CITY OF LOS ANGELES

LOS ANGELES POLICE DEPARTMENT

2016
EMERGENCY PLAN

REVISED: January 4, 2016

PREFACE

All City departments, bureaus and offices are required to develop department emergency plans in accordance with Directive EP-1. The department emergency plans have a three-fold purpose that includes addressing:

- Elements of the Department's Business Continuity/Continuity of Operations strategy for ensuring the provision of emergency functions;
- The department's role in managing its internal emergency operations and supporting Citywide emergency response and/or recovery; and,
- The department's program for ensuring employee safety and preparedness.

Department emergency plans are intended to give your management and staff, as well as other departments and divisions of the City's Emergency Operations Organization (EOO), an understanding of your critical functions, contingencies for performing them in an emergency, means for supporting Citywide response operations and strategies for preparing personnel. They supplement, but do not replace your department's standard operating procedures, tactical and continuity plans which provide more detailed information.

Plans are to be reviewed annually. All plan revisions shall be made as necessary. This includes revising all dates in reference to the development of the plan to reflect the current date of annual review. The Record of Revision page of the each Department Emergency Plan shall be completed annually. Revised plans shall be submitted to the Emergency Management Department on or before January 31 of each year. One hard copy of the plan must be submitted along with one (1) copy in an electronic form (e-mail or CD) to the Emergency Management Department. In addition, each department General Manager shall certify the review and revision of their Department Emergency Plan by completing the Plan Certification form annually. The original, signed Plan Certification form shall be submitted in the hard copy of the revised plan, submitted to the Emergency Management Department annually. A copy of this signed form should be kept in any current hard copy plan the individual department keeps on file. The Emergency Management Department will ensure the proper security and confidentiality of submitted materials. The Emergency Management Department will annually review department emergency plans, training reports and other related activities. Emergency Management Department staff will be available to provide technical assistance to each department to ensure plans are completed and maintained in accordance with the guidelines. Updated plans should be forwarded to the following address:

Emergency Management Department
Planning Division
500 East Temple Street, Room 130, Mail Stop 988-01
Los Angeles, CA 90012

For additional information, or if you need any assistance in developing or revising your department's emergency plan, contact the Emergency Management Department Planning Division at (213) 484-4804.

PLAN CERTIFICATION

As Chief of the Los Angeles Police Department, I acknowledge and certify that the Department Emergency Plan submitted to the City of Los Angeles' Emergency Management Department has been reviewed and revised in accordance with the current emergency preparedness and mitigation activities, as well as the current emergency response and operations procedures as they pertain to this department.

I acknowledge that this certification is valid until January 31st of the next calendar year or until any significant changes to this plan take place, whichever comes first.

Signature

1-28-16
Date

Charlie Beck
Name

Chief of Police
Title

A new certification must be completed each January with the submission of a revised plan. A new certification must be completed if significant changes to the emergency preparedness or mitigation activities and emergency response or operations of the department occur before the annual review, which would cause this plan to be revised prior to the annual review.

RECORD OF REVISION

Date of Review and Revision	Name of Person Coordinating Review and Revision	Description of Change	Page Number of Change	Date Revised Plan Submitted to EMD
10/23/2015	Officer R. Rogers	Change Year	Cover	
10/23/2015	Officer R. Rogers	Change "Fiscal Year 2014-2015" to "Calendar Year 2016"	9	
10/23/2015	Officer R. Rogers	Changed date and time of Great California Shakeout to 10/15/2015 at 1015 hours	19	
10/23/2015	Officer R. Rogers	Removed MAARS bullet point.	24	
10/23/2015	Officer R. Rogers	Added the word "with"	24	
10/23/2015	Officer R. Rogers	Changed the word "are" to "is"	25	
12/8/2015	Officer R. Rogers	Changed "Counter-Terrorism Training Unit, Training Division (TD)" to "Emergency Preparedness Unit, Emergency Operations Division (EOD)"	27	
12/30/2015	Officer R. Rogers	Changed "LANS" to "LAN"	21, 22, 23	
01/04/2016	Officer R. Rogers	Changed "October 15, 2015, 1015 hours, Great California Shakeout; the November 20, 2014, City of Los Angeles Functional Exercise" to November 20, 2014, City of Los Angeles Functional Exercise; October 15, 2015, 1015 hours, Great California Shakeout"	19	
01/04/2016	Officer R. Rogers	Changed "recent" to "2014", added "the 2015 Lopez Canyon Exercise in Operations-Valley Bureau"	20	
01/04/2016	Officer R. Rogers	Changed "ordinance" to "ordnance"	22	
01/04/2016	Officer R. Rogers	Deleted the word "all" three times, changed "cell phone" to "cellular telephone"	23	
01/04/2016	Officer Rogers	Changed Emergency Preparedness coordinators training requirement from "twice a year" to "once a year"	28	

01/04/2016	Officer R. Rogers	Changed "response to mudslides/debris flows, pandemic influenza outbreaks" to "personal emergency", changed "Incident Command Post Unit" to "Mobile Command Response Unit", changed "bureau" to "the Department"	23	
01/04/2016	Officer R. Rogers	Changed "Scientific Investigation Division" to "Forensic Science Division, Hazardous Chemicals Unit"	31, 32	
01/04/2016	Officer R. Rogers	Deleted "Note: All Department COOP Plans have been approved and will be forwarded electronically to EMD"	34	
01/04/2016	Officer R. Rogers	Added "The following positions can activate this Plan"	38	
01/04/2016	Officer R. Rogers	Changed "Declaration" to "Proclamation", changed "Declaration" to "Proclamation"	40	
01/04/2016	Officer R. Rogers	Changed "Housing Department to "Housing and Community Investment Department"	43	

Chapter 1

ADMINISTRATION

I. INTRODUCTION

Historically, the City's efforts to control disasters and other emergencies have involved the Los Angeles Police Department (Department) and Los Angeles Fire Department (LAFD) as primary control forces, with other City departments providing support with varying degrees of involvement. As a result, some occurrences have severely tasked the Department's and LAFD's resources, and the City's ability to rapidly and fully recover from the effects of a widespread disaster.

A large population, high-density housing and other factors found in today's urban environment contribute to the severity of disasters when they occur. The result is increased demand upon the City's emergency services.

The City of Los Angeles has adopted the National Incident Management System (NIMS) for the management of all incidents, both emergency and planned, per City Council Resolution File No. 05-1807. The Department has integrated NIMS into its response system and procedures. The Department's practice is to use NIMS when responding to a major incident, exercise or special event and to encourage and promote the adoption of NIMS by other organizations and stakeholders.

Although emergencies will vary in magnitude, large-scale occurrences require involvement of all City departments and their resources to overcome the effects of the emergency. To coordinate the City's response, the Emergency Operations Organization (EOO) has been formed. It is a special purpose organization that is comprised of representatives from each department and is divided into divisions with special responsibilities for planning and emergency response.

