of the Seasonal and Pandemic Influenza Annex:

TIME PERIOD

- There may be less than six (6) weeks of warning from the time the pandemic is announced before it reaches the City.
- The time interval between alert stages may be rapid (ranging from days, to weeks, to months).
- The pandemic may last as long as 18 months and occur in several waves, with mortality and morbidity increasing and decreasing sporadically.

PREVENTION AND TREATMENT

- A vaccine may not be available for at least six (6) to eight (8) months after an influenza pandemic begins.
- Antiviral medicines, if effective, may be in very limited supply and their distribution may occur in phases.
- Infection control strategies will be used to slow the spread of disease (e.g., respiratory etiquette, hand hygiene, social distancing, postponing public gatherings, isolation of ill people, etc.).

STAFFING

- Increased absenteeism may result from workers becoming ill, staying home to care for children/family members, or refusing to go to work in fear of infection.
- Every person who becomes ill may miss days or even weeks of work.
- Absenteeism rates of 20-50% of employees may occur.
- The Department may not be able to rely on mutual aid resources from local, state or federal agencies to support local response efforts.

VENDORS OF SERVICES/PRODUCTS

- Contract vendors and other service providers may also experience a 20-50% employee absenteeism, which will impact their ability to supply resources on a regular basis.
- Department employees who have been exposed to the virus may be quarantined until it can be determined that they have not been infected.

IV. CONCEPT OF OPERATIONS

The Department relies upon the World Health Organization (WHO) to identify the phases leading up to a pandemic. Based upon the phase of the influenza strain, the Department will implement the appropriate measures. The WHO has a six-phase system that progresses up to a pandemic which is Phase Six (see Attachment 3).

PREPAREDNESS PHASE

PHASE 1: No new influenza virus subtypes have been detected in humans.

PHASE 2: No new influenza virus subtypes. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.

PHASE 3: Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.

A. AUTHORITY AND PROTOCOLS

1. Authority

The Department Director of Emergency Operations (Chief of Police or designee) has the authority to activate and de-activate the Department's Emergency Plan. The plan includes this Seasonal and Pandemic Influenza Annex, leadership succession, operations, planning, response, mitigation, and recovery activities (see Attachment 1).

2. Procedures

Some portions of this Annex will go into effect following a declaration of an Influenza Pandemic Emergency by the Los Angeles County Health Officer. The remainder of this Annex is only activated when the scope of the pandemic grows to a point where absenteeism affects *essential* patrol operations.

If the Emergency Operations Center (EOC) is activated, the EOC provides coordination of resource support to the incident command structure as well as

situational awareness to supporting departments, agencies, and elected officials. The EOC Director will be appointed from the appropriate department with primary jurisdictional responsibility for the current operation. The EOC will be appropriately staffed with enough personnel necessary to support the incident. In addition to the EOC staff, representatives from other City departments will send representatives which may be asked to provide support to the current operation. Neighboring jurisdictions may also be requested to send a representative to the EOC in support of the operation.

3. Administration

The Department's Seasonal and Pandemic Influenza Annex must be reviewed annually or whenever significant policy or procedural changes may affect this annex.

Emergency Operations Division (EOD) shall be responsible for developing and maintaining the Department Seasonal and Pandemic Influenza Annex. The EOD will audit and update the Department Seasonal and Pandemic Influenza Annex annually. All revisions and amendments shall be completed by EOD no later than December 1 of each year. The updated Seasonal and Pandemic Influenza Annex will be submitted to Counter-Terrorism and Special Operations Bureau (CTSOB) for review and final approval by the Commanding Officer, CTSOB.

4. Planning

Real-Time Analysis and Critical Response (RACR) Division shall conduct, develop and exercise Department Operations Center (DOC) staff to practice activations at all levels (1 through 3) for effective response to a declaration of an Influenza Pandemic Emergency by the Los Angeles County Health Officer. The exercises shall include procedures for gathering and analyzing Department resource status to determine absenteeism trends or patterns associated with the Influenza Pandemic Emergency. The DOC shall be prepared to staff at minimum a Resource Unit to track the daily resource status of the Department and identify any deficiencies or trends that may occur within the Department during the Influenza Pandemic Emergency.

DOC Resource Unit shall be prepared to compile a daily Resource Status Report for distribution to Department Command Staff. This Resource Status Report shall be utilized to determine the necessity to allocate and/or reassign Department resources to entities in need of staffing essential patrol operations.

Department Director of Emergency Operations shall have full written authority to allocate and temporarily reassign resources within the Department whenever operational necessity exists during an Influenza Pandemic Emergency. Prior to reassignment of personnel the Department Director of Emergency

Operations shall notify the appropriate Director that such reassignments are necessary.

Testing of the Plan

The Department Operations Center shall test the plan each year utilizing key participants through a pandemic scenario exercise. The scenario will include measurable objectives to ensure that the plan is realistic and effective. Emergency Operations Division will make adjustments to the plan as suggested through the After-Action Review/Improvement Plan generated after each exercise.

B. OPERATIONS ASSESSMENT

1. Essential Operations

During the Preparedness Phase (Phases 1, 2 and 3) the following procedures shall be initiated:

Commanding Officer, EOD, shall prepare informational bulletins on how to safeguard personnel during an Influenza Pandemic Emergency.

Commanding Officer, Information Technology Bureau, shall direct the Department Webmaster to immediately post all current Department publications and informational bulletins relative to Pandemic Influenza onto the Department Local Area Network (LAN) in prominence until the termination of the potential Influenza Pandemic Emergency.

All Commanding Officers shall direct supervisory personnel to review all pertinent Department Publications regarding Pandemic Influenza. Provide regular roll call training to all Department personnel (including civilian personnel) during the time period preceding a potential Influenza Pandemic Emergency.

Bureau Commanding Officers shall ensure that their commands are complying with all directives contained within this annex.

Commanding Officer, Fiscal Operations Division, shall identify and establish contracts with vendors who can provide personal protective equipment, hand sanitizing solution and wipes, gloves and masks that can be obtained and deployed immediately following the declaration of an Influenza Pandemic Emergency.

Commanding Officer, Personnel Division, shall prepare, produce and distribute to all commanding officers the guidelines for assigning Department personnel home due to signs of influenza-like symptoms during a declared Influenza Pandemic Emergency.

2. Critical Resources

Commanding Officers shall review and identify the essential patrol functions that should be staffed during an Influenza Pandemic Emergency. The primary function of the Department during any emergency shall be to maintain essential patrol services for the community. Critical resources shall be deemed those resources necessary to staff and support the primary function of the Department, which is providing essential patrol functions and responding to calls for service from the community (see Attachment 4).

3. Demand Changes

Real-Time Analysis and Critical Response (RACR) Division will develop systems and controls to be utilized by the **DOC** to assess changes in demand (increases and decreases) for services, which may occur during a pandemic. The assessment tool will be utilized by the Department Director of Emergency Operations to determine the allocation and/or redistribution of Department resources in order to meet the demands and provide essential patrol functions throughout the City during an Influenza Pandemic Emergency.

4. Alternative Services

Information Technology Bureau shall identify and implement alternative ways for the public to access the Department's services during an Influenza Pandemic Emergency.

5. Security Needs

Counter-Terrorism and Special Operations Bureau will identify security needs that will be required for safeguarding personnel, supplies, or buildings during an Influenza Pandemic Emergency.

6. Financial Processes

Fiscal Operations Division will identify ways to expedite purchases that may be necessary and unforeseen during each stage. Identify special funding authorities that will apply and establish written protocols to be followed during a declared Influenza Pandemic Emergency.

C. JOB FUNCTIONS

1. Essential Job Functions

Commanding Officers shall identify essential job functions required to maintain patrol operations during an Influenza Pandemic Emergency if absenteeism reaches 20-50%. Commanding officers shall ensure that patrol functions are staffed to essential levels during the Influenza Pandemic Emergency. When staffing of essential patrol functions is insufficient, commanding officers shall reassign non-essential function positions to patrol in order to fulfill the essential function of safeguarding the community. In preparation of a possible Influenza Pandemic Emergency, commanding officers shall identify and maintain a list of non-essential positions that can be reassigned to essential function positions during the Influenza Pandemic Emergency.

NOTE: The list of non-essential positions should be listed by position rather than name to avoid issues that can occur due to movement of personnel within those positions.

Emergency Preparedness Unit (EPU), EOD, shall provide training to Department Emergency Preparedness Coordinators in compliance with Special Order No. 10, dated March 4, 2008 (Emergency Preparedness Coordinator Program). The training will include responsibilities and security protocols during Point of Dispensing (POD) activations. The EPU will also provide training bulletins and make them available on the Department LAN.

Emergency Preparedness Coordinators (EPC) shall be responsible for disseminating information on Point of Dispensing (POD) locations and protocols to divisional personnel in anticipation of POD activations. The EPCs shall develop a POD deployment plan to fulfill POD site security plans.

Counter-Terrorism and Special Operations Bureau shall be responsible for coordinating and supporting POD site security plans. In the event that a geographic division is unable to staff a POD site, CTSOB shall notify the DOC to obtain resources to be reallocated to fulfill the POD-site security plan.

Department Operations Center shall allocate or reassign available resources to fulfill POD site security needs without delay.

CRITICAL INFRASTRUCTURE AND KEY RESOURCES

During an Influenza Pandemic Emergency, the Department will be tasked with numerous functions including the protection of medical facilities overwhelmed by persons seeking medical attention. Law enforcement presence will be required to maintain order at those locations.

Commanding Officers shall review their divisional Standing Plans for the critical infrastructure and key resources (CIKR) such as supermarkets, warehouse stores (e.g., Costco, Sam's Club), all-purpose stores (e.g., Target, Wal-Mart), etc. that may become targets of criminal behavior during an Influenza Pandemic Emergency. The development of contingency plans shall include measures to maintain lawful order at these locations from persons who may compete violently for scarce resources. In addition to CIKR targets, plans shall identify those venues that may become vacant due to the Influenza Pandemic Emergency and may become targets for other crimes of opportunity. Special attention should be given to locations such as vacated schools, office complexes, etc.

Commanding Officers shall develop contingency plans to prevent and investigate crimes of opportunity such as fraudulent schemes that often target special population groups, such as the elderly, during such emergencies.

CRITICAL RESOURCE LEVELS

In the event that a geographic Area within the City reaches an absenteeism level that hinders essential patrol operations, the following procedures shall be initiated:

- **Area Commanding Officers** shall be prepared to reassign personnel from within his/her command to fulfill the essential patrol operational positions.
- In the event of a prolonged pandemic, geographic divisions shall consider the need to initiate **twelve-hour watch** procedures for the division. Refer to Area Standing Plans and Department Emergency Operations Guide (EOG) Volume 1/B000 for procedures.
- When a commanding officer is unable to provide sufficient personnel to maintain essential patrol operations, the commanding officer shall request assistance from the geographic bureau commanding officer.
- **Geographic Bureau Commanding Officer** shall reallocate bureau resources to support the essential patrol operational needs of each geographic commanding officer within the affected bureau.
- When bureau resources reach levels that will not support essential patrol operations, the bureau commanding officer shall request assistance from the Department Director of Emergency Operations.
- **Department Director of Emergency Operations** shall reassign personnel from non-essential positions within the Department to meet the essential patrol operational needs of the geographic patrol divisions.
- Once Department resources have been exhausted and the Department is unable to provide the essential patrol operations to maintain public safety, the Department shall request Mutual Aid.

