

City of Los Angeles

EMERGENCY OPERATIONS PLAN



DEBRIS FLOW

Hazard Specific Annex

January 2020



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ANNEX DEVELOPMENT AND MAINTENANCE

This Annex is developed in support of the City of Los Angeles Emergency Operations Plan (EOP) to facilitate response during debris flow incidents.

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

This Annex is developed to describe the overall citywide response function and capabilities, and is to be used by each department identified within this Annex to develop their own standardized operating procedures (SOPs) specifically for their department to direct tactical operations. When developing SOPs, each department is to take into consideration how all of the activities identified in this plan directly related to their own department, as well as how those activities interact with, support, or require support from other departments identified within this plan. Departments must ensure that their SOPs are inclusive of planning for people with disabilities and others with access and functional needs. If, at any time, any department identifies a conflict in how their field response or support activities are performed in comparison to what is described in this Annex, and/or identifies a conflict between their listed activities within this Annex and how they relate to or support another department's listed activities, such conflict is to be immediately reported to the Emergency Management Department–Planning Division.

If, at any time, a department, agency, or stakeholder to this plan changes, develops, or amends any policy, procedure, or operation that will change or affect the contents of this document, that entity is to immediately notify the Emergency Management Department–Planning Division.

This Annex is to be corrected immediately upon notification or observation of any operational errors or conflicts. Such corrections are to be reflected within the Record of Changes.

Every other year, a formal review of this Annex will be conducted by departments and agencies that are identified within the Annex, as well as any other departments or agencies that may need to be part of the review process. The Emergency Management Department –Planning Division will lead such an effort. Upon completion of such formal review, all corrections to the document will be reflected within the Record of Changes.

APPROVAL AND IMPLEMENTATION

This document is a Hazard Specific Annex to the City EOP. It serves as either a stand-alone plan or companion document to an applicable Hazard Specific Response Annex to the EOP. The Annex was developed with input from all applicable City of Los Angeles departments and allied stakeholders. Upon completion, it is reviewed by the City's Emergency Management Committee (EMC). When approved by the EMC, it presents the document to the Emergency Operations Board (EOB) with a recommendation for approval. Upon review and approval by the EOB, the document goes to the Mayor of the City of Los Angeles with a recommendation to approve and forward to the City Council for adoption.

Upon formal approval by the Mayor and adoption by the City Council, this document becomes an official Annex to the City of Los Angeles EOP.

This Annex was developed with input from all applicable Los Angeles City Departments. This Annex is compliant with the Federal Emergency Management Agency (FEMA) *Comprehensive Preparedness Guide (CPG) 101, Developing and Maintaining Emergency Operations Plans*, Version 2.0 (CPG 101 V.2)¹.

¹ *Developing and Maintaining Emergency Operations Plans. Comprehensive Preparedness Guide (CPG) 101*, version 2.0 ed. (n.p.: U.S. Department of Homeland Security, Federal Emergency Management Agency, 2010).

CITY EMERGENCY OPERATIONS PLAN/ANNEX CROSS REFERENCE

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

- Throughout this document, where public information and communication with the public is referenced, see the **Emergency Public Information Annex**.
- Where internal communications systems is referenced, see the **Communications Annex**.
- Where early warning and notification is referenced, see the **Early Warning and Notification Annex**.
- Where sheltering, mass care, mass feeding and the provision of functional needs support services (FNSS) is referenced, see the **Mass Care and Sheltering Annex; Resettlement Processing Center Annex; and Logistics Annex**.
- Where reference is made to evacuations, see the **Evacuation Annex**.
- Where reference is made to Federal, State, Local or Non-Governmental Organizations providing recovery information, see the **Local Assistance Center Annex and Recovery Annex**.
- Where reference is made to response and restoration of critical infrastructure, see the **Critical Infrastructure Annex**.
- Hazard Specific Annexes include the **Tsunami Annex, Earthquake Annex, Adverse Weather Annex, Brushfire Annex, Urban Flooding Annex, Off-Airport Major Aircraft Response Annex, Civil Disturbance Annex, Terrorism Prevention & Protection Annex** and **CBRN Annexes (Chemical, Biological, Radiological, and Nuclear)**.
- All actions related to fulfilling the purpose of this Annex will adhere to the City of Los Angeles Citywide American with Disabilities Act (ADA) guides, documents, and checklists.
- Where City departments have tasks assigned relative to this Annex, please refer to that specific department's Standard Operating Procedures.