The need to create public awareness of police responsibility to protect lives and property, maintain order and preserve the peace is especially accented by emergencies such as fires, earthquakes and explosions. However, it should be understood that one of the most important functions of the Department during disasters is to assist and expedite emergency operations of other agencies having primary responsibility to overcome the cause or effect of the incident. Often, other agencies cannot operate effectively until Department personnel have successfully performed certain initial control measures, such as:

- Establish Command;
- Obtain Situational Awareness;
- Establish Perimeter Control;
- Establish Field Communications;
- Maintaining Ingress/Egress Routes;
- Establish Crowd Control/Management; and,
- Secure Incident Command Post and Staging Locations.

During emergencies, such as civil disturbances or riots, when the Department has the primary control responsibility, Department resources shall be immediately applied to effectively control the incidents. The assistance of other agencies, when needed, shall be requested without delay by establishing a Liaison Officer to coordinate other agency operations with those of the Department.

Since no two emergencies will be the same in nature, scope, or magnitude, it is necessary for the Department's plans to be basic, flexible, and subject to modification as the needs arise. Because these occurrences are infrequent, training and exercise programs must be conducted on a regular basis. Success is primarily dependent on well-trained personnel who assist the Director of Emergency Operations, who is supporting the incident commanders who are actively managing the incidents.

Every Bureau, Area and Division of the Department has some responsibility related to the control of disasters or other emergencies. Accordingly, each commanding officer has a responsibility to ensure the efficient activation, maintenance and conclusion of those duties related to his/her command.

Mission Statement:
It is the mission of the Los Angeles Police Department to safeguard the lives and property of the people we serve, to reduce the incidence and fear of crime and to enhance public safety while working with the diverse communities to improve their quality of life. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards to maintain public confidence.(Department Manual Volume 1, Section 105).

Department Vision and Motto:
It is the vision of the Los Angeles Police Department to, as closely as possible; achieve a City free from crime and public disorder (Department Manual Volume 1, Section 102).

*The motto, "**To Protect and To Serve,**" states the essential purpose of the Department. The Department **protects** the right of all persons within its jurisdiction to be free from criminal attack, to be secure in their possessions and to live in peace. The Department **serves** the people of Los Angeles by performing the law enforcement function in a professional manner, and it is to these people that the Department is ultimately responsible (Department Manual Volume 1, Section 100).*

Summary of Department Emergency Plan:
This Department Emergency Plan defines the Department's response protocol to major incidents. This plan contains a condensed version of the Department's Emergency Operations Guide (EOG). The Department Emergency Plan has been divided into four categories: Preparedness, Response, Mitigation and Recovery.

This plan will be utilized for all major incidents, and will be used as a template for all pre-planned events, unforeseen incidents, training events, exercises, and any other circumstances deemed necessary.

The Commanding Officer (C/O), Emergency Operations Division (EOD), is responsible for the implementation and compliance of NIMS within the Department for Calendar Year 2016. The C/O, EOD, is the point of contact to monitor and administer the compliance responsibilities of NIMS, including plan updates, reporting on the status of annual training requirements and all other current and future NIMS requirements.

This Department Emergency Plan is in compliance with NIMS as well as the Standardized Emergency Management System (SEMS) as required by City Council Resolutions File No. 05-1807 and 07-0491.

II. REVIEW, APPROVAL OF PLAN AND DISTRIBUTION

The C/O, Counter Terrorism and Special Operations Bureau (CTSOB), is responsible for the review, revision and submission of the Department Emergency Plan.

Review
This Department Emergency Plan must be reviewed annually. This plan should also be reviewed whenever significant policy or procedure changes may affect this plan.

Revision
Revisions and internal approval of this plan are to be completed by January 31st of each year. A revision should take place whenever a significant change in any policy or procedure occurs that affects any information contained in this plan.

Each time a revision to the plan takes place, the Record of Revision page is to be completed. This page will be used to track frequency of review and revision and document who performs these activities.

A. Internal Approval

The Department Emergency Plan describes the responsibilities, organizations and functions, operating procedures, command strategy and control tactics, and laws for major incident control during civil disturbances, disasters and other emergencies. Revisions to the Plan shall be completed annually by EOD, as well as whenever amendments are required. All revisions and amendments shall be approved by the C/O, CTSOB.

If any section, subsection or other portion of the Department Emergency Plan is found to be illegal or otherwise incorrect or in conflict with recent legislative actions or court decisions, such findings shall not affect the validity of the remaining contents of the Plan.

The Chief of Police must complete the Plan Certification each time the plan is reviewed and approved. At a minimum, this will be completed annually with the annual review and revision. The original signed Plan Certification shall be kept in the master Department Emergency Plan on file with EOD.

B. Submission

Completed Department Emergency Plans are to be submitted to the Emergency Management Department (EMD) in both printed copy and in electronic format on or before the close of business on January 31st of each year.

A copy of the current signed Plan Certification shall be in the plan submitted to EMD annually.

C. Distribution

The Department Emergency Plan has been formatted as a condensed version of the Department's EOG. The EOG has been produced in electronic format and published on the Department Local Area Network (LAN) home page. Department commands have been notified of the electronic publication and directed to print out a hard copy of the EOG binder with all volumes and maintained as follows:

- Geographic Areas (3) copies
  - Captain
  - Detectives
  - Watch Commander (W/C)
- Non-patrol divisions and sections (1) copy
- All Staff Officers (1) copy

A copy of the Department Emergency Plan will be kept on file at EOD, CTSOB, and Real-Time Analysis and Critical Response (RACR) Division. The Emergency Plan will also be accessible via the Department's LAN for all personnel to view.

The Mayor has directed that every General Manager (GM) prepare, implement and maintain a department emergency plan and training program. Therefore, it is essential that submitted plans reflect the approval of the department GM.

Chapter 2

MITIGATION

III. THREAT/HAZARD ANALYSIS

Threat/hazard analysis is a required element of this Department Emergency Plan. The following is a specific list of identified threats/hazards that have the potential to prevent normal business operations as well as hinder the performance of any of the critical functions as outlined in Section III of this Department Emergency Plan. This analysis takes into account all threats capable of interrupting this Department's ability to prepare for, respond to and recover from a disaster. This analysis covers natural, man-made and technological threats as well as any threats posed by inadequate preparedness, response, mitigation or recovery.

The following is a list of the types of threats/hazards identified by this Department.

A. Natural Threats

Earthquakes

- Personnel employed by the Department reside both within and outside the County of Los Angeles. A large earthquake can delay or prevent an employee from responding to their area of assignment due to damaged ingress routes, resulting in a lack of personnel for emergency response.