2. Primary and Alternate Staff

During the Preparedness Phase of an impending Influenza Pandemic Emergency, each commanding officer shall assess skill requirement needs and identify personnel who may fill essential job functions other than patrol functions. Once identified, those personnel shall be documented in the divisional Standing Plans with up to date contact information and alternate essential job assignments. This will provide a quick reference list during the Influenza Pandemic Emergency.

3. Disaster Service Worker Obligations

The EPC program was established to encourage employees to develop a personal/family disaster plan to ensure that home and family obligations are attended to during an emergency. During the Preparedness Phase, commanding officers shall remind personnel of their obligation to report to work during an Influenza Pandemic Emergency.

4. Reassignments

During the Preparedness Phase, **RACR Division/DOC** shall develop systems and controls to reassign and track personnel to other divisions, City departments or agencies when necessary during an Influenza Pandemic Emergency. The Minimum Operating Force (MOF) guidelines for patrol divisions shall be revisited and documented for quick reference, and maintained. The EOG defines MOF as one half of the divisional basic cars, two supervisors (one inside the division and one in the field), and only those essential support staff necessary to support the MOF (kit room, desk officer and relief). The Area or Division commanding officer will assess how job functions will be filled and reassigned should personnel be reallocated from their command.

5. Telecommuting

Commanding Officers shall identify which job functions can be achieved remotely during an Influenza Pandemic Emergency. This will enable employees and their alternates to work from home with appropriate security and network applications. The Department will require designated employees to test telecommuting tools prior to deployment.

6. Training

During the Preparedness Phase, Police Sciences and Training Bureau (PSTB) will identify subject matter experts who can provide training to employees who may be reassigned to fulfill essential job functions within the Department. This training is often referred to as "Just-in-Time Training." The PSTB will coordinate and implement all "Just-in-Time Training" as necessary.

D. PANDEMIC POLICIES

1. Flexible Work

Employee Relations Group shall review the City's contracted employment requirements within the appropriate MOU, and review current benefits that allow for flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts, extended shifts).

2. Health Care

Medical Liaison Section shall develop guidelines and protocols to ensure that Department personnel utilize contracted health benefits for access to healthcare services during an Influenza Pandemic Emergency, as available. The City EOC Logistics Section staff/Personnel Department will ask County Mental Health and the American Red Cross to provide mental health counselors for City staff, as needed for employee welfare and debriefing.

3. Travel Policies

The DOC will obtain information from the Los Angeles County Public Health directives issued by the Center for Disease Control, the State Department, the WHO, or other official public announcements regarding travel restrictions, and conduct Department business accordingly.

4. Management of Ill Employees

During a seasonal or pandemic influenza, the most effective way to limit the spread of disease is to ask persons with influenza-like symptoms to remain home. Healthy adults may be able to infect others up to 48 hours before they exhibit any signs or symptoms and will continue to spread the virus up to five (5) days after getting sick. These time periods are even longer for children. Therefore, it is possible to give someone the flu before you are aware of your illness and for the duration of the event. The CDC recommends that persons stay home for seven (7) days after the on-set of symptoms or 24 hours after symptoms end to make sure they do not spread the virus. One of the unique factors of the flu is that illness can come on very rapidly. It is not uncommon for someone to feel fine and then become symptomatic within a few hours. Personnel who have recovered from a seasonal or pandemic influenza illness are less likely to be reinfect and should be encouraged to return to work.

1. Employees Not at Work

- a. Notify employees they should not come to work if they are exhibiting flu-like symptoms.
- b. Post notices at all workplace/facility entry points advising staff and visitors not to enter if they have flu-like symptoms.

2. Employees at Work

Advise employees that if they start to feel ill, or if someone observes that another person is exhibiting symptoms of influenza, they should contact a supervisor immediately.

- a. Supervisors can use the **Suspect Influenza Case** form to help in the evaluation of the staff member.
- b. Once the Suspect Influenza Case form is completed, contact Personnel Medical Services at (213) 473-6960 and ask for a consultation.
- c. Personnel may recommend the employee leave work or come to Medical Services for an evaluation.
- d. Have the employee follow Medical Services recommendation as to how long they need to stay away from work, if they need to contact their personal physician etc.
- e. Have the employee's workstation cleaned.

SUSPECT INFLUENZA CASE FORM FOR MANAGEMENT OF STAFF WHO BECOME ILL		
Date:	Staff Name:	Age:
Work Location:		
<u>Symptoms noticed:</u>		
<input type="checkbox"/> Fever	Time of fever on-set: _____	
<input type="checkbox"/> Headache		
<input type="checkbox"/> Dry cough		
<input type="checkbox"/> Cold		
<input type="checkbox"/> Body aches		
<input type="checkbox"/> Fatigue		
<input type="checkbox"/> Other: _____		
Notes:		
Details of Reporter:		
Name:	Job title:	

NOTE

All issues related to ordering a Department employee home due to possible illness shall be referred to the Officer in Charge, Medical Liaison Section, for advice.

E. PRODUCT AND SERVICE VENDORS**1. Critical Vendors**

General Services Department (GSD), Supply Chain Services Division, is responsible for procuring services and supplies as well as finding alternate vendors for the Department. A procurement list is provided by GSD as Attachment 5.

Supply Section, FOD, will work with General Services Department, Supply Chain Services Division, to develop a list of critical vendors that can be accessed during an Influenza Pandemic Emergency.

2. Stockpile Critical Supplies

All perishable items are purchased as needed. The GSD is responsible for maintaining adequate supplies for the Department. The GSD, Supply Chain Services Division, does not stockpile critical supplies.

3. Vendor Continuity

Supply Section, FOD, shall meet with product and service vendors to discuss their plan for ongoing services and/or shipments in the event of absenteeism, shortages, or transportation disruptions.

4. Alternate Vendors

The City General Services Department (GSD) will identify other businesses or organizations that can provide essential services and supplies if the regular vendor is unable.

F. EMPLOYEE COMMUNICATION

1. Information Dissemination System

The RACR Division/DOC will develop protocols for disseminating information to employees through division roll-call, Department Intranet, broadcasts through Communications Division, broadcast through mobile data computer, mass electronic mails, Blackberry messages, and posted notices in the office. The information disseminated will include health and safety tips or instructions, work schedules, absenteeism rates, and reduction of or changes in services.

In the event of Department mobilization, employees may also be contacted telephonically, in accordance with the phone A/B roster as listed in the Divisional Standing Plans.

Media Relations and Community Affairs Group will develop protocols to release information to the general public. The release of newsworthy information will be administered by the Department Public Information Officer (PIO). The PIO will send information to the Department webmaster and provide notifications to radio, television, and print media through electronic mail listing. Individuals in the media receiving electronic mail notifications have already been established by Media Relations Section. The information will be disseminated in the form of a "Community Alert," "Community Advisory," or "News Release." Information will vary depending upon the entity directing release of operational information.

2. Communication Systems

Information Technology Division (ITD) shall ensure that communication systems (e.g., teleconferencing abilities, telecommuting, facsimile services, laptops, radios) are secure, interoperable with other systems, and operational. ITD will also ensure that the equipment is capable of handling increased and constant use. The plan will have built-in layers of redundancy so that if one method fails, another system can take its place. All systems are tested regularly.

3. Staff Communications

Real-Time Analysis and Critical Response (RACR) Division/DOC has developed a method to contact all command staff personnel daily during an Influenza Pandemic Emergency to ensure continuity of operations and that all communication systems are fully functional. The daily communication includes pertinent information on the status of the Department during the Influenza Pandemic Emergency. In the event the DOC is unable to contact command staff via available communication methods, the Department Director of Emergency Operations shall seek alternative means to make such contact. If contact is still unable to be achieved, consideration shall be given to delegation of authority from those command staff positions that are incommunicado. In all cases of delegation of authority, thorough documentation and notification to the Chief of Police shall be made.

G. INFECTION CONTROL AND PREVENTION

1. Hand Hygiene and Respiratory Etiquette

Employees should utilize the following precautions to prevent the spread of the influenza virus:

- Cover the nose/mouth when coughing or sneezing;
- Use tissues to contain respiratory secretions; and dispose of them in the nearest waste receptacle after use;
- If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands; and,
- Perform hand hygiene after having contact with respiratory secretions and contaminated objects/materials.

2. Communication Systems

Emergency Operations Division will prepare and distribute informational bulletins on ways to modify the frequency and type of contact that Department employees typically engage in. Department employees should be encouraged to review these publications and educate themselves on how to limit contact during times of Influenza Pandemic Emergencies.

3. Personal Protective Equipment (PPE)

Emergency Operations Division will identify personal protective equipment needs (e.g., hand sanitizing lotions, hygiene products, masks, gloves, etc.) and provide **FOD** with the specifications to procure the necessary items when needed.

4. Workplace Cleaning

Police Sciences and Training Bureau will provide training for all Department employees on workplace sanitizing, such as wiping down those items that may be shared with others (e.g., telephone, computer keyboard, etc.). Employees whose workspace may be visited by the public will be provided additional guidance on how to limit the public's use of shared items such as pens, pencils, etc.

H. CLIENT COMMUNICATION

1. Client Information Dissemination Plan

Media Relations and Community Affairs Group will develop protocols to release information to the general public. In the case of newsworthy information, the **Department PIO** will release information in the form of a Community Alert, Community Advisory, or News Release. The **Department PIO** will also contact the **Department Webmaster** and provide notifications to radio, television, and print media through electronic mail blast. Individuals in the media receiving electronic mail notifications have already been established by Media Relations Section. Information will vary depending upon the entity directing the release of operational information.

V. RESPONSE PHASE

PHASE 4: Small cluster(s) with limited human-to human transmission, but spread is highly localized, suggesting that the virus is not well-adapted to humans.

PHASE 5: Larger cluster(s), but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).

PHASE 6: Pandemic phase: increased and sustained transmission in general population.

A. ACTIVATION AND COMMAND

1. Unified Command

Department Director of Emergency Operations (Chief of Police or designee), shall notify **RACR Division** to activate the DOC to Level 1, and make contact with the City EOC if activated. In addition to contacting the City EOC, the DOC shall contact the Los Angeles City Fire Department (LAFD) DOC to notify them of the Police Department's Level 1 activation, and establish a liaison with LAFD.

Commanding Officer, RACR Division, shall staff the Resource Unit of the DOC during the Level 1 activation. The DOC, Resource Unit, will monitor daily resource status Department wide to ensure that sufficient personnel are available to maintain essential patrol functions.