BACKGROUND

Southern California is an active seismic area that results in small shifts and slides occurring routinely and causing minor structural damages. These small slides disguise potential devastation that slides can have in Los Angeles. Slides have destroyed roadways, damaged structures, broken pipes, and required temporary evacuations. Southern California is also prone to brushfires. Brushfires that denude the vegetation on hillsides present a debris flow potential during heavy rains since there is nothing there to hold the soil in place. Debris flows generally occur during periods of intense rainfall or rapid snow melt. They often start on steep hillsides as shallow landslides that liquefy and accelerate to speeds of about 10 miles per hour, but can exceed 35 miles per hour. The consistency of debris flow range from watery mud to thick, rocky mud that can grow in volume with the addition of water, sand, mud, boulders, trees, and other materials as it flows downhill and through channels. The debris spreads over a broad area as it reaches flatter ground, sometimes accumulating in thick deposits in developed areas and requiring immediate removal. These destructive debris flows can cause extensive damage to structures in their paths².

Typically, landslides and mudflows occur in conjunction with other hazard events, such as earthquakes, floods, and severe weather. Landslides have caused significant damage to infrastructure such as roads, bridges, pipelines, and other facilities resulting in injuries and loss of life in the City.

The City's Hazard Specific Response Annexes are developed by incorporating a comprehensive planning process led by the Emergency Management Department Planning Unit, which includes the participation of all appropriate City departments with a significant role in response and recovery efforts. This Annex addresses debris flow incidents and the various roles City departments have in the response and recovery of Los Angeles following a landslide incident.

² "Debris Flow Hazards in the United States." U.S. Geological Survey. <http://pubs.usgs.gov/fs/fs-176-97/fs-176-97.pdf>

I. PURPOSE, SCOPE, SITUATION, AND ASSUMPTIONS

A. Purpose

This Annex details government's responsibilities for landslide and debris flow incidents. This Annex can be used in conjunction with other annexes and plans designed for the protection of the population. Organizations, operational concepts, responsibilities, and procedures described in this annex are applicable to all locations and to all agencies, organizations, and personnel with debris flow responsibilities.

The Annex has been developed to meet the following objectives:

- Provide a concept of operations and identify roles and responsibilities for each appropriate department within the City of Los Angeles.
- Define methodologies and procedures necessary for the rapid and accessible notification of City departments and the public in the event of a debris flow emergency.
- Identify actions that can realistically be accomplished within a few hours to a few days to mitigate any adverse impact.
- Ensure consistency with Federal, State of California, the Los Angeles County Operational Area, and other local governments' emergency response plans and operations.

B. Scope

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

This Annex is applicable to Los Angeles City departments with Emergency Operations Organization (EOO) responsibilities and other departments with essential responsibilities during a debris flow incident. Of particular importance to this document are:

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

C. Situation Overview

1. Characteristics

a) Location

The City of Los Angeles covers 498 square miles with approximately 468 square miles of land (214 of which are hills and mountains) and approximately 29 square miles of water. The San Gabriel and Santa Susana Mountains bound the City of the north and the Santa Monica Mountains extend across the middle of the City. The Palos Verdes Hills and Pacific Ocean bound the City on the south and west.

b) Demographics

According to the California Department of Demographic Research Unit's "*E-1 Population Estimates for Cities, Counties, and the State*³", the 2016 population estimate for the City of Los Angeles is 4,030,904. This breaks down to approximately 8094 persons per square mile.

The City of Los Angeles is one of the most diverse cities in the world. Angelenos speak nearly 200 languages and are part of many different religious and belief systems. Community members who live, work, and play in Los Angeles include people with disabilities and others with access and functional needs.