- The Department's radio system operates utilizing repeaters. In a large earthquake, this could significantly interrupt vital radio communication in daily operations as well as emergency response and recovery.

- Department facilities equipped with jails may suffer severe structural damage, resulting in the mandatory evacuation and relocation of arrestees.

- Department facilities may suffer serious structural damage, resulting in an evacuation of the building and restricting access to vital records and equipment.

- Damaged roadways can delay or prevent officers with facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, and may also restrict or delay the response of evacuation resources.

- Food, bedding, supplies and water are not readily available (stored at location) for Department employees who are unable to return home due to mobilization, critical assignments, damaged roadways, etc.

Fire/Wildfire

- Personnel employed by the Department reside both within and outside the County of Los Angeles. A large fire/wildfire can delay or prevent an employee from responding to their area of assignment due to road closures.

- The Department's radio system operates utilizing repeaters. A large fire/wildfire could significantly interrupt vital radio communication to daily operations as well as emergency response and recovery.

- Department facilities equipped with jails may suffer severe structural damage, resulting in the mandatory evacuation and relocation of arrestees.

- Department facilities may suffer serious structural damage, resulting in an evacuation of the building and restricting access to vital records and equipment.

- Damaged roadways can delay or prevent officers with facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, and may also restrict or delay the response of evacuation resources.

Storms/Floods

- Personnel employed by the Department reside both within and outside the County of Los Angeles. A heavy storm can delay or prevent an employee from responding to their area of assignment due to road closures and flooding.

- The Department's radio system operates utilizing repeaters. A large flood could significantly interrupt vital radio communication in daily operations as well as emergency response and recovery.

- Areas affected by heavy storms/floods can limit the access of Department vehicles and delay or prevent emergency response (i.e., black and white patrol vehicles).

- Department facilities equipped with jails may suffer severe structural damage, resulting in the mandatory evacuation and relocation of arrestees.

- Department facilities may suffer serious structural damage, resulting in an evacuation of the building and restricting access to vital records and equipment.

- Damaged roadways can delay or prevent officers with facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, and may also restrict or delay the response of evacuation resources.

Tsunamis

- Personnel employed by the Department reside both within and outside the County of Los Angeles. A tsunami can delay or prevent an employee from responding to their area of assignment due to road closures and flooding.

- The Department's radio system operates utilizing repeaters. A tsunami could partially interrupt vital radio communication in daily operations as well as emergency response and recovery in the affected areas of the City.

- Areas flooded by a tsunami can limit the access of Department vehicles and delay or prevent emergency response (i.e., black and white patrol vehicles).

- Department facilities equipped with jails may suffer severe structural damage, resulting in the mandatory evacuation and relocation of arrestees.

- Department facilities may suffer serious structural damage, resulting in an evacuation of the building and restricting access to vital records and equipment.

- Damaged roadways can delay or prevent officers with facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, and may also restrict or delay the response of evacuation resources.

Debris Flows

- Personnel employed by the Department reside both within and outside the County of Los Angeles. Debris flows can delay or prevent an employee from responding to their area of assignment due to road closures.

- The Department's radio system operates utilizing repeaters. Debris flow could partially interrupt vital radio communication in daily operations as well as emergency response and recovery in the affected areas of the City.

- Areas affected by debris flows can limit the access of Department vehicles and delay or restrict emergency response (i.e., black and white patrol vehicles).

- Department facilities equipped with jails may suffer severe structural damage, resulting in the mandatory evacuation and relocation of arrestees.

- Department facilities may suffer serious structural damage, resulting in an evacuation of the building and restricting access to vital records and equipment.

- Damaged roadways can delay or prevent officers with facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, and may also restrict or delay the response of evacuation resources.

B. Man-Made Threats

Aircraft Crash

- The type (commercial, private, and military), location and size of an aircraft crash will determine the impact on the Department's operations. A large aircraft crash can deplete the resources of a geographic Area and may require the immediate response from the surrounding geographic Areas. This may delay emergency response to other areas of the City.

- Fires and hazardous materials may also delay or restrict emergency response. Military planes may be equipped with explosives, ammunition, solid and liquid propellants and other hazards which may delay or restrict emergency response.

Chemical, Biological, Radiological and Nuclear (CBRN) Material Releases

- Any CBRN material release, whether it is accidental or criminal in nature, may have a significant impact on the Department's operations. Depending on the size, nature, location and time of day of the release, this impact can cause significant damage to property, in addition to injuries and death to both members of the community and Department personnel.

- Any CBRN material release can create a significant delay or restriction of emergency response, and may occupy a large amount of Department resources for evacuations, traffic control, crime-scene preservation, crowd control and investigation.

Interruption of Infrastructure

- Intentional or accidental disruption of critical utilities (water supply, power supply, natural gas, radio communications and telephone lines) can have an adverse effect on operations as well as emergency response and recovery functions.

- Ingress and egress routes may be blocked due to debris in roadways, fires or other types of hazards delaying or restricting emergency response.

C. Criminal Activity Threats

Explosive Devices

- Any explosive device, or threat thereof, can cause a significant impact to the Department's operations. Any explosion, by its nature, can cause significant damage to property, in addition to injuries and death.

- Any explosion can create a significant delay or restriction of emergency response.

- Any suspicious device can occupy a significant amount of the Department's resources for large-scale evacuations, traffic control, crime-scene preservation, crowd control and investigation.

Civil Disturbance

- In a society where the right of free speech and assembly is guaranteed by the Federal and State Constitutions, it is the responsibility of the Department to ensure the protection of Constitutional Rights of members of the public. Any public assembly may require a response by law enforcement. This response can range from simple observation to crowd-management strategies to crowd-control tactics depending upon whether it is a lawful or unlawful assembly.

- Civil disorders, by their very nature, have the potential to cause damage to property, injury or even death, and the infringement on the rights of citizens. Because of the dangerous nature of civil disorder, the Department has an obligation to restore and maintain a lawful and safe environment as quickly as possible.

- Depending on the scope, a civil disturbance can deplete Area resources and require immediate response from the surrounding areas. This may delay emergency response to other areas of the City.

- Ingress and egress routes may be blocked due to debris in roadways, fires or other types of hazards delaying or restricting emergency response.

D. Non-Structural Hazards

Employee Safety

- In most instances, Department personnel will be the first responders to a call of an emergency. Without proper training and regard for safety, an employee can cause unnecessary serious injury or death to themselves or others (i.e., explosive device, hazardous materials (HAZ-MAT) incident, or biological terrorist attack).

Facility/Equipment Survivability

- All Department facilities are susceptible to minor or serious damage (i.e., earthquakes, floods, terrorist attacks, or fire). Depending on which Department facility is damaged, a loss of communications, vital records, equipment, resources and supplies may occur. These losses will delay or hinder the Department's response to emergencies and management of the incident.