Commanding Officers shall monitor absenteeism daily and provide daily reports for all shifts to their bureau commanding officer twice daily (1000 hours and 1800 hours).

Bureau Commanding Officers shall obtain the daily reports of absenteeism from their commands and disseminate to the Resource Unit, DOC, twice daily (1100 hours and 1900 hours).

All reassignments of non-essential functions to essential function positions shall be documented on the daily resources report provide to the corresponding bureau.

2. Internal Briefings

Department Director of Emergency Operations will disseminate regular briefings to all appropriate command staff daily to keep them informed on the Department's status. All non-essential meetings and gatherings of personnel and community members shall be curtailed until the termination of the pandemic incident.

3. External Briefings

The **EOC Liaison Officer** will coordinate with County and other partner agencies to attend and/or receive important briefings (e.g., Pandemic Influenza Task Force, EOC).

4. Review Continuity of Operations Plan

Emergency Operations Division will annually review and update the Seasonal and Pandemic Influenza Annex to ensure continuity of operations protocol and procedures are sufficient to meet the needs of the Department during an Influenza Pandemic Emergency.

B. OPERATIONS

1. Assessment of Operations

The Department will:

- Identify available personnel, material resources and its ability to provide regular calls for services; and,
- Closely monitor the criminal activity within its 21 geographic divisions, which may impact its ability to provide routine service to the community.

2. Essential Operations

The Department will:

- Re-deploy its resources to those services which are essential to public safety; and,
- Suspend non-essential operations as resources become limited. (In the event a Tactical Alert is called, see Attachment 2 for Tactical Alert procedures.)

C. JOB FUNCTIONS

1. Absenteeism

The Department will record absenteeism with its standard Deployment Planning System (DPS) tracking. The DPS is maintained at the divisional level. Currently there is no system in place to track the specific nature of sick days. It is the responsibility of the employee to make a sick notification to their supervisor. Upon receiving notification from a Department employee, the supervisor shall complete a Sick Report (LAPD Form 01.30.00).

2. Reassign Employees

Department Operations Center will reassign personnel to essential or prioritized job functions and provide job action sheets as required. The job action sheets will be prepared and distributed by **Police Sciences and Training Bureau (PSTB)** in conjunction with the "Just-in-Time Training" program.

3. Just-in-Time Training/Alternative Function Training

Police Sciences and Training Bureau will initiate the "Just-in-Time Training" program to facilitate the reassignment of non-essential functions to essential patrol function position during the Influenza Pandemic Emergency. "Just-in-Time Training" is a spontaneous training program that can be initiated to provide job training for Department employees who may be reassigned to positions that they are not normally assigned. Due to the emergency nature of such reassignments, the responsibilities for providing training will be situational based upon the subject matter expertise needed to conduct such training. An example of such training might include the training of a Clerk Typist reassigned to Communications Division to dispatch radio calls. In this example, the training would be conducted by a Subject Matter Expert from Communications Division. When non-essential positions are reassigned to new functions, it is important to ensure that the new responsibilities are reasonable and not a complete departure from their current job functions.

D. PANDEMIC POLICIES

The Department will activate applicable policies and procedures (i.e., employee leave, flexible work schedules, travel, health care, management of ill employees). Notify staff of policy changes and provide with necessary claim forms.

E. COMMUNICATION

1. Inform Employees

Department Operations Center shall ensure that on-duty personnel receive information at roll call, Department Intranet, broadcast through Communications Division, broadcast by Mobile Data Computer, mass electronic mail, text messages, and posted notices in offices.

The information disseminated will include health and safety tips or instructions, work schedules, absenteeism rates, and reduction of service or change in services. Personnel will be updated as significant changes in the situation or procedure occur.

Department Operations Center shall ensure that off-duty Department personnel receive updates through the Department website, electronic mail, and telephone calls (if necessary).

2. Inform Product and Service Vendors

Department Operations Center shall contact **General Services Department, Supply Chain Services Division**, and have them notify vendors of any changes in the needs of the Department due to the Influenza Pandemic Emergency.

3. Inform Clients

Department Operations Center PIO or Emergency Operations Center PIO shall have the responsibility of preparing press releases for dissemination to the public via the news media and other resources (website, Twitter, etc.).

4. Communication System

Information Technology Bureau shall be prepared to activate communication systems (e.g., teleconferencing, telecommuting, facsimile services, radio, and internet) and ensure that they are in working order during the Influenza Pandemic Emergency.

F. INFECTION CONTROL

1. Hand Hygiene and Respiratory Etiquette

Commanding Officers shall direct all employees to employ the following precautions to prevent the spread of the influenza virus:

- Cover the nose/mouth with when coughing or sneezing;
- Use tissues to contain respiratory secretions; and dispose of them in the nearest waste receptacle after use;
- If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands; and,
- Perform hand hygiene after having contact with respiratory secretions and contaminated objects/materials.

2. Social Distancing

Commanding Officers shall implement ways to modify the frequency and type of face-to-face contact (e.g., telecommuting, teleconferencing, no handshaking, limiting shared workstations) among employees and between employees and the public.

3. Personal Protective Equipment (PPE)

Supply Section, FOD, shall *immediately* requisition and distribute sufficient quantities of protective hand sanitizing solution, wipes, protective facial masks and gloves for Department personnel to utilize during the Influenza Pandemic Emergency.

4. Workplace Cleaning

Police Sciences and Training Bureau shall conduct refresher training for all employees on protocols for workplace sanitizing, such as wiping down those items that may be shared with others (e.g., telephone, computer keyboard, etc.).

Employees whose workspace may be visited by the public will be provided additional guidance on how to limit the public's use of shared items such as pens, pencils, etc.

5. Illness Reporting Protocol

Department Operations Center and Medical Liaison Section will maintain a record of personnel who contract the virus. These records shall be deemed confidential to protect the privacy of the effected employees.

6. Return to Work

Commanding Officers shall contact employees that have recovered from the pandemic influenza and inform them that they are less likely to be reinfected and should be encouraged to return to work.

In the event that the illness is related to an Injury on Duty (IOD), the employee will be required to be cleared through the City's Medical Services Section prior to returning to work. In the event that a sworn employee's illness is not IOD, Department policy states that any employee, who is ill in excess of five consecutive days, may be directed to Occupational Health and Safety, Personnel Department, prior to returning to duty (consult the current Memorandum of Understanding, No. 24, Article 7.5 for further information). Civilian employees may be directed to obtain a doctor's note after three consecutive days of illness (Department Manual Section 3/711.80).

VI. RECOVERY PHASE

Post Pandemic

A. OPERATIONS

1. Assess Operations

Department Director of Emergency Operations will convene a task force to assess the impact of the pandemic on Department operations, personnel, partners, and vendors, and make a determination based on the Department's needs and abilities as to when it can return to normal operations.

2. Normal Operations

Department Director of Emergency Operations will determine the Department's ability to return to routine operations based on available personnel and material resources.

3. Community Recovery

Department Director of Emergency Operations will identify community recovery needs and provide assistance.

B. PROCESS ASSESSMENT

1. Conduct Evaluation

Department Director of Emergency Operations will conduct an internal after-action evaluation of the Department's pandemic response. The **Department Director of Emergency Operations** will also participate in the City and County evaluations.

2. Update Plans

Emergency Operations Division will update the Seasonal and Pandemic Influenza Annex and other emergency response plans as appropriate.

C. COMMUNICATION

1. Employee Communication

Department Operations Center will notify employees about change in pandemic status (e.g., whether they are to return to business as usual) and any applicable policy changes.

2. Product and Service Vendor Communication

Supply Section, FOD, will notify product and service vendors of return to operations as usual.

3. General Public Communication

Media Relations and Community Affairs Group will notify the general public of resumption of services through radio, television, print media, and social media, as applicable.

VII. TERMINOLOGY

Avian Influenza

Avian influenza, also referred to as bird flu, is a disease of birds (e.g., ducks, chickens). Between 2003 and 2006 the H5N1 avian influenza virus has infected millions of birds. Although it is primarily a disease of birds, a small number of people have also been infected after having close contact with birds. (Also see influenza, seasonal influenza, and pandemic influenza.)

Contact

A contact is a term used to refer to someone who has been in close proximity with an individual who is, or is suspected of being, infected with an infectious disease like influenza.

H5N1

H5N1 is the latest avian influenza virus subtype of concern, and there appears to be little human immunity to it. The predominant winter strain of human influenza is H3N2. Most adults have some partial immunity to this strain, which caused a pandemic in 1968 when it evolved from avian influenza.

Hand Hygiene

Hand hygiene is a term that applies to the cleaning of one's hands. This is usually done with soap and water, hand sanitizer, or hand wipes. To kill influenza virus, hands must be washed with soap and water for 15 seconds, and hand sanitizers or wipes must be used for 10 seconds and have an alcohol content of at least 60%.

Human-to-Human Transmission

Human-to-human transmission refers to the ability of an infectious disease to be passed continuously from one person to another. Some viruses can be transmitted between animals (animal-to-animal), some can be transmitted animal-to-human and vice versa, and some can be transmitted human-to-human.

Infection Control

Infection control is a broad term used to describe a number of measures designed to detect, prevent, and contain the spread of infectious disease. Some measures include hand washing, respiratory etiquette, use of personal protective equipment (PPE), prophylaxis, isolation, and quarantine.

Infectious Disease

An infectious disease, or communicable disease, is caused by the entrance of organisms (e.g., viruses, bacteria, fungi) into the body which grow and multiply there to cause illness. Infectious diseases can be transmitted, or passed, by direct contact with an infected individual, their discharges (e.g., breath), or with an item touched by them.

Influenza

Influenza is a viral disease that causes high fever, sore throat, cough, and muscle aches. It usually affects the respiratory system but sometimes affects other organs. It is spread by infectious droplets that are coughed or sneezed into the air. These droplets can land on the mucous membranes of the eyes or mouth or be inhaled into the lungs of another person. Infection can also occur from contact with surfaces contaminated with infectious droplets and respiratory secretions. (Also see seasonal, avian, and pandemic influenza.)

Isolation

Isolation is when sick people are asked to remain in one place (e.g., home, hospital), away from the public, until they are no longer infectious.

Pandemic Influenza

A pandemic influenza, or pandemic flu, occurs when a new subtype of influenza virus: 1) develops and there is little or no immunity (protection due to previous infection or vaccination) in the human population; 2) it is easily passed from human to human; 3) is found in many countries; and, 4) causes serious illness in humans. (Also see influenza, seasonal influenza, and avian influenza.)

Personal Protective Equipment (PPE)

The PPE is specialized clothing or equipment worn to protect someone against a hazard, including an infectious disease. It can range from a mask or a pair of gloves to a combination of gear that may cover some or all of the body.

Prophylaxis

Prophylaxis is an infection control measure whereby antimicrobial, including antiviral, medications are taken by a healthy individual (e.g., nurse, doctor) to prevent illness before or after being exposed to an individual with an infectious disease (e.g., influenza).