This plan will use the phrase *people with disabilities and others with access and functional needs* to describe both those that meet the definition of disability as well as people who may or may not meet the definitions of civil rights laws or some of the 60 plus diverse definitions of disability⁴. The definitions for people with disabilities as well as others with access and functional needs are provided below:

People with Disabilities

"Disability" in this context is a legal term rather than a medical one. It refers to a federally protected class under the 1990 Americans with Disabilities Act (ADA). Nationally, people with disabilities make up about 20% of the population. To be in compliance with the law, emergency managers must apply the concepts of accessibility, inclusion, and nondiscrimination in providing services to the general public which includes communication of public information and warnings, transportation, mass care and sheltering, and evacuations.

³ California Department of Finance, E-1 Population Estimates for Cities, Counties, and the State, January 1, 2015 and 2016

⁴ Los Angeles Department of Public Health, "Adult Disability in Los Angeles County." LA Health. Sept. 2006

Others with Access and Functional Needs

“Others with Access and Functional Needs” is a broad definition that includes anyone who might have additional needs before, during, or after a disaster in accessing services. This includes individuals that may or may not meet the definitions of disability under existing civil rights laws, such as people with limited or no English language proficiency, individuals that are institutionalized, women in late-term pregnancy, or those with limited or no access to transportation. With this broader definition, about 50% of the population is considered to have an access or functional need. Anyone with a disability has an access and functional need, but not everyone with an access and functional need has a disability.

2. Vulnerabilities

The City of Los Angeles has multiple, accessible, redundant warning and notification systems that it will utilize to reach the public for warnings, notification, and support. The primary mode of notification will be the NotifyLA application. Other modes will include news releases and public service announcements to the media and directly through social media. Factors to consider are the type of disaster, the population density, and the terrain in areas of Los Angeles. In some instances, the consequences of a disaster along with terrain, and the geographical area, may impact the effectiveness of notification systems.

The City of Los Angeles recognizes that disasters may exhaust local resources. The City continues to develop, update and/or maintain Memorandums of Understanding (MOUs), Memorandums of Agreement (MOAs), and contract amendments with private vendors to increase response capability and available resources. In addition, the City of Los Angeles’ Business Operations Center (BOC) maintains communication channels with the private sector who may provide donations in an emergency.

Due to the population density and terrain of the City of Los Angeles, the City recognizes that, despite a good faith effort, it may not have the capabilities or resources to reach every individual in terms of public warnings, notification and/or support.

D. Assumptions

This Annex was created to integrate the concepts and structure defined by the National Incident Management System (NIMS), the California Standardized Emergency Management System (SEMS), and the National Incident Command System (ICS).

- All City, State, and Federal processes, procedures, and protocols reflected or referenced in this document were current as of the date of approval of this Annex. Before implementing this Annex, confirm that the processes, procedures, and protocols are unchanged. If necessary, before implementing, modify the Annex to reflect updated processes, procedures, and protocols.

- Only departments that have a response role or a role closely supporting the response to a debris flow incident will be included in this Annex. The departmental roles listed are limited to those applicable to the incident.
- In any disaster, primary consideration is given to the preservation of life, then incident stabilization, and property preservation. Additionally, time and effort must be given to providing critical life-sustaining needs.
- In a catastrophic incident, damage control and disaster relief will be required from the State, Federal, and other local governments, as well as private organizations.
- The City Emergency Operations Center (EOC) may or may not be activated in support of an event or emergency. EOC activation will be determined based on the scope and scale of the event.
- Electronic communications utilizing information technology systems will be compliant with Section 508 of the Rehabilitation Act.
- All printed public education material produced to support this Annex for distribution to the general public shall be available in accessible formats.
- Many residential, commercial, and institutional structures could be damaged; requiring a large Urban Search & Rescue/Heavy Rescue mobilization.
- Residents could be displaced; requiring shelter and social-service needs. Sheltering activities could be short term or long term depending on the severity of the incident.
- Vital infrastructure such as potable water supplies, electrical power, natural gas, and sewer services could be compromised. Re-establishment of these vital resources will be critical.
- Transportation infrastructure could be damaged and in limited operation. Vital vehicle and rail corridors could be damaged and impassible. Re-establishment of transportation infrastructure will be critical.
- Communications infrastructure could be damaged; causing disruption in land-line telephone, cellular telephone, radio, microwave, computer, and other communication services. Re-establishment of communications infrastructure will be critical.
- The National Weather Service will normally provide at least 36 hour-notice of the potential that a significant storm will impact the region.