E. Department Preparedness Vulnerabilities

Planning Needs

- It is essential that the Department prepare plans for controlling emergencies. Such plans should be comprehensive, taking into account foreseeable emergencies, and should state procedures to counter expected problems. Proper and thorough planning provides a strong but flexible framework to facilitate management of emergencies. Such plans shall include applicable procedures for the notification of concerned command and staff officers and other necessary Department elements and personnel during emergencies, and allocating personnel, as required, to the following:

- Incident Command Post (ICP);
- Department Operations Center (DOC);
- City's Emergency Operations Center (EOC);
- Selection of an ICP and Staging Area Sites;
- Accounting for personnel;
- Assigning personnel to tactical elements;
- Obtaining necessary supplies and equipment; and,
- Submitting an After-Action Report.

Alternate Work Sites

- Many types of incidents may cause the evacuation of a Department facility and require Department personnel to relocate to an alternate work site. A work site without adequate logistical support and capabilities may delay or hinder operations and management of the incident.

Critical Incident Stress/Crisis Management Services

- The Department utilizes Behavioral Science Services (BSS) to address critical incident stress situations with Department personnel. Behavioral Science Services provides counseling to all Department personnel and their spouses/significant others. When self-referred and not Department mandated, these sessions are voluntary and confidential.

- Behavioral Science Services also utilizes Crisis Response Teams (CRTs) which are comprised of BSS psychologists, a Department chaplain, and specially-trained Department personnel and volunteers. These teams provide emergency response and immediate on-scene support to unusual or potentially traumatizing situations. Also, CRTs provide management consultation, roll-call defusing, training and debriefings as appropriate.

Training Needs

- A lack of Department training/exercises can delay or inhibit the emergency response time and management of any incident whether large or small.

- A lack of joint training/exercises with other City agencies and outside agencies will also delay or inhibit the emergency response time and management of any incident whether large or small.

Equipment Needs

- Although the Department has various resources, there will be incidents where these resources may not be readily available. This may delay or prevent emergency response.

F. Public Health Threats

Pandemic Influenza

- A pandemic influenza may affect the Department by 20-50% in employee absences. Additional absenteeism may occur due to family member illness. Such losses would reduce the Department's ability to provide emergency services to the public and hinder its ability to recover.

IV. MITIGATION PROGRAMS

Based on the threats/hazards identified in Section III of this Department Emergency Plan, the Department is taking precautions to prepare for and mitigate the effects of these threats/hazards at the workplace.

A. Natural Threats

Earthquake

- The Department has identified earthquakes as a significant workplace threat. In an attempt to mitigate the effects of an earthquake on the Department, including its personnel, facilities, and services provided, the Department has developed a comprehensive mitigation strategy. The Department provides detailed training to personnel on what to do during and immediately following an earthquake. The Department has engaged in ongoing training/exercises to test the readiness of its personnel to respond to such an event (i.e., the November 20, 2014, City of Los Angeles Functional Exercise; October 15, 2015, 1015 hours, Great California Shakeout).

- The Department has determined that the scope of police responsibilities will vary depending on the amount of damage caused. Although not all of the below-listed responsibilities will always apply, the most urgent responsibilities after an earthquake are:
  - Accounting for Area/Division personnel;
  - Damage assessment of each geographical Area/Division;
  - Re-establishing communications, if disrupted;
  - Provide the DOC with a damage assessment of Critical Infrastructure and Key Resources (CIKR), as well as a general damage assessment of the Area;
  - Implementing the Area Earthquake Response Plan;
  - Opening major ingress/egress routes for emergency vehicles; and,
  - Facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, as needed.

- Each geographical Area within the Department has prepared a list of CIKR locations from within their area. Immediately following an earthquake, personnel from within these areas will be responsible for conducting a windshield survey/damage assessment of these locations, provide the DOC with the CIKR assessment, as well as a general damage assessment of the Area within a timely manner.

Fire/Wildfire

- The Department recognizes that the LAFD has overall control responsibility over a fire; however, the Department has the responsibility to support the Incident Commander (IC) by providing:

    - Situational Awareness;
    - Perimeter and traffic control;
    - Control of emergency vehicle ingress/egress routes; and,
    - Facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, as needed.

In preparation for fires, the Department has published a safety bulletin on "Guidelines When Responding to Fires in High Rise Buildings" and on "Wildfire Safety." In 2014, the Department also updated and published the *Brushfire Response Guide* to specifically address the concern over such incidents. Brushfires present a unique challenge due to the speed at which fires can advance. In August 2009, such training was put to the test during the Station Fire. Deployment of Department resources were used for systematic residential evacuations, which were successful with no loss of life. The Department continues to engage in Brushfire Evacuation exercises such as the 2014 Mandeville Canyon Evacuation Exercise in Operations-West Bureau and the 2015 Lopez Canyon Exercise in Operations-Valley Bureau.

Storms/Floods

- The Department recognizes that in the event of severe storms/floods, the LAFD will likely be the lead agency; however, the Department has the responsibility to provide basic functions, including:

    - Situational Awareness;
    - Perimeter and traffic control;
    - Control of emergency vehicle ingress/egress routes, and;
    - Facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, as needed.

The Department continues to engage in Storms/Floods exercises. On December 4, 2013, the Department, in conjunction with the City of Los Angeles Emergency Management Department, and LAFD, participated in the City of Los Angeles Emergency Operations Center Functional ARkStorm Exercise. The City of Los Angeles Emergency Operations Center Functional Exercise provided an opportunity to validate and reaffirm the City's Emergency Operations Center processes and procedures, and to measure the operational capability and readiness of Emergency Operations Center responders, based upon the training received.

Tsunamis

- The Department and LAFD have concurrent jurisdiction in emergencies involving evacuation within the City. When a tsunami warning is issued and an evacuation order is initiated by either the Mayor or, in exigent circumstances, the Incident Commander, the Department has the responsibility to provide basic functions, including:

- Provide Situational Awareness;
- Determine the size of the involved area (actual and potential);
- Determine the ingress/egress routes for emergency vehicles, evacuation buses, and evacuation routes;
- Establish and maintain a perimeter around the closed area (limited or no access);
- Conduct door-to-door communication with persons within the involved area, warning them to evacuate and directing them to an established evacuation center;
- Facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, as needed.
- Develop a security plan for interior/exterior of the evacuated area, as needed.