Quarantine

A quarantine is when people who have been in close proximity to an infected person, but appear healthy, are asked to remain in one place, away from the general public, until it can be determined that they have not been infected.

Respiratory Etiquette

Respiratory etiquette, or good coughing and sneezing manners, is one way of minimizing the spread of viruses which are passed from human to human in the tiny droplets of moisture that come out of the nose or mouth when coughing, sneezing, or talking. Healthy and sick people should cover their nose and mouth when sneezing, coughing, or blowing their nose and then put the used tissue in the trash to prevent the spread of germs.

Seasonal Influenza

Seasonal influenza, commonly referred to as the flu, is an infectious disease. In the United States, flu season usually occurs between December and March. The influenza virus is one that has the ability to change easily; however, there is usually enough similarity in the virus from one year to the next that the general population is partially immune from previous infection or vaccination. Each year experts monitor the influenza virus and create a new vaccine to address changes in the virus. For this reason people are encouraged to get a flu shot each year. (Also see influenza, avian influenza, and pandemic influenza.)

Social Distancing

Social distancing is an infection control strategy that includes methods of reducing the frequency and proximity of contact between people to limit the spread of infectious diseases. Generally, social distancing refers to the avoidance of gatherings with many people.

ATTACHMENT 1 - AUTHORITY AND PROCEDURES

The following section outlines the authority and procedures for activating and implementing the Pandemic Influenza Continuity of Operations Plan:

LEADERSHIP SUCCESSION

During an influenza pandemic, management of the Department is delegated to the following persons in the order of succession shown below:

Los Angeles Police Department Emergency Operations Guide (EOG)

102.01. DIRECTOR OF EMERGENCY OPERATIONS RESPONSIBILITIES. The Chief of Police has the ultimate responsibility for the control of an Unusual Occurrence. The Chief may, however, designate another staff officer to act as the **Director of Emergency Operations** for the duration of the Unusual Occurrence. This allows the Chief of Police to continue in his normal function and serve as Chairperson of the City's Emergency Operations Board. The Director of Emergency Operations' headquarters shall be in the Department Operations Center when the Department Operations Center is activated. The Director of Emergency Operations shall maintain communications with the Department Operations Center when not in the Department Operations Center facility. Relief for the Director of Emergency Operations shall be determined by the most current notice regarding Staff Officer assignments during Unusual Occurrences. If a designated individual is unavailable, authority will pass to the next individual in the succession of command.

"Unavailable" is defined as:

- The designated person is incapable of carrying out the assigned duties by reason of death, disability, or distance from/response time to the operations facility; or,
 - The designated person is unable to be contacted; or,
 - The designated person has already been assigned to other emergency activities.
- The designated individual retains all assigned obligations, duties, and responsibilities until officially relieved by an individual higher on the list of succession.

DELEGATION OF AUTHORITY

To ensure that City staff identified in the leadership succession are aware of their responsibilities and are appropriately authorized to execute functions assigned to them; explicit emergency authority has been pre-delegated. In the event of a disaster or emergency, and the Department's General Manager is unavailable (as defined above), alternate personnel are authorized to perform the following functions:

- All operational tasks normally performed by the Director.
- Expenditure approval consistent with established City procedures.
- Personnel task and work assignments.
- Policy level authority and decision making.

**ATTACHMENT 2 – LOS ANGELES POLICE
DEPARTMENT EMERGENCY OPERATIONS
GUIDE VOL1 B/000-002.21**

B/000 PERSONNEL MOBILIZATION PLAN

001. PERSONNEL MOBILIZATION PLAN-TACTICAL ALERT.

001.01 TACTICAL ALERT. A Tactical Alert is the preliminary stage of the Department Mobilization Plan for Unusual Occurrences (UOs). It provides for the controlled redistribution of on-duty personnel to achieve the personnel level necessary for control of a major police incident.

001.02 PURPOSE OF A TACTICAL ALERT. A Tactical Alert is initiated to achieve the following objectives:

- Alert personnel of all or selected shifts to the possibility of personnel redistribution, and announce the existence of a major police incident.
- Provide a personnel reserve which can be used by concerned Incident Commander in the control of an incident.
- Control the depletion of field forces and discourage uncontrolled self-response to the scene of a major police incident.

001.03 INITIATING A TACTICAL ALERT. The Watch Commander (any rank) or the Incident Commander (any rank) or the Watch Commander of Communications Division 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 Areas.

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

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

001.04 TACTICAL ALERT BROADCAST. When a Tactical Alert has been declared, the Communications Division Watch Commander shall cause a notice of the Tactical Alert to be broadcast Departmentwide by radio, ACC, and NECS message. The RACR Division shall also be notified and shall relay the Tactical Alert information via the Blackberry message system. Additionally, the Watch Commander of Communications Division **SHALL** advise Emergency Operations Division of the Tactical Alert and the situation status.

Communications Division SHALL make notifications of the Tactical Alert and the situation status (during business hours) to the following entities:

- Office of the Chief of Police;
- Director, Office of Operations;
- Chief of Staff;
- The concerned Bureau Commanding Officer; and,
- RACR Division.

NOTE: The Commanding Officer of the above entities SHALL cause downward notification throughout their chain of command that a Tactical Alert has been declared.

- During non-business hours the Department Commander shall be apprised of the Tactical Alert.

001.05 EFFECTS OF A TACTICAL ALERT. When an Area or division is placed on a Tactical Alert, the following provisions shall take effect:

- All field units in the alerted Areas shall continue patrolling their assigned districts unless reassigned by Communications Division.
- Unless otherwise directed, officers working in the Areas included in a Tactical Alert shall confine their activities to **police work of major importance**.
- Watch Commanders and field supervisors shall ensure that all on-duty personnel are aware of the Tactical Alert.
- Officers in alerted Areas who are off the air handling calls or making reports shall, whenever possible, be required to resume field patrol and await further instructions by radio or other communication.
- Communications Division shall screen all incoming calls and, whenever possible, direct citizens to the concerned police station for making complaints or reports.
- Watch Commanders shall assign personnel to monitor radio frequencies, NECS and ACC messages.
- Investigative personnel, assigned to Areas or divisions included in the Tactical Alert, shall continue to perform their regular duties; however, they shall contact their division of assignment at least once each hour.

NOTE: Twelve-hour watches may be established by the Director of Emergency Operations, however, Commanding Officers of Areas specifically included in a Tactical Alert may establish twelve-hour watches for their Area when their judgment indicates that this will best serve their personnel needs. The Director of Emergency Operations and the concerned Bureau Commanding Officer shall be notified when this prerogative is exercised.

001.06 HOLDING OVER WATCHES DURING A TACTICAL ALERT. When a Tactical Alert is initiated, on-duty watches **SHALL** be held over as follows:

- When the Department Operations Center (DOC) is activated, the Director of Emergency Operations (the Chief of Police or his designee) **SHALL** determine which Department entities other than geographic patrol, Traffic, and Area Detectives will be held over. The decision to hold over personnel **SHALL** be based on an evaluation of the situation status provided by the Incident Commander, the likelihood of an escalation of activity and the potential necessity for Department entities beyond geographic patrol, traffic, and Area detectives to be activated.
- If the DOC has not been activated, the Director, Office of Operations, (during business hours) **SHALL** determine which Department entities other than geographic patrol, traffic, and Area detectives will be held over. (During off-hours the Department Commander shall exercise these duties.)
- All Area Watch Commanders and all Traffic Division Watch Commanders (regardless of whether their Area is on Tactical Alert) **SHALL** cause off-going watches (including detective and critical administrative support personnel) to be held over until authority to release watches has been received. All Area Watch Commanders and Traffic Division Watch Commanders **SHALL** have the authority to hold over off-going watches when it **reasonably appears** that their Area may be placed on alert, even though no Tactical Alert has yet been declared. Area Commanding Officers **SHALL** be apprised of the pending Tactical Alert and, if known, the situation status.

AUTHORITY TO RELEASE PERSONNEL:

- When the DOC is activated, the Director of Emergency Operations **SHALL** have the authority to release all Department personnel.
- When the DOC is not activated, the Commanding Officer, OO, **SHALL** have the authority to release all entities other than geographic patrol, traffic, and Area detectives. (During off-hours the Department Commander shall exercise these responsibilities.)
- When a Tactical Alert has been declared, the Communications Division Watch Commander, in concurrence with the Incident Commander, **SHALL** be responsible for releasing off-going watches and sending a NECS and ACC message or telephonic notification authorizing their release. If the DOC is activated, these duties **SHALL** be assumed by the Incident Commander. In either case, the officer releasing off-going watches **SHALL** cause notification to the Department Commander, OCOP; Commanding Officer, OO; Chief of Staff, and the concerned Bureau Commanding Officer of the release.
- A Tactical Alert cancellation message from Communications Division or the DOC **SHALL** be considered authority to release off-going watches.
- Personnel assigned to an incident will be relieved as directed by the Incident Commander.

001.07 UNUSUAL OCCURRENCE STAFFING. The Incident Commander shall be

responsible for determining the number of officers needed at the scene of a UO. The Communications Division Watch Commander shall be responsible for determining how officers will be obtained and for dispatching the officers requested by the Incident Commander. When the DOC is activated, the DOC Logistics Section, Personnel Unit Leader, shall assume the responsibility for fulfilling the Incident Commander's requests for personnel.

001.08 REQUEST FOR ADDITIONAL PERSONNEL. The personnel needs of the UO should be the Incident Commander's first consideration. To ensure that the personnel needs are met, the Incident Commander or Operations Section Chief (if activated) shall:

- Determine whether the personnel at the scene will be sufficient to meet immediate and future needs.
- When additional assistance is needed, determine in which fashion the personnel shall respond (e.g., squad formations, Mobile Field Forces, etc.) and, if necessary, select a Staging Area and request the desired number of personnel; and,

IMPORTANT: The Incident Commander or Operations Section Chief (if activated) should, when selecting a Staging Area, give consideration to security, distance from the disturbance, communications capabilities, toilets, electrical hook-ups, shelter and ingress and egress routes. A Staging Area Manager shall be appointed when a Staging Area is activated. If the DOC is not activated, personnel requests should be directed to Communications Division by radio. When the DOC is activated, personnel requests should be submitted to the DOC Personnel Unit by telephone or NECS teletype message. If these instruments are not available, the requests may be made by radio.

- Declare a Tactical Alert when it appears that the magnitude of the incident has reached, or is likely to reach, a scale requiring redeployment of Department personnel to establish and maintain control.

001.09 AREA DEPLOYMENT DURING A TACTICAL ALERT. A Tactical Alert is initiated to provide an available reserve of personnel that can be utilized to control a major incident where a large number of police personnel are needed. This is accomplished by a controlled redistribution of personnel from other Areas and divisions to the Area of occurrence.

To effect a controlled redistribution of personnel, Areas placed on a Tactical Alert must alter their deployment so they can continue to provide essential police service to their Area while restructuring their on-duty deployment. To accomplish this, on-duty personnel in Areas and Divisions placed on a Tactical Alert shall be divided into a Minimum Operating Force and an Available Reserve.