II. CONCEPT OF OPERATIONS

A. Terminology⁵

Bedrock – The solid rock underlying gravel, sand, silt, etc.; any solid rock exposed at the surface of the earth or overlain by unconsolidated material.

Debris basin – Sometimes referred to as a catch basin - a large excavated basin into which a debris flow runs or is directed, and where it quickly dissipates its energy and deposits its load. Abandoned gravel pits or rock quarries can often be incorporated.

Debris flows – A common type of fast-moving landslide. These landslides generally occur during periods of rainfall or snow melt. Debris flows in Southern California often occur in areas that have sustained fire damage.

Geologic hazard – A geologic condition, either natural or man-made, that poses a potential danger to life and property.

Landslide- A mass movement of soil, mud, earth, debris, and/or rock down a slope. Landslide is a general term that describes a wide variety of processes that result in the downward and outward movement of materials. The materials may move by falling, toppling, sliding, spreading, or flowing.

Liquefaction**Error! Bookmark not defined.** – The transformation of saturated, loosely packed, coarse-grained soils from a solid to a liquid state. Liquefaction causes soil to lose strength and can potentially cause movement.

Mudflow**Error! Bookmark not defined.** – A river of liquid and flowing mud on the surface of normally dry land areas, as when earth is carried by a current of water. Mudflows are characterized by fine-grained earth material and a high degree of fluidity, and are the fastest and wettest type of flow. Mudslide is an imprecise but popular term commonly used in place of mudflow by the public and the media.

Slump**Error! Bookmark not defined.** – A landslide where material moves in a block. Slumps are often the result of removed buttressing earth at the foot of a slope or thorough wetting.

Slurry – A highly fluid mixture of water and finely divided material.

For list of acronyms, see Attachment A

⁵ USGS Landslide Hazards Program Glossary. <https://landslides.usgs.gov/learn/glossary.php>

B. Pre-Event Mitigation

Watershed protection is a primary concern of the City of Los Angeles, especially in hillside areas. Permeable soils soak up rain and irrigation water. Proper grading and drainage systems channel and collect water to protect slopes from saturation and slippage. Catch basins divert surface water to street gutters, which divert the water to storm drains and flood control channels so as to reduce erosion and flooding.

The Los Angeles Department of Building and Safety (LADBS), the Los Angeles Fire Department (LAFD), and the Department of Public Works (DPW) Bureau of Engineering (Engineering) coordinate on development and building projects. Building permit reviews and issuance are checked to assure proper grading, drainage, irrigation, and landscaping so as to preserve slope stability, provide erosion control, and reduce potential for flooding and fire hazard. Additionally, as part of their Emergency Operations Plan, LAFD has developed the Mud and Debris Flow Appendix for Burn Areas.

The principal tool for mitigation of geologic hazards is the City of Los Angeles Grading Code. Under the Code, LADBS has the authority to withhold building permit issuance if a project cannot mitigate potential hazards to the project or which are associated with the project. A property owner may be required to install pilings to anchor a structure to bedrock, to construct retaining walls, build drainage systems, or implement other mitigation measures. If potential slope stability hazards are identified after a project is constructed, the City can require implementation of stabilization measures. The Grading Code periodically is revised to reflect new technology and improve standards and requirements. Pursuant to the State Hazard Mapping Act, the State Geologist prepares maps which identify potential landslide hazard areas.

C. Increased Vulnerability

Following major brushfires, Federal or State agencies typically seed denuded areas with wild plant seeds which rapidly germinate thereby encouraging regeneration of vegetation to hold the soil and protect the watershed from erosion. Remedial measures, such as sandbagging and erection of temporary erosion control measures, are instituted in anticipation of storms so as to protect road systems and property from potential landslides, flooding, and mud and debris flows. The City encourages hillside property owners to plant appropriate vegetation and to implement proper irrigation and slope maintenance measures.

D. Response

The response phase can begin when increased rainfall in an identified hazard area, and full response efforts will begin after a slide has been reported. This phase will almost always be initiated by LAFD. In the response phase, departments take initial safety precautions and begin life safety, evacuation, and rescue activities as well as other initial response operations. Public safety departments will begin to prioritize calls for service concentrating on response efforts with life preservation/life safety as a primary and

property conservation a secondary response effort. Other departments with vital services will also begin their response efforts.