Debris Flows

- The Department and the LAFD have concurrent jurisdiction in emergencies involving evacuation within the City. The Department will work in conjunction with the LAFD to monitor areas that are threatened by the potential of a debris flow, such as heavy rains in areas affected by recent brushfires or other acts of nature. When the determination is made by either agency to conduct evacuations, the following procedures shall be adhered to:

  - Conduct a situation assessment to determine the extent of the evacuations;
  - Determine the size of the involved area (actual and potential);
  - Determine the ingress/egress routes for emergency vehicles, evacuation buses, and evacuation routes;
  - Establish and maintain a perimeter around the closed area (limited or no access);
  - Conduct door-to-door communication with persons within the involved area, warning them to evacuate and directing them to an established evacuation center;
  - Facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, as needed.
  - Develop a security plan for interior/exterior of the evacuated area, as needed.

B. Man-Made Threats

Aircraft Crashes

- In the event of an aircraft crash, the LAFD would be the lead agency, unless relieved by the Federal Aviation Administration (FAA) or the National Transportation Safety Board (NTSB). The Department has published the EOG, which contains specific response guidelines for personnel who respond to such incidents. These guidelines are contained in Volume 2 of the EOG, also referred to as the Supervisor's Field Operations Guide (FOG). This information is also available on the LAN. The role of the Department would be to support incident operations by providing:

  - Situational Awareness;
  - Control of emergency vehicle ingress/egress routes;
  - Perimeter and traffic control;
  - Facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, as needed.

- Preservation of evidence.

- The Supervisor's FOG provides a specific safety message to personnel responding to such a disaster, including the following:

  - Do not approach unless life-saving;
  - Don protective mask to protect from toxic fumes;
  - Watch for ordnance in crash site; and,
  - Control crash site as if a homicide crime scene.

Crowds/Civil Disobedience

- The Department has developed Volume 5 of the EOG establishing "Guidelines for Crowd Management and Crowd Control." The Department recognizes that not all crowd situations involve civil disorder or unlawful activities. Therefore, it is the policy of the Department to use crowd management strategies and tactics, whenever possible, to mitigate the possibility of a lawful crowd escalating to an unlawful assembly or riot.

- CROWD MANAGEMENT –The mission of the Department when responding to the scene of a lawful assembly is to preserve public order while at the same time protecting the Constitutional rights of the individuals involved. The objectives that must be addressed to accomplish this mission are:

  - Establish contact with the crowd and make contact with the formal leader/organizer (if possible);
  - Obtain voluntary compliance with police directives; and,
  - Minimize enforcement action.

- CROWD CONTROL – The mission of the Department during a civil disorder is to restore conditions to normal as rapidly and efficiently as possible. The objectives that must be addressed to accomplish this mission are:

  - Life Safety;
  - Restore and maintain order;
  - Arrest violators;
  - Protect vital facilities;
  - Protect property; and,
  - Adhere to conditions of the "Crespo" decision.
  - Adhere to conditions of the "Structural Relief Order" decision.

Hazardous Material (HAZ-MAT) Release

- In the event of a HAZ-MAT release, the Department will work in conjunction with the LAFD to mitigate the effects of the incident. The Department has published the EOG which contains specific response guidelines for personnel who respond to such incidents. These guidelines are contained in Volume 2 of the EOG, also referred to as the Supervisor's FOG. This information is also available on the LAN. The role of the Department if a HAZ-MAT release occurs or is suspected is as follows:

- Contain the scene (establish a perimeter and restrict access to the area by unauthorized persons);
- Notify the Hazardous Materials Unit, Emergency Services Division (ESD), via RACR Division;
- Establish an ICP upwind of the hazard area;
- Treat the area as a crime scene;
- Provide a size up (location, premises type, number and symptoms of victims, ingress/egress routes for emergency vehicles, size of involved area, weather conditions, information/warning signs, placards, labels, etc.);
- Facilitating the evacuation of community members including persons with disabilities and others with access and functional needs, as needed.
- In conjunction with LAFD, establish a warm zone (contamination reduction zone) perimeter; ensuring individuals are equipped with proper protective equipment.

  - In order to properly respond to and mitigate the effects of such an incident, Department personnel have received training in response to incidents involving "Weapons of Mass Destruction." The Department maintains six personal protective equipment cache trailers dispersed throughout each bureau. The trailer contains personal protective equipment consisting of a "Level C" chemical suit and an air purifying respirator and filters. Per the Occupational Health and Safety Association requirements, personnel receive an annual "fit-test" to ensure proper fitting/functionality of the air purifying respirators. The air respirators are pre-assigned.

  - All Department facilities that store any hazardous materials shall ensure that these materials are safely and properly stored, as well as clearly marked National Fire Protection Association placards and labels, to indicate the contents.

Explosive Devices

- Guidelines are contained in Volume 2 of the EOG, also referred to as the Supervisor's FOG. This information is also available on the LAN. In the event of an explosive device (threat or actual), Department personnel are instructed and trained to respond with the utmost safety and caution. If, upon arrival, responding personnel discover a possible explosive device, personnel have been instructed to evacuate the area (300 feet minimum), establish an incident command post, and make the proper notifications (Area W/C, RACR Division, Hazardous Devices and Materials Section, ESD, which includes the Bomb Squad). Personnel have been instructed not to have any radio or cellular telephone transmissions within close proximity of any suspected device. Mobile Digital Computer (MDC) should be turned off. The Bomb Squad will respond, conduct any further investigations and make any further suggestions to the IC. In the event of a detonation, personnel have been instructed to ensure an evacuation of the area is conducted, being mindful of any secondary and tertiary devices. In all events, Department personnel will be responsible for traffic control, ingress/egress of emergency vehicles, evacuations (as needed), and establishment and maintenance of the perimeter around the closed area.

- In order to properly respond to and mitigate the effects of such an incident, Department personnel have received training in response to incidents involving

"Weapons of Mass Destruction." In addition, personnel have been trained in the use of personal protective equipment.

Interruption of Infrastructure

- Due to the large scope of duties and geographical spread of the Department, each Office, Bureau, Group, Area, and Division within the Department has the responsibility for maintaining their own Standing Plans. Area/Division Standing Plans have all been generated to include the following components:
    - Notifications – Guidelines for notifications and contact phone numbers;
    - Plan Maintenance and Distribution;
    - Logistics – A list of all resources available to that Area (vehicles, shotguns, radios, etc.);
    - Mobilization Plan – a description of the Area Mobilization Procedures and a phone roster;
    - Protection of Department Facilities Plan – to include the following:
        - Normal Security Procedures;
        - Operations during Station Defense Alert, when the station is under attack;
        - Diagrams – to include a floor plan, defense post locations, traffic plan, and utility shut off locations; and,
        - Station Evacuation Plan.
    - Command Post Locations – Alternate Station plans, and pre-identified ICP locations;
    - Earthquake Response Plan;
    - Dam-Inundation Plan (if applicable to that Area);
    - Special Area Plans (Tsunami plans for coastal areas, Brush Fire guides for foothill areas, etc.);
    - Critical Facility Survey – Identified critical, non-Department facilities within the geographical area to be monitored during heightened alert; and,
    - Facility Hazardous Materials Plan.