001.10 MINIMUM OPERATING FORCE-TACTICAL ALERT. The Minimum Operating Force (MOF) during a Tactical Alert is the minimum personnel force needed by any Area or division to continue essential police functions. Area and division commanding officers shall determine the Minimum Operation Force as follows:

Area Patrol MOF

1. One-half of the Area's Basic Car deployment (A Cars only) on the primary watches and mid-watches for that day, **PLUS**,
2. Two supervisors (one in, acting as the Watch Commander, and one out, as a field supervisor) and essential station personnel (fixed posts).

The MOF shall be calculated for each watch (Day, PM, AM). To determine MOF during twelve-hour watches, A-Watch shall use **Day Watch** figures; B-Watch shall use **PM Watch** figures.

Example:

An Area deploys the following personnel on Day Watch patrol:

Regular	1 – Lieutenant	8 – A cars	1 – U car
	3 – Sergeants	1 – Z cars	3 – Desk officers
	1 – Kitroom officer	1 – STORM officer	
Mid-Watch	1 – Sergeant	4 – X cars	3 – Cycle units
	1 – Cycle Sergeant	1 – Footbeat unit	

The MOF and Available personnel for the above division is as follows:

	MINIMUM OPERATING FORCE			ASSIGNED TO MOBILE FIELD FORCE			ASSIGNED TO INCIDENT			AVAILABLE		
	LT	SGT	PO	LT	SGT	PO	LT	SGT	PO	LT	SGT	PO
REGULAR WATCH	1	1	12	0	0	0	0	0	0	0	2	12
MID-WATCH TIME:	0	0	0	0	0	0	0	0	0	0	2	16
TOTALS:	1	1	12	0	0	0	0	0	0	0	4	28

NOTE: An Area / division Watch Commander (lieutenant) may be reassigned by Communications Division to lead a Mobile Field Force as necessary.

DOCUMENTATION OF ON-DUTY PERSONNEL

Upon determination of the MOF, every Commanding Officer or Officer in Charge, shall ensure that all on-duty personnel are documented on an ICS Form 214, Unit Log. Resources should be grouped based upon their function or potential reassignment to the incident. For example, detective personnel should be listed on an ICS 214 in squads which can be utilized to form a Mobile Field Force. Gang Enforcement Detail personnel should also be formed into squads for potential reassignment.

Traffic Division's MOF

1. One supervisor assigned as the Watch Commander and the minimum personnel necessary to staff the desk (usually one officer). All other Traffic Division personnel shall be considered as Available.

Non-Patrol MOF (Includes Area Detectives)

Non-patrol Divisions shall be prepared to provide Available sworn personnel to UO assignment by identifying an MOF. Commanding Officers shall aggressively seek to ensure the MOF frees up available sworn personnel for reassignment. A non-patrol MOF is defined as follows:

1. The minimum strength needed to continue essential functions within the concerned division (list by rank and function). Examples of essential functions are:

- Mandatory custody processing by detectives on weekdays;
- Homicide investigation team; and,
- Felony booking advice.

2. The number and rank of personnel required to meet specific UO responsibilities. (See EOG Vol. 1, B/200 for responsibilities by command.) Examples of UO responsibilities are:

- Field jail team;
- Major crime field investigation team;
- Station defense detail;
- Bureau Mobile Field Force; and,
- Field scouts.

The MOF shall be figured for each watch and for **A and B Watches** as above.

It shall be the responsibility of **all** Commanding Officers to ensure the MOF on file accurately reflects the needs or abilities of their Area/Division.

Upon the necessity of a controlled redistribution of personnel during a UO, all Commanding Officers and Watch Commanders can expect Communications Division (DOC if activated) to initially re-deploy personnel to these minimums.

Deviations from MOF

Deviations from the established MOF may occur only in the following circumstances:

- When directed by the Director of Emergency Operations.
- A Bureau Commanding Officer may only reduce the MOF within the scope of his command.
- An Area/division, with the approval of their Bureau Commanding Officer, may submit a request to change their MOF to the Director of Emergency Operations. (This revised MOF shall be forwarded as above.)

If field forces in the Area of occurrence or adjoining Areas are depleted as a result of voluntary response to the scene of the UO, those voluntary units not actively involved shall be recalled from the incident, if possible, and made available for radio calls in their Area of assignment. If these units are not immediately available for recall, units from other Areas and Divisions shall be used to temporarily supplement the field forces in the depleted Area.

001.11 ADDITIONAL PERSONNEL RESOURCES-TACTICAL ALERT. In addition to uniformed personnel, the following personnel resources are also available during a Tactical Alert:

- Investigative personnel may be utilized to supplement or replace uniformed officers within the concerned Area.
- At the discretion of the Director of Emergency Operations or, in accordance with Emergency Operations Guide, Volume 1, B/001.06, during business hours the Director, OO, may direct the use of personnel other than geographic patrol, Traffic, and Area Detectives for the control of a UO.
- The following personnel are available with the approval of the Commanding Officer, Incident Personal and Training Bureau.
 - Officers attending recruit classes, to perform non-hazardous duties.
 - Officers attending in-service training may be returned to their respective Areas.
- With approval of the Director of Emergency Operations, civilian volunteers and police reserves may be assigned to an incident.

NOTE: Requests for civilian volunteers or police reserves shall be directed to the Communications Division Watch Commander. If the DOC has been activated, the requests shall be directed to the DOC Personnel Unit Leader.

- When on-duty forces assembled during a Tactical Alert are insufficient to meet the needs of the tactical situation, the Director of Emergency Operations shall initiate a Mobilization.

001.12 AVAILABLE RESERVE-TACTICAL ALERT. The Available Reserve is the status of officers who can be released from regular duties in their Area or division of assignment and assigned to an incident when needed. The Available Reserve shall consist of all officers and supervisors of an Area or division who are not assigned to the Minimum Operating Force, an incident, or assembled in an assigned Mobile Field Force (MFF). Those officers constituting the Available Reserve will ordinarily continue their routine duties until activated.

001.13 CONTROLLED REASSIGNMENT OF FIELD FORCES. During a Tactical Alert the following provisions shall apply when assigning units to an incident or MFF:

- An Area or division activated by a Tactical Alert may be required to commit its entire

Available Reserve to the UO.

- Activated Areas and divisions shall not be required to commit the Minimum Operating Force without the approval of the Director of Emergency Operations.

NOTE: In the event that sufficient personnel are not available for assignment to an incident, and the Director of Emergency Operations determines that the implementation of twelve-hour watches and a Mobilization is not desirable, he may direct that Area vice personnel, or other personnel not included in the Available Reserve, be assigned to an incident.

- Unless the need for assistance at the scene of the UO is critical, no more than 50 percent of the uniformed patrol units that are available and clear in an Area will be dispatched to an incident at one time.

NOTE: When there is an appreciable delay in obtaining sufficient units to fulfill the Incident Commander's requests for personnel, additional Areas and divisions shall be included in the Tactical Alert rather than depleting the Minimum Operating Force of activated Areas.

- Communications Division (DOC if activated) shall be responsible for the controlled redistribution of personnel during a UO. In addition, upon receipt of an Incident Commander's request for a Mobile Field Force (MFF) activation, Communications Division shall:

- Immediately, select and notify a MFF Unit Leader;
- Determine which units (supervisors and officers) shall be assigned to comprise the MFF;
- Upon receipt of the designated "Code Alpha" location, direct the immediate response of a Mobile Field Force Kit to that selected location;
- Designate what MFF identifier shall be utilized (e.g. 3 P 1 __, 3 P 2 __);
- Notify all concerned Watch Commanders of the MFF Activation;
- Direct the response of all selected MFF units to the "Code Alpha" location; and,
- Provide "Log On" information to those units (MDC equipped) selected/reassigned as an MFF.

001.14 CANCELLATION OF A TACTICAL ALERT. When the DOC has not been activated, the Incident Commander shall be responsible for the cancellation of a Tactical Alert and shall notify the Communications Division Watch Commander. If the DOC has been activated, the Director of Emergency Operations shall have the responsibility to cancel the Tactical Alert. When a Tactical Alert is canceled, the person initiating the cancellation shall cause a notice of cancellation to be broadcast by radio and NECS or ACC message to all involved Areas and divisions.

001.15 MODIFIED TACTICAL ALERT. A Modified Tactical Alert provides the Director of Emergency Operations, Incident Commander or Communications Division

Watch Commander with a method of holding over watches without the disruption of "routine" police duties. The following provisions apply during a Modified Tactical Alert:

- Achieves the same objectives as a Tactical Alert but **without** "police work of major importance" response restrictions;
- Alerts personnel of all or selected Areas to the possibility of personnel redistribution, and announces the existence of a potential major police incident;
- Provides an Available Reserve that can be used by concerned Area(s) to control an incident should it materialize;
- Controls the depletion of field forces and discourages uncontrolled voluntary response to the scene of a major police incident; and,
- Alerts Bureau(s) and Area(s) that Mobile Field Forces may be deployed.

001.16 HOLDING WATCHES OVER DURING A MODIFIED TACTICAL ALERT.

When a Modified Tactical Alert is initiated, the holding over of on-duty watches and the authority to release on duty personnel shall remain the same as holding over watches during a tactical alert (B/001.06), unless otherwise directed by the Director of Emergency Operations.

001.17 CANCELLATION OF A MODIFIED TACTICAL ALERT. Cancellation of a modified tactical alert shall remain the same as a tactical alert cancellation (B/001.14), unless otherwise directed by the Director of Emergency Operations.

002. PERSONNEL MOBILIZATION PLAN-MOBILIZATION

002.01 MOBILIZATION. A mobilization is the principal personnel deployment plan for control of a Major UO. In addition to the implementation of a Tactical Alert, the mobilization requires:

- The immediate extension of the work day to twelve-hour watches;
- The temporary deferment of days off; and,
- The recalling of off-duty officers.

NOTE: A mobilization of the Department includes civilian personnel as well as sworn personnel. Mayor's Executive Directive No. 54, July 18, 1988, defines the City Personnel Policy for Disaster Response. In the event of a disaster during normal working hours, all on-duty personnel shall remain at work until released by the Director of Emergency Operations.

When a disaster occurs outside normal working hours, all civilian employees shall report to work for their next normal shift unless specifically called to duty by their Commanding Officer.

002.02 PURPOSE OF A MOBILIZATION. A mobilization is activated to provide the necessary personnel when:

- A UO is of sufficient magnitude to require major deviation from normal police operating procedures and necessitates a general modification of Department organization and command.
- The forces assembled by a Tactical Alert are insufficient to meet the tactical situation.

NOTE: A mobilization shall be initiated without delay if, at the beginning of a UO, it is obvious that the on-duty forces will be insufficient to meet the immediate needs of the Incident Commander.

002.03 MOBILIZATION OF THE DEPARTMENT. A mobilization is initiated by the Director of Emergency Operations and may involve the entire Department or selected Areas and divisions.