If the City EOC is activated for a landslide incident, it will provide the coordination of resources to support the incident and the situational awareness for all supporting agencies. The EOC Director will be from the appropriate department with primary responsibilities related to the incident during that phase of the operation. The EOC may transfer command to different departments several times based on the phase of the incident. For example, during the initial life preservation/life safety phase of the incident, the LAFD may be the lead department. This lead role may be transferred to the Los Angeles Department of Water and Power (LADWP) for restoration of vital services and debris removal. Recovery decisions and efforts will be guided by the Recovery Annex.

Mutual aid is also an option if the City resources are exhausted, overwhelmed, or there is a need for specialized equipment or subject matter experts. The request for additional or specialized resources may be conveyed from a field Incident Commander to their respective Department Operations Centers (DOC). From there, request can be conveyed to the EOC where staff will follow predefined protocols for requesting and activating mutual aid within the region.

If federal resources are requested, or if the incident is catastrophic, the Federal government can activate Emergency Support Functions (ESF) in support of the incident. Coordination of ESF efforts will be done at a Joint Field Office established as a response effort of the federal government. Locally, ESF response will be managed in a coordinated effort between State, County and Local agencies.

E. Post-Event Assessment

LADBS will deploy building inspectors to assess structural damages and geotechnical experts to work with DPW- Engineering and LAFD to determine slope stability. Other City departments, outside agencies, non-governmental organizations (NGOs), subject matter experts, and private sector entities may be requested to provide support to this operation if needed.

F. Recovery and Debris Removal

Prioritization of debris removal will be coordinated in the EOC, and efforts will follow the Debris Management Appendix of the Recovery Annex. Recovery efforts begin with first responders by directing activities that protect lives, public health, and safety; such as evacuations, sheltering, firefighting, utility restoration and clearing roads of hazards (i.e. debris and electrical hazards). Other City departments, outside agencies, NGOs, and private sector entities may be requested to provide support to this operation if needed. Recovery efforts shall consider the location of the slide, as stabilization of slides that do

not occur on pre-existing slip planes are eligible for California Governor's Office of Emergency Services (Cal OES) and FEMA reimbursement.

G. Documentation and Time-Keeping

During an emergency situation or incident, it is important to keep specific records related to staff assignments and costs related to the response to and recovery of the emergency/incident. Each department has their own internal processes for ensuring proper documentation and record retention of incident specific cost tracking, and personnel time keeping.

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

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

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. City of Los Angeles

1. Building and Safety, Los Angeles Department of (LADBS)

a) Reconnaissance and Information Gathering

i. Fact Gathering

- Field Commanders shall, as necessary, initiate inspection teams to develop situational awareness. Inspection teams can be utilized as availability and conditions permit.
- Gather information and establish a list of damaged buildings in affected areas for the purpose of directing safety assessment operations.
 - Initial information reports will originate from the field responders to Command Staff as a result of the preliminary safety assessment in the immediate area by radio or status check.
- Gather and disseminate information on issues such as areas of damage, road closures, and high risk security areas and communicate to the Operations Chief in order to inform inspectors and Safety Assessment Teams (SATs).

ii. Assessment

- Determine imminent and potential hazards on affected properties.
- Assess environmental information (weather, wind, time, etc.) that may affect the incident and factor in to the Incident Action Plan.
- Assess potential consequences of the event in terms of location, severity, and amount of damage.
- Evaluate the vulnerabilities of down-slope structures and work with LAFD to determine potential evacuation areas.
- Establish building inspection priorities.

iii. Information Sharing

- Operations Chief will contact the Department's General Manager, Executive Officer, or Bureau Chief to advise them of operations.
- All safety inspections conducted by inspectors, as well as information gathered from LAFD and Los Angeles Police Department (LAPD), will be transmitted to Command Staff for compilation, evaluation, and action via standard EOC and DOC processes.
- All resource requests shall be directed from the field to the DOC Operations Section Logistics Chief who will monitor these reports to maintain situational status.
- Logistics Chief will