- Due to the large scope of duties and geographical spread of the Department, each Office, Bureau, Group, Area and Division within the Department has the responsibility for maintaining their own Continuity of Operations (COOP) Plan. A COOP Plan is the planning effort to ensure the continued operation of essential functions during a wide range of potential emergencies. Whether the hazard is the result of a natural or human-induced event, an "all-hazards" approach coupled with catastrophic-event-preparedness-training assures that regardless of the emergency, essential functions will continue. Each individual COOP Plan has been generated to include the following components:
    - Plans and Procedures
    - Essential Functions
    - Human Capital
    - Delegation of Authority
    - Vital Records, Databases, Systems, and Equipment
    - Alternate Facilities
    - Communications

- Reconstitution and Devolution
- Tests, Training, and Exercises

- The C/O, EOD, is responsible for the annual Standing Plan and COOP Plan audits. An audit schedule has been established wherein one geographic Area per each geographic Bureau is audited each quarter on a rotating basis to ensure all geographic Area plans are audited by the end of the two year cycle.

- The Department has identified additional mitigation projects to lessen the effects of an incident to the workplace or to the community at large. These projects are located within the City of Los Angeles Local Hazard Mitigation Plan (LHMP), which is not a stand-alone document, but is intended to augment the City of Los Angeles Emergency Operations Master Plan and Procedures and its Annexes. The purpose of the LHMP is to provide direction and guidance to City departments and the public concerning mitigation measures to lessen the risk of various hazards that threaten the City.

Chapter 3

PREPAREDNESS

V. EMPLOYEE PREPAREDNESS AND SAFETY

A. City of Los Angeles Disaster Service Worker Program

Executive Directive No. 16, issued March 17, 2011, promulgated policy and guidelines for the City of Los Angeles Disaster Service Worker (DSW) Program. This program is based on the California Emergency Services Act. Disaster service, as defined for the DSW Program, is designed to aid in the response and recovery phases of a disaster. It does not include the day-to-day emergency response activities typically associated with law enforcement, fire services, or emergency medical services. Section 3100 of the California Government Code states, "*All public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*" The program is mandatory for all non-sworn, full-time and part-time City employees. The City's Emergency Management Department maintains the following website for the DSW program: dswready.lacity.org.

Compliance with Section 3100 of the California Government Code requires that non-sworn employees have on file a signed Loyalty Oath (Form 132b). To ensure that the City is in compliance, an online training program has been established to educate personnel about being a DSW. The training is hosted on the Personnel Department's Online Training Academy website (http://la.ezlearnu.com/). The course provides a copy of the Loyalty Oath which must be signed in the presence of one of the department's staff deputized by the City Clerk to administer the Loyalty Oath. The original copy of the signed Loyalty Oath should be placed in the employee's personnel folder. The DSW online Training and Loyalty Oath compliance is required within **30 days of hire for all new employees.**

B. Employee Responsibilities

The Department is responsible for ensuring personnel are trained in emergency preparedness, response and recovery. Personnel should have a basic awareness of emergency operations. Personnel assigned to work units that perform critical functions will need additional training specific to their respective function. All personnel need to be familiar with the Department's Emergency Plan.

The C/O, EOD, is responsible for preparing and training Department personnel to respond to critical incidents, natural disasters and terrorist attacks. This process of preparedness and training will be achieved by the development, direction, and review of table top, functional, and full scale exercises as well as the review, revision, and development of existing and new Department policies and procedures.

The following training is mandated for **all** Department personnel:

NIMS/ICS Courses IS-100 and IS-700 (via www.training.fema.gov); and,
Weapons of Mass Destruction class, available through the Emergency Preparedness Unit, Emergency Operations Division (EOD).

The following training courses are mandated for specific Department personnel:

- All sworn supervisory personnel are mandated to take the equivalent of NIMS/IS-200 and IS-800 courses (via www.training.fema.gov);
- All Sergeants II assigned to the Office of Operations are mandated to attend NIMS/ICS 300 level course and NIMS/ICS 400 level course;
- All Department Lieutenants and above are mandated to attend NIMS/ICS 300 level course and NIMS/ICS 400 level course;
- Special Event Coordinators are encouraged to attend the Incident Action Plan/Event Action Plan training provided by EOD;
- Supervisors and Managers may also arrange to attend EOC training through the City's Emergency Management Department (EMD);
- Each geographic bureau shall have 4 Lieutenants, 20 Sergeants, and 40 Police Officers attend Command Post Cadre training to prepare Department personnel for major incident/event management in the City of Los Angeles; and
- Incident Management Team (IMT) Training of a specialized cadre comprising IMT Command and General Staff positions. These positions are commensurate with the NIMS/ICS, and include Command and Staff Officers from within the Department.
- Emergency Preparedness Coordinators (EPCs) are required to attend training once a year in order to receive emergency preparedness information and updates for dissemination to Department employees.
- Geographic Area Senior Lead Officers (SLO) have received training in the Community Emergency Response Team (CERT) program and are certified CERT instructors.

Personnel should keep original documentation showing proof of completion of any training they have completed. Copies of all documentation showing proof of training for EOC-related training, or any other training required by the EMD, must be forwarded to Emergency Preparedness Unit (EPU), EOD. Each Area/Division Training Coordinator shall ensure that all documents associated with California Peace Officer Standards and Training (POST)-certified training are completed and forwarded to TD in a timely manner. The Area/Division Training Coordinator shall ensure the POST-certified training is updated in the Learning Management System (LMS).

All Department personnel are responsible for knowing that, in an emergency, the Mayor can:

- Activate any City officer or personnel for emergency service;
- Request necessary personnel and/or resources from any City department or agency; and,
- Assign City staff to any emergency duty that they are capable of performing safely.

No supervisor is authorized to release any staff from work in the event of an emergency without the approval of the Director of Emergency Operations. Personnel that leave without such authorization may be subject to discipline.

If an emergency occurs during working hours and the Department is mobilized, all staff shall:

- Remain at work to be available to assist in emergency response and recovery;
- Anticipate the immediate extension of the workday to twelve-hour watches;
- Anticipate the temporary deferment of days off;
- Anticipate the recalling of off-duty officers; and,
- Take appropriate safety precautions.

If an emergency occurs outside normal working hours:

- Off-duty personnel may be contacted and instructed as to when and where to report for assignment;
- Off-duty personnel unable to report to their duty assignment because of road closures or other transportation closures shall report for duty to the nearest law enforcement agency from their home until the transportation routes are reopened or the Department arranges alternative transportation.