002.04 MOBILIZATION BROADCAST. When a mobilization is initiated, the Communications Division Watch Commander shall cause a notice of the mobilization to be broadcast by radio and ACC or NECS message. If the DOC is activated, the DOC Operations Section Chief shall be responsible for causing the mobilization notification to be broadcast. The mobilization notification shall be made as follows:

- The broadcast shall specify the watch ("A" or "B") and Areas or divisions mobilized.
- The number of Areas or divisions included will depend upon the anticipated personnel needs of the Incident Commander.
- The radio broadcasts shall be repeated every 15 minutes for two hours following the original mobilization broadcast.
- If additional Areas or divisions are mobilized, that information shall be added to the original broadcast or promulgated in a supplementary mobilization broadcast.

002.05 EFFECTS OF A MOBILIZATION. When an Area or division is mobilized, the concerned Commanding Officer shall activate the Area or Division Mobilization Plan, which shall include:

- Implementation of twelve-hour watches;
- Deferment of days off;
- Consolidation of fixed-post positions;
- Alerting off-duty personnel;
- Arranging an inventory of personnel and equipment remaining in the Area or division;
- Preparing for the fulfillment of DOC requests for personnel and equipment; and,
- Restricting the activities of units remaining in the Area or division to police work of major importance.

002.06 HOLDING OVER WATCHES DURING A MOBILIZATION. When a mobilization is announced, on-duty watches shall be held over as follows:

- All Area and Traffic Division Commanding Officers shall hold over off-going watches. Off-going watches may be released only with the approval of the Director of Emergency Operations.
- Watch Commanders desiring to release off-going watches shall request approval through the DOC Operations Section.
- The DOC Operations Section Chief shall be responsible for securing the Director of Emergency Operations approval for releasing off-going watches and for sending a NECS or ACC message authorizing their release.
- A mobilization cancellation message shall be considered authority to release off-going watches.
- Personnel assigned to an incident will be relieved as directed by the Incident Commander.

002.07 ALERT OF OFF-DUTY PERSONNEL DURING A MOBILIZATION.

When a mobilization is initiated, personnel in mobilized Areas or divisions shall be activated as follows:

- Watch Commanders, on duty, in mobilized Areas or divisions shall cause notifications to be made to off-duty personnel assigned to their respective Areas or Divisions.
- When the offices of a mobilized Area or division are closed, off-duty personnel shall be notified as specified in the Area or division Standing Plan.
- In a Major Unusual Occurrence, the Director of Emergency Operations may use the services of cooperating commercial radio and television stations and the Emergency Alert System to notify off-duty personnel of the mobilization.
- When off-duty personnel are alerted, they shall be instructed when to report to their Area or division of assignment. Officers assigned to an incident shall continue reporting on-duty at their Area or division of assignment throughout the duration of the incident unless otherwise directed by Commanding Officer.
- When practicable, Commanding Officers that are requested to commit personnel to an incident shall send officers assigned to an on-going watch rather than officers who have been held over.
- Off-duty personnel that are unable to report to their duty assignment because of road closures or other transportation closures shall report for duty at the nearest law enforcement agency to their home. The employee will work at that agency until the transportation routes are re-opened or the Department arranges alternative transportation.

002.08 MOBILIZATION WATCH ASSIGNMENTS. All Department Commanding Officers shall establish and maintain a mobilization watch assignment roster and ensure that personnel of their commands are informed of individual assignments. All officers shall be included except those on vacation, military leave, extended leave due to illness, or those otherwise not available during the deployment period. Assignments shall be structured so that 45 percent of the uniformed officers comprise the "A" watch and 55 percent comprise the "B"

watch. Exception: Divisions and Sections that provide personnel for the DOC and EOC cadres shall assign 50 percent to A-Watch and 50 percent to B-Watch.

- Day watch officers should be assigned to the A-Watch and night watch officers to the "B" watch. Morning watch officers should be assigned to either the "A" or "B" Watch to comply with the 45:55 percent ratio requirement.

NOTE: The Director of Emergency Operations is not precluded from reassigning personnel commensurate with the needs of an emergency.

- Investigative personnel shall be assigned in a manner that allows for the augmentation of uniformed personnel, if necessary, and also to allow investigators to perform special functions related to UO's, e.g., Field Jail Task Force.
- The number of officers assigned to the Minimum Operating Force and the Available Reserve for each twelve-hour watch shall be computed and the Available Reserve reported as provided in B/002.14.

002.09 AREA/DIVISIONAL PERSONNEL ROSTER. Area/divisional personnel rosters shall list all personnel by Civil Service rank. The names of personnel shall be listed alphabetically within each Civil Service rank.

Exception: Police officers II and III assigned as detective trainees and vice officers shall be listed with the detectives. Gang Enforcement Detail (GED) and other Special Detail Units such as Property Crimes Units personnel shall be considered as uniformed.

Area personnel rosters shall include each officer's:

- Name - last, first, and middle initial;
- Civil Service rank and Department pay grade;
- Serial number;
- Patrol or investigative unit of assignment;
- Current watch assignment;
- Predetermined mobilization watch assignment (A-Watch or B-Watch);
- Vehicle operator license classification and medical status;
- Language skills;
- UPR / Slug qualified; and,
- Other useful information, at the discretion of the Commanding Officer.

NOTE: Commanding Officers shall ensure that the personnel roster is computerized, published and updated each deployment period.

002.10 MOBILIZATION CALL-UP ROSTER. All commands shall maintain A-Watch and B-Watch mobilization call-up rosters prepared from the mobilization watch designations

on the personnel roster.

Mobilization call-up rosters shall list all personnel by Civil Service rank. The names of personnel shall be listed alphabetically within each Civil Service rank.

Exception: Police officers II and III assigned as detective trainees and vice officers shall be listed with the detectives. GED and other uniformed Special Detail personnel shall be considered as uniformed.

The mobilization call-up roster shall contain each employee's name, home and cellular phone number.

An employee's special status shall be listed, along with the affected dates, if known.

Examples:

- Long-term sick;
- Injured on duty;
- Vacation (inclusive dates);
- Military leave (inclusive dates); and,
- Loan out of the Area (inclusive dates).

NOTE: Commanding Officers shall ensure that the mobilization call-up roster is computerized, published and updated each deployment period. Additionally, each officer shall be advised of his/her mobilization watch each deployment period via the posted "days off" schedule.

002.11 TWELVE-HOUR WATCHES. Each twelve-hour watch in a mobilization shall be preceded by a 30-minute roll call period. The watch times shall be:

- A-Watch 0600 - 1830 hours.
- B-Watch 1800 - 0630 hours.

The watch times for the ICP Cadre & DOC Cadre shall be:

- 0500 - 1730 hours.
- 1700 - 0530 hours.

Other watch hours may be established only with the approval of the Director of Emergency Operations. In unusual situations the Director of Emergency Operations may authorize watch hours in excess of twelve-hour shifts.

NOTE: Watch times reflect actual start and not transit from Roll Call to ICP.

002.12 AREA DEPLOYMENT DURING A MOBILIZATION. The "A" and "B" watches of a mobilized Area or division shall each be divided into a Minimum Operating Force and an Available Reserve.

002.13 MINIMUM OPERATING FORCE-MOBILIZATION. The Minimum Operating Force shall remain the same as outlined in B/001.10 MOF-Tactical Alert.

- Those fixed-post positions essential to Area operation, when practicable, will be filled by light-duty officers.

002.14 AVAILABLE RESERVE - MOBILIZATION. The Available Reserve for an Area shall consist of the Area's on-duty officers except those assigned to an incident or the Area's Minimum Operating Force for a mobilization. The Available Reserve includes Area vice, Narcotics Enforcement Detail, juvenile, fixed posts, accident investigation, and traffic enforcement personnel. If officers are assigned to an incident from the Available Reserve, the number assigned will be subtracted from the original Available Reserve to determine the current Available Reserve.

NOTE: The Available Reserve for a mobilization described above differs from the Available Reserve during a **Tactical Alert**, which is described in section B/001.12.

002.15 DIVISIONS OTHER THAN GEOGRAPHIC AREAS

- **Traffic Divisions.** The Available reserve for Traffic Divisions shall consist of all personnel who have not been assigned to an incident.
- **Other Divisions.** The Available Reserve for divisions, other than Area Detectives, shall consist of those officers in the division who are not assigned to the Minimum Operating Force or an MFF and who are available for assignment to an incident.

002.16 ASSIGNMENT OF AVAILABLE RESERVE PERSONNEL DURING AN UNUSUAL OCCURRENCE. The DOC Personnel Unit will make a determination regarding the availability of personnel from each Area or bureau during a mobilization. At that time, problems specific to the UO will be considered prior to assigning an Area's or division's Available Reserve to an incident. When an Area or division is mobilized, the predetermined Minimum Operating Force shall immediately become effective. Prior to the beginning of each twelve-hour watch, ICS Form 214, Unit Logs, shall be transmitted to Communications Division and the DOC as prescribed in the Department Manual (3/224.10).

002.17 SELECTION OF PERSONNEL. The Personnel assigned to UO control should be highly qualified in police service. Selection of incident personnel should be predicated upon the following qualities:

- Experience and job knowledge;
- Exemplary work habits;
- Physical stamina;
- Emotional stability; and,
- Fortitude.

These characteristics are of increased importance when selecting supervisors. They should have all the qualities necessary for police officers and also those attributes that contribute to effective leadership.

002.18 FORMATION OF SQUADS DURING A MOBILIZATION. In the application of Department tactics for Unusual Occurrences, certain situations will necessitate the use of squads. In a mobilization, when the Incident Commander indicates that squads will be used, the following procedures shall apply.

- When off-duty personnel are activated, concerned station supervisors or watch commanders shall arrange officers and supervisors into squads as they arrive for roll call and document the personnel on the ICS Form 214.
- The squads formed in the Area or division of assignment shall be dispatched with copies of their ICS Form 214, to the Staging Area or other designated location as a unit.
- Squad assignments shall, when practicable, continue unchanged throughout the duration of the mobilization.

002.19 LOCATION OF OFF-DUTY OFFICERS DURING A MOBILIZATION.

Off-duty personnel from mobilized Areas or Divisions shall inform their Watch Commander of the telephone number or location where they can be contacted when they are going to be away from their homes for more than one hour.

002.20 CANCELLATION OF A MOBILIZATION. Approval for the cancellation of a mobilization shall be obtained from the Director of Emergency Operations. When a mobilization has been canceled, the DOC Operations Section shall cause the broadcast of the cancellation by radio and NECS or ACC message as follows:

- The broadcast shall include the location of the occurrence and shall be directed to all involved Areas.
- The radio broadcast shall be periodically repeated during the first two hours following the original cancellation broadcast.
- The NECS or ACC message shall include instructions for resuming normal activities.

002.21 NOTIFYING OFF-DUTY PERSONNEL OF A MOBILIZATION

CANCELLATION. Upon receiving notification of a mobilization cancellation, Commanding Officers of mobilized Areas or divisions shall ensure that their concerned off-duty personnel, including those loaned or temporarily assigned to their command, are immediately notified of the cancellation.