C. Personal/Family Preparedness

The Department, as an employer, is responsible for educating personnel about the importance of emergency preparedness for the work place and home. Personnel assigned to units that perform critical functions need to know what to do before, during and after disasters in order to be prepared in the work place and at home.

Emergency Operations Division personnel conduct scheduled training for Department personnel in the area of emergency preparedness in the Department's Supervisor-W/C Schools and Emergency Preparedness Coordinator Training. In addition, Emergency Preparedness Bulletins have been prepared that address personal emergency preparedness information and items, such as personal disaster kits.

Each Area/Division shall maintain a personnel contact roster listing each employee by his/her civil service rank. The list shall be updated on a monthly basis by the Area administrative staff to provide the most accurate and efficient way to contact personnel. If an event requiring re-unification between employees and family members occurs, each Area Commanding Officer may designate an employee to act as a contact liaison.

During an emergency, limited provisions or supplies for Department personnel are available. The Incident Command Post Unit, EOD, maintains a "Mobile Canteen" truck stocked with snacks and water, portable comfort stations, a mobile lighting trailer, and mobile generators available for immediate call outs.

For additional emergency supplies, the Department has established an Emergency Charge Card Management Plan, enabling the Department to purchase necessary supplies in the event the Mayor or Governor declares a local emergency. This program establishes a method for the Department to be self-sufficient and maintain continuity of operations during the management of a catastrophic event. The selected personnel who possess these charge cards have strict criteria on exactly what can and cannot be purchased with the cards.

D. Building Emergency Education Program (BEEP)

As directed by the Mayor and City Council, the Department of General Services (DGS), with assistance from LAFD, are responsible for coordinating the City's Building Emergency Education Program (BEEP). This program provides for facility emergency planning for all City work sites which have ten or more employees. The program includes development of written site specific plans, evacuation procedures and designation of City staff to serve as facility Building Emergency Coordinators (BECs), Floor Emergency Coordinators (FECs), also referred to as Floor Wardens, and support staff.

The Department is a participant in the BEEP program, which is coordinated by the City of Los Angeles BEEP Director. The BEEP Director is located at DGS, and can be contacted at (213) 928-9572 or (213) 928-9558. The BEEP Director has selected specific Department personnel to fulfill the roles of a BEC and FEC for each Department facility. The C/O, EOD, shall be responsible for overall coordination of the Department's BEC/FEC Program. The facilities with a BEC and FEC participate in a Citywide coordinated drill twice a year, consisting of an earthquake drill and a fire/evacuation drill.

Generally, the BEC/FEC is the C/O of the entity assigned to the facility. At the geographic Areas, the BEC/FEC shall be the Area Commanding Officer. For those entities in leased spaces and other City buildings (i.e., City Hall East), the senior officer shall act as the BEC/FEC. Annual training is required for all BECs and FECs, regardless of whether or not they have previously attended the training.

Facility emergency or disaster plans are referred to as Area/Divisional Standing Plans. These Standing Plans have a standard set of Department guidelines to aid each Area/Division during an emergency. All Department Standing Plans are updated annually and tailored according to the available resources and geographic hazards of the Area/Division. Standing Plans shall be completed by each BEC/FEC in accordance with the City's Emergency Procedures Manual. Minimum operating force, mobilization plans, station or asset security, or any other concern specific to the facility may be included in this plan. In order to ensure that each BEC program is effective, the facility Evacuation Plan shall be part of each entity's Standing Plan.

Standing Plans are to be accessible with copies of the plans maintained in the Area office, W/C's office, and in the Area Command Vehicle. Area personnel shall be familiar with the Standing Plans and their location with the concerned station. Mobilization rosters shall be updated each deployment period and forwarded to the concerned bureau and RACR Division.

E. Fire Prevention Plan

In accordance with California Code of Regulations, Title 8, Section 3221, City departments with 10 or more employees must have a written Fire Prevention Plan. City departments with fewer than 10 employees do not need to maintain a written plan, but must communicate their plan with employees orally.

Major high-rise or other complex structural fires pose a minimal threat to the ability of the Department to perform its critical functions. However, if a fire damages or requires evacuation of a Department facility, service could be disrupted at that facility and could have an impact on other facilities due to the relocation of personnel and the public. In this event, Department personnel will work in conjunction with the Los Angeles Department of Building and Safety to restore citywide emergency response and recovery actions, including services and resources provided to other City agencies during emergencies.

This Department's Fire Prevention Plan is maintained by the City of Los Angeles EOO. An Emergency Operations Master Plan and Procedures Manual is distributed and maintained by the Department's selected BEC and FEC personnel.

Copies of the plan are located at:

- Each Department's BEC and/or FEC; and,
- Each Department's facility Standing Plans.

F. Hazardous Waste Operations and Emergency Response Plan (HAZWOPER)

In accordance with California Code of Regulations, Title 8, Section 5192, the Department must have a Hazardous Waste Operations and Emergency Response Plan for hazardous materials related events.

Notification or awareness of a hazardous materials incident or intelligence-based hazardous materials threat may be generated by several different conduits, such as civilian callout or notification via 911 or other notification process, law enforcement patrol officer observation, fire prevention inspections, hazardous materials site inspections or credible pre-incident intelligence. If the Department is the point where the information is collected, the Department will forward the incident information to the Operations Control Division, LAFD. If LAFD is the point where the information was collected, LAFD will contact the Department's Communications Division (CD). Each of the two response agencies will follow their respective protocols and procedures and will dispatch the appropriate units for response. The initial HAZ-MAT response and mitigation may be a joint response between the Department and LAFD. Once on-scene, LAFD will establish an ICP and will be in command during the initial lifesaving aspect of the incident. If the incident involves a criminal or terrorist act or a crime scene and all lifesaving concerns have been addressed, LAFD will transfer command of the incident to the Department.

Copies of the plan are located at:

- Emergency Management Department, City EOC, 500 East Temple Street, Los Angeles, CA 90012

G. Hazardous Materials Business Plan

In accordance with California Code of Regulations, Title 19, Sections 2729 through 2732, this Department must have a Hazardous Materials Business Plan.

There are two Department facilities that currently store, handle or generate material classified or identified as hazardous. These facilities include the Department's Forensic Science Division, Hazardous Chemicals Unit and Motor Transport Division. Each facility has its own Hazardous Communication Program or Hazardous Materials Business Plans specific to its facility, which are maintained by the respective Commanding Officer.

Copies of the plan are located at:

- Motor Transportation Division, 260 South Main Street, Los Angeles, CA 90012, Mail Stop 400.
- Forensic Science Division, Hazardous Chemicals Unit, 1800 Paseo Rancho Castilla, Los Angeles, CA 90032, Mail Stop 925

H. Pandemic Influenza Planning

Severe pandemic influenza represents one of the greatest potential threats to the public's health. Unlike other natural disasters, where any disruption to business service provision is likely to be infrastructure-related, disruption to business operations in the event of a pandemic is anticipated to be human and material oriented.

The City has published several plans addressing emergency response and recovery. The Pandemic Influenza Continuity of Operations Annex will be implemented in conjunction with the following plans:

- Emergency Operations Master Plan and Procedures;
- Master Plan Annexes;
- Public Health Emergency Response Plan; and,
- Public Health Emergency Response Annex.

The following documents were used as guiding references:

- Los Angeles Police Department's **Seasonal And Pandemic Influenza Annex (attached);**
- Los Angeles County Department of Public Health's **Biological Incident Plan; Pandemic Influenza Guidelines**;
- Los Angeles County Emergency Medical Services Agency's **Recommended Actions to Prepare EMS providers for Pandemic Illness;** and,

- Homeland Security Council's **National Strategy for Pandemic Influenza Implementation Plan.**

I. Pre-Positioned Antibiotics Program

In the event of a terrorist attack utilizing aerosolized anthrax, the Department has developed a program to provide first responders with antibiotic medications. Medication is pre-positioned at two Point-of-Distribution (POD) locations - EOD, located on the 4th Floor, Police Administration Building, 100 West First Street, Los Angeles, CA 90012 and West Valley Area Community Police Station, 19020 Vanowen Street, Reseda, CA 91335. In the event of a bioterrorism incident, the Department will receive a "receipt of order to dispense" from the County Health Officer.

The C/O, EOD, will be the Department contact and liaison with the County Health Officer in all matters regarding storage and distribution of antibiotic medication to Department personnel. Upon receipt of order to dispense from the County Health Officer, RACR will inform the POD Coordinators within the Metropolitan and Valley areas to commence distribution of the antibiotics.

The C/Os, EOD and West Valley Area, shall select POD Coordinators. The individual designated as the POD Coordinator will be tasked with storage, audits, and distribution of antibiotics. It shall be the POD Coordinator's responsibility to maintain an employee roster of personnel (sworn and civilian) within their POD area to ensure there are accurate amounts of antibiotic medications available to be distributed. The EOD POD Coordinator shall be notified as to any status changes associated with this program, such as changes in Area contact persons, or additional personnel assigned to Areas/Divisions. The EOD POD Coordinator can be contacted at (213) 486-0690 or (213) 486-0680.

VI. TRAINING PERSONNEL AND TESTING/EXERCISING

The C/O, EOD, is responsible for ensuring that Department personnel are trained to perform critical functions as identified in Section III of this Department Emergency Plan. This is a required element for all Department Emergency Plans.

The first step in training personnel is to brief or orient personnel on policies, plans and procedures. This orientation can take many forms, such as office meetings, video, computer, etc. Once personnel believe they sufficiently understand their emergency duties, the next step is to test the employee's competence in a realistic emergency environment as part of a drill or exercise.

The C/O, EOD, in conjunction with TD, is responsible for developing or participating in regular exercises and/or drills, both internal and inter-agency, which test the knowledge of this plan and any other emergency procedures or plans. For more information on developing or participating in exercises and/or drills, contact the City of Los Angeles EMD.

A. Fire/Life Safety Training and Exercises (All Departments)

The Department of General Services, BEEP Director, coordinates all Citywide fire/life safety training, except for the proprietary departments and agencies. All personnel shall be trained in fire/life safety and preparedness procedures consistent with building occupant instructions. In addition, BECs, FECs and support staff can receive additional specialized training provided by LAFD.

To arrange training for BECs, FECs or support staff, please contact the BEEP Director, DGS. The BEEP Director encourages and requests that each BEC conduct at least one evacuation fire drill and one earthquake duck, cover, and hold drill annually.

Personnel assigned to workspace in a high-rise building (over 75 feet tall), City-owned or leased, will participate in annual high-rise evacuation drills.

B. National Incident Management System (NIMS)

The Department has mandated that all employees complete the NIMS IS-100 and IS-700 courses. All Department sworn supervisors shall also complete NIMS IS-200 and IS-800 courses. All Sergeant IIs assigned to Office of Operations, as well as all Lieutenants and above Department-wide, shall also complete ICS 300 and ICS 400 courses. Certification of completion for these courses will be kept on file with the LMS. These skills will be tested on a regular basis through the implementation of roll call training, as well as spontaneous and preplanned exercises.

C. Standardized Emergency Management System (SEMS)

State law requires that City responders and agencies be trained in and use SEMS during disasters in order to qualify for state disaster reimbursement funds. The training that the Department provides to new recruit officers as well as supervisors is compliant within these SEMS guidelines.

D. Department Operations Center (DOC)/City Emergency Operations Center (EOC) Responders

The Department has designated the C/O, EOD, in conjunction with the C/O, RACR, to coordinate all training for DOC responders. Department personnel assigned to roles and responsibilities within the City EOC will undergo specific training related to the EOC.

The City of Los Angeles EMD will establish the minimum training and certification levels required for all EOC response personnel. The EMD will coordinate EOC Section and Position training. For information on EOC Training, contact EMD. Records and certificates of training for designated EOC responders must be kept on file with the Training Evaluation and Management System as well as copies forwarded to EMD and EPU. The individual responder should keep the originals of all training certificates.

VII. IDENTIFICATION AND PRIORITIZATION OF CRITICAL FUNCTIONS

Identification and prioritization of critical functions is a required element of this Department Emergency Plan. This section should be consistent with information already identified in the COOP Plan. This section must address the following functions.

A. Critical Emergency Response/Recovery Functions

The following critical emergency preparedness, response and recovery functions, which are listed in priority order, are required by the Emergency Operations Ordinance, as defined by the Los Angeles Administrative Code, Division 8, the Emergency Operations Master Plan and Procedures (Master Plan):

- **Preservation of Life/Security/Crime Control**
  The Department will provide security in disaster areas, as well as the actual policing functions normally associated with law enforcement activities, including prevention of civil disorder/unrest.

- **Traffic Management**
  The Department will maintain an orderly flow of traffic in, out, and around all areas affected by a disaster. Priority will be given to provide ingress/egress for emergency vehicles responding to any disaster.

- **Evacuation/Movement**
  The Department is responsible for managing evacuation routes, directing evacuees to an evacuation center and escorting emergency vehicles (as needed) during a disaster.

- **Jail Operations**
  The Department is responsible for the continuity of jail operations following a disaster.

- **Communications**
  The Department is responsible for the maintenance of information flow within the Department and through the City governing officials (Mayor's Office) to ensure internal organization of continuity of operations.

B. Critical Department Functions

The following functions have been identified as necessary to preserve property and capital, continue the delivery of products and services and resume normal business operations:

- Preservation of Life/Security/Crime Control;
- Traffic Management; and, Communications.