In the event mobilized personnel need to be billeted in Department-selected facilities, the DOC Operations Section shall notify them when the mobilization is canceled.

**ATTACHMENT 3 - PANDEMIC INFLUENZA
RECOMMENDED ACTIONS FOR LAW
ENFORCEMENT - MANAGEMENT**

Redact attachment 3-5

LOS ANGELES POLICE DEPARTMENT

Los Angeles County Emergency Medical Services
Recommended Actions to Prepare Law Enforcement Agencies for Pandemic Influenza by Pandemic Phase

PANDEMIC INFLUENZA RECOMMENDED ACTIONS FOR LAW ENFORCEMENT – MANAGEMENT

<p>WHO Phase 1</p> <ul style="list-style-type: none"> No new influenza virus causing illness in humans <p>WHO Phase 2</p> <ul style="list-style-type: none"> No new influenza virus causing illness in humans Circulating animal influenza virus subtype poses a substantial risk of human disease <p>WHO Phase 3</p> <ul style="list-style-type: none"> Human cases from the new influenza virus No human-to-human transmission No cases in the United States 	<p>Low Impact</p> <ul style="list-style-type: none"> Deliver infectious disease training Determine and obtain critical resource stockpiles Review/update continuity of operations plans (COOP)
PANDEMIC ALERT PERIOD	ACTIONS
<p>WHO Phase 4</p> <ul style="list-style-type: none"> Small clusters with limited human-to-human transmission No cases in the United States 	<p>Medium Impact</p> <ul style="list-style-type: none"> Publish disease-specific treatment protocols Coordinate with Emergency Operations Board Validate COOP Plans
<p>WHO Phase 5</p> <ul style="list-style-type: none"> Large clusters of illness Localized human-to-human contact Little to no cases in the United States <div data-bbox="227 1304 768 1381"> <p>Employee Absenteeism up to 20%</p> </div>	<p>High Impact</p> <ul style="list-style-type: none"> Implement enhanced exposure protection and employee protection measures Monitor employee absenteeism Execute applicable elements of COOP plan Execute applicable elements of downgraded response plan, maximum commitment plan, and recall staffing plan
<p>WHO Phase 6</p> <ul style="list-style-type: none"> Widespread illness in the population throughout the world Sustained human-to-human transmission <div data-bbox="227 1608 768 1686"> <p>Employee Absenteeism over 20%</p> </div>	<p>Severe Impact</p> <ul style="list-style-type: none"> Implement strict exposure restrictions Activate DOC and EOC Execute applicable elements of COOP plan Execute applicable elements of downgraded response plan, maximum commitment plan, and recall staffing plan Reallocate personnel to support emergency response operations. Distribute critical resource inventories

Return to WHO Interpandemic Period <ul style="list-style-type: none"> • End of first pandemic wave • Next wave may occur within several months 	Prepare for a possible next wave: <ol style="list-style-type: none"> 1. Conduct staff debriefings 2. Participate in community debriefings 3. Implement appropriate changes based on debriefings 4. Replenish supplies 5. Continue to monitor the health of staff
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PLAN ACTIVATION

The Los Angeles County Department of Public Health will alert city agencies of the emergence of a pandemic influenza strain internationally and locally. Updates on the spread of the virus (a few local cases, clusters of cases, and widespread infection) will be made regularly.

The Mayor or their appointee activates the Pandemic Influenza Continuity of Operations Plan and the EOC when it is necessary to manage and coordinate a response. This decision will be made in consultation with the EOC and City partner leaders. Internal sections and employees will be notified of the activation of a stage in the Pandemic Flu Continuity of Operations Plan. Notification will occur through the mechanisms outlined in the **City of Los Angeles Pandemic Influenza Continuity of Operations Appendices-Attachment 6, Information Dissemination Plan.**

ATTACHMENT 6: INFORMATION DISSEMINATION PLAN

Throughout phases 1-6 the City will need to provide accurate and up-to-date information to key audiences. The information dissemination plan describes who will develop and authorize content, audiences, messages, and the information dissemination strategy.

RESPONSIBILITY AND AUTHORITY

Content Development

The following individuals and alternates will be responsible for creating and/or coordinating the development of content for communicating with employees, clients, the general public, suppliers and service vendors, and partners.

Name	Job Classification	Section/Unit	Contact Information	Primary/Alternate

Approves Content

The following individuals and alternates will be responsible for authorizing the content and information dissemination strategy.

Name	Job Classification	Section/Unit	Contact Information	Primary/Alternate

AUDIENCES

The City will be responsible for providing information to the following audiences:

- **Employees.** Senior managers, administrative staff, field staff
- **City partners**
- **Product and service vendors.** See Attachment 5 of the Los Angeles Police Department Pandemic Influenza Annex for product and service vendors.
- **Clients/general public.** Special needs groups.

See attached table, Modes for Communicating Pandemic Influenza to Primary Audiences.

COMMUNICATION MESSAGES

The City will provide ongoing information and guidance to the above audiences-employees, customers/clients/general public, and product and service vendors-throughout each stage. Important communication messages include:

Stage 1-2 (Prepare)

- General avian/pandemic influenza information
- Disaster service worker obligations
- Components of the [Agency's] pandemic influenza continuity of operations plan
- How to develop a personal/family disaster kit
- Where to get information during an emergency (e.g. website, telephone information line)

Stage 3-5 (Respond)

- Activation of Stage 3-5
- Updates on the status of the pandemic
- Policy changes
- Infection measures to be utilized at work
- Illness reporting
- Job reassignments
- Vendor product/supply needs
- Services available to the public

Stage 6 (Recover)

- Activation of Stage 6
- Updates on the status of the pandemic
- Job reassignments
- Policy changes

MODES OF DISSEMINATION

Information will be disseminated to audiences throughout each stage using the modes of communication described below. Multiple strategies will be used to create redundancy and ensure that intended recipients receive messages.

- **Telephone Systems:** Internal agency information line [insert telephone number], external public information line, mass voice mail message, call center/phone bank, call-down tree
- **Electronic Systems:** Mass e-mail message, website posting [insert web address], intranet posting, on-line chat
- **Hard copy:** Mailing, interoffice mail, mass faxes, notice board postings, pay check mailing
- **In person:** Meeting, presentation, training
- **Media- TV, Radio, Newspaper:** Press releases, press conferences

Information may be packaged in the form of letters, memos, fact sheets, brochures, newsletters, etc.

See attached:

1. Modes for Communicating Pandemic Influenza to Primary Audiences.
2. Personal roster with after hours and emergency contact information. ***Attach information to Attachment 2 of the Los Angeles Police Department Seasonal and Pandemic Influenza Annex.***
3. Instructions for operating modes of communication (e.g. information telephone line, web postings) with key contacts and required access numbers. ***Attach information to Attachment 2 of the Los Angeles Police Department Seasonal and Pandemic Influenza Annex.***

MODES FOR COMMUNICATING PANDEMIC INFLUENZA INFORMATION TO PRIMARY AUDIENCES

Mode of Dissemination	Audience			Good for Internal Communication Telephone System	Strength/Weaknesses
	Employee	Partner	Client/Public		
Internal Agency Emergency Information Line	✓			Yes	A voice message can be pre-recorded and updated off site. Access to the voice message can be controlled by using a PIN provided to all employees. (Good for relaying instructions on reporting to work.)
External Information Line	✓	✓	✓	Yes	
Mass Voice Mail Message	✓			Maybe	Some employees may not have a designated work phone with voice mail
Call center/phone bank	✓	✓	✓	Yes	Some individuals may prefer speaking to a live person vs. a recorded message.
Call-down tree	✓			Yes	A call-down tree can be used for relaying simple and short information by phone. Each person is designated to call another once they have received the message.
Electronic					
Mass E-mail message*	✓			No	No Some employees may not have a designated e-mail address or be able to access e-mail at home.
Website Posting*	✓	✓	✓	Maybe	Maybe Not all people will have access to a computer.
Intranet Posting*	✓			No	Not all employees will have access to a computer.
On-line chat		✓			Not all people will have access to a computer.
Hard Copy					
Mailing*	✓			No	No Delivery may take a few days. May be costly.
Interoffice Mail*	✓	✓	✓		Not all staff have a mail box for receiving interoffice mail.
Mass Faxes*				Yes	Database with fax numbers and mass fax system required.
Notice Board Posting*	✓			Maybe	
Pay check mailing*	✓		✓	No	No All employees will receive information
In Person					
Meeting	✓	✓	✓	Maybe	During some stages it may not be advisable to hold gatherings
Training	✓			No	May take time to coordinate.
Media: TV, Radio, Newspapers					
Press release*	✓	✓	✓	Yes	
Press conference	✓	✓	✓	Yes	

* Examples of informational content include letters, memos, fact sheets, brochures, and newsletters.

VI. RESPONSE PHASE

Essential Operations

B/000 PERSONNEL MOBILIZATION PLAN

001. PERSONNEL MOBILIZATION PLAN-TACTICAL ALERT.

001.05 EFFECTS OF A TACTICAL ALERT -LAPD EMERGENCY OPERATIONS GUIDE

All field units in the alerted Areas shall continue patrolling their assigned districts unless reassigned by Communications Division.

- Unless otherwise directed, officers working in the Areas included in a Tactical Alert shall confine their activities to **police work of major importance.**
- Watch commanders and field supervisors shall ensure that all on-duty personnel are aware of the Tactical Alert.
- Officers in alerted Areas who are off the air handling calls or making reports shall, whenever possible, be required to resume field patrol and await further instructions by radio or other communication.
- Communications Division shall screen all incoming calls and, whenever possible, direct citizens to the concerned police station for making complaints or reports.
- Watch commanders shall assign personnel to monitor radio frequencies, NECS and ACC messages.
- Watch commanders shall maintain an accounting of on-duty personnel on the Unusual Occurrence Personnel Status Report, Form 14.03, in accordance with instructions contained on the form.
- Investigative personnel, assigned to Areas or divisions included in the Tactical Alert, shall continue to perform their regular duties; however, they shall contact their division of assignment at least once each hour.

NOTE: Twelve-hour watches may be established by the Director of Emergency Operations; however, commanding officers of Areas specifically included in a Tactical Alert may establish twelve-hour watches for their Area when their judgment indicates that this will best serve their personnel needs. The Director of Emergency Operations and the concerned bureau commanding officer shall be notified when this prerogative is exercised.

ATTACHMENT 4 - JOB FUNCTIONS

ESSENTIAL JOB FUNCTIONS OF LAW ENFORCEMENT DURING A PANDEMIC

The Department's primary function during a pandemic will be to support the public health response by maintaining public order and enforcing community disease containment measures while maintaining a healthy staff and continuing to perform essential law enforcement duties. Providing security and crowd control may include protection for:

- Medical facilities overwhelmed with persons seeking medical attention (whether ill, or worried that they may be ill, but are actually well).
- The transport of limited supplies of vaccine.
- The transport of limited supplies of antiviral medications.
- Points of medication dispensing and vaccination.
- The transport of ill persons from airports.
- Vulnerable targets for crimes of opportunity such as vacated schools, office complexes, etc.
- Basic needs sources such as supermarkets, warehouse stores (e.g., Costco, Sam's Club), all-purpose stores (e.g., Target, Wal-Mart), etc.

Other:

- Preventing problems from persons who are violently competing for scarce resources such as vaccines, antiviral medications, food, and other supplies.
- Detecting and preventing crimes of opportunity such as fraudulent schemes which often target special population groups, such as the elderly.

Enforcing community containment measures (issued by Public Health) which may include:

- Enforcing quarantine orders.
- Enforcing isolation orders.
- Enforcing other required (non-voluntary) community containment measures such as
 - Facility closures.
 - Road closures, mass transit, and other travel restrictions.

ATTACHMENT 5 - VENDORS

LAPD Top 20 List – Eric Robles, Emergency Planning Unit, Department of General Services

1. Command Post Vehicles - searching for vendors.

2. Portable Light Trailers - currently at Piper Tech.

3. Portable Lights - currently at Piper Tech.

VN: All Phase BN: RAMIRO PUHAWAN CID: 58681

4. Generators

VN: Powerland Equipment Inc. BN: CLAUDIA LANDRUM CID: 59010

5. Pop Ups (Shade)

VN: Beltrans Rents and Sales BN: CLIFF CORTES CID: 59648
(Rental)

6. Portable toilets

VN: SOS Survival Products BN: ERIC LAU CID: 59453

8. Sound Trucks

9. Radios/Batteries

VN: Motorola BN: KITTY PAI CID: 59456

VN: Battery Specialties
Batteries in Warehouse

10. LARCOP Vehicles - searching for vendors.

12. Extension Cords - check Piper Tech.

13. Tables and Chairs

VN: AAA Rent & Events BN: MARIA DOLLY RODRIGUEZ CID: 58997
(Rental)

14. Bottled Water

VN: NESTLE WATER, BN: SANDY KE CID: 59358
ARROWHEAD

15. Food

VN: SOS Survival Products BN: ERIC LAU CID: 59453

VN: Jensen's Finest - Vendor ID 0000037420 (760) 249-3322 - Sack Lunches

VN: Brent's Deli - Vendor ID 0000034005 (818) 886-5679 - Sack lunches

VN: City Fare - Vendor ID 0000043058 (213) 746-2224 - Boxed lunches

16. Satellite Phones - searching for vendors

17. Access to Internet

VN: Dell BN: MARIA DOLLY RODRIGUEZ CID: 59671

VN: HP BN: MARIA DOLLY RODRIGUEZ CID: 59676, 59677

VN: Dailey Wei -001 BN: MARIA DOLLY RODRIGUEZ CID: 59606

18. Goggles

VN: Fisher Scientific BN: SANDY KE CID: 59284

19. Masks – currently in warehouse.

VN: Fisher Scientific

BN: SANDY KE

CID: 59284

20. Diesel/Gas For Vehicles (for long term deployment) - searching for vendors

WAREHOUSE CONTACTS

INVENTORY MANAGER	WAREHOUSE	ADDRESS	PAGER	TELEPHONE NO.	FAX NO.
JR Mora	Distribution Center	555 Ramirez St. Los Angeles, CA 90012		(213) 473-8020	(213) 473-8023
Rami Davidyan	Automotive	555 Ramirez St. Los Angeles, CA 90012		(213) 473-0564	(213) 485-0881
Dave Bunjac	Hyperion Transportation	12000 Vista Del Mar, Playa Del Rey, CA 90293		(310) 648-5268	(310) 648-5516
Jeff Hatchet	Street Lighting; ITA; Communications	4550 Santa Monica Bl. Los Angeles, CA 90029	Cell phone: (805) 573-9995	(323) 913-4748	(323) 913-4716
Debra Samarini	Rec. & Parks/ P.W. St. Services	3900 Chevy Chase Dr., Los Angeles, CA 90039	Cell phone: (805) 573-9995	(818) 502-0940	(818) 247-5968
Anthony Popper	Police Department	555 Ramirez St. Los Angeles, CA 90012		(213) 473-7990	(213) 473-7996

VENDOR CONTACTS

VENDOR CODE	VENDOR NAME	ADDRESS
00003336900	FLIGHT TRAILS HELICOPTERS INC	18001 COWAN SUITE A IRVINE, CA 92614
00004387702	CARL ZEISS MICROIMAGING INC	P O BOX 512206 LOS ANGELES, CA 90051-0206
00003215200	ASSI SECURITY INC	2528 AIKEN AVE LOS ANGELES, CA 90064
00004069902	TANGRAM	BOX 21918 LOS ANGELES, CA 90021-0918
100023103	CADOW SOFTWARE CONSULTING INC	FILE 57220 LOS ANGELES, CA 90074-7220
00001430504	MEDICO PROFESSIONAL	PO BOX 945664 ATLANTA, GA 30394-5664
100029158	SECURITAS SECURITY SERVICES	3009 N HIGHWAY 89 PRESCOTT, AZ 86301
100008813	CHOICE POINT BUSINESS AND	1001 CORPORATE DRIVE #205 CANONSBURG, PA 15317
00004304503	PROFORCE MARKETING INC	270 Park Avenue New York, NY 10017
00004160200	NABCO	1892 FREEMAN AVE SIGNAL HILL, CA 90755
100022510	JP MORGAN CHASE BANK NA	P.O. BOX 518 LA HABRA, CA 90633-0518
00003522208	FISHER SCIENTIFIC	1439 HILLCREST AVE GLENDALE, CA 91202
00003974402	BURCH FORD	P. O. BOX 2099 WARMINSTER, PA 18974
00001077502	ROTARY SUPPORT	21700 OXNARD ST #250 WOODLAND HILLS, CA 91367
00002167902	HAVIS SHIELD EQUIP CORP	P. O. BOX 4000 LAKE ELSINORE, CA 92531
00004311602	KEY INFORMATION SYSTEMS	23621 CREEKSIDE RD VALENCIA, CA 91355
00003711902	LAKE CHEVROLET	P.O. BOX 3806 BOSTON, MA 02241-3806
00003939400	FRONTIER AUTO SALES	P.O. BOX 101446 ATLANTA, GA 30392-1446
00004259004	CINEFLEX CAMERA SYSTEMS LLC	FILE NO. 52595 LOS ANGELES, CA 90074-2595

0000038509	APPLIED BIOSYSTEMS	UNIT I PO BOX 51920 LOS ANGELES, CA 90051-6220
00004388602	HAWORTH	BOX 0001 LOS ANGELES, CA 90096-0001
100031816	CALAMP SOLUTIONS INC	500 W TEMPLE ST LOS ANGELES, CA 90012
100010786	AMERICAN EXPRESS	P.O. BOX 5069 SAGINAW, MI 48605-5069
100000504	COUNTY OF LOS ANGELES	P O BOX 1131 ALHAMBRA , CA 91802
00003052319	SBC PACIFIC BELL	110 W WALNUT ST GARDENA, CA 90248
00003386402	BOB WONDRIES MOTORS INC	12310 E SLAUSON AVE SANTA FE SPRINGS, CA 90670-1868
00001140202	CANON BUSINESS SOLUTIONS	PO BOX 52315 IRVINE, CA 92619
00000386410	SPICERS PAPER	BOX 791153 BALTIMORE, MD 21279-1153
00003891502	DEBILIO DISTRIBUTORS INC	4246 COLLECTIONS CENTER DR CHICAGO, IL 60693
100022681	MARCOR REMEDIATION INC	207 W 20TH STREET SANTA ANA, CA 92706
100022249	EMC CORPORATION	345 N CITRUS AVE, BOX 400 WEST COVINA, CA 91793-0400
100001576	LYNDEN J AND ASSOCIATES INC	1198 N GROVE ST ANAHEIM, CA 92806
00000154300	REYNOLDS BUICK GMC	1919 PUENTE AVE BALDWIN PARK, CA 91706
00003016700	DOOLEY ENTERPRISES	500 W TEMPLE ST, ROOM 525 LOS ANGELES, CA 90012
00004256500	LAIDLAW'S HARLEY-DAVIDSON SALES	DEPT 8867 LOS ANGELES, CA 90084-8867
100030433	LOS ANGELES REGIONAL CRIME LAB	1002 WEST TENTH ST AZUSA , CA 91702
00002445903	PELICAN PRODUCTS INC	13207 COLLECTIONS CENTER DR CHICAGO, IL 60693
00003028100	AARDVARK TACTICAL INC	8151 AUTO DRIVE RIVERSIDE, CA 92504
00004413806	HEWLETT-PACKARD COMPANY	13901 AVIATOR WAY FORT WORTH, TX 76177
00004321700	MOSS BROS DODGE RIVERSIDE	96631 COLLECTION CENTER DR CHICAGO, IL 60693-6631

00001989902	FEDERAL SIGNAL CORP	PO BOX 971227 DALLAS, TX 75397
00003629616	SPRINT	PO BOX 845389 BOSTON, MA 02284-5389
00001400705	AIRBUS	PO BOX 827153 PHILADELPHIA, PA 19182-7153
100024153	NESTOR TRAFFIC SYSTEMS INC	PO BOX 100376 PASADENA, CA 91189
100029045	ORCHID BIOSCIENCES INC	P.O. BOX 70025 LOS ANGELES, CA 90074
00000207404	GALLS/LONG BEACH UNIFORM	DEPT AT 40297 ATLANTA, GA 31192-0297
00002804005	OFFICE DEPOT BUSINESS SVCS DIV	PO BOX 100809 PASADENA, CA 91189
100013272	BEARINGPOINT INC	PO BOX 333 SEATTLE, WA 98111
00003660313	HERMAN MILLER	400 S ATLANTIC AVE ALHAMBRA, CA 91801
100017721	SIERRA SYSTEMS GROUP INC	BOX 512816 LOS ANGELES, CA 90051-0816
00002982303	WONDRIES FLEET GROUP	PO BOX 514429 LOS ANGELES, CA 90051-4429
100003945	LOS ANGELES COUNTY	P.O. BOX 79335 CITY OF INDUSTRY, CA 91716
00003293002	EN POINTE TECHNOLOGIES INC	88028 EXPEDITE WAY CHICAGO, IL 60695
00003497111	COMPUCOM SYSTEMS	13108 COLLECTIONS CENTER DR CHICAGO, IL 60693
100015765	NORTHROP GRUMMAN IT	7700 IRVINE CENTER DRIVE #500 IRVINE, CA 92618
00002844210	MOTOROLA C & E	550 S HOPE ST #500 LOS ANGELES, CA 90071
00004255102	WEST COVINA FORD INC	18001 COWAN SUITE A IRVINE, CA 92614
100000943	US BANK	P O BOX 512206 LOS ANGELES, CA 90051-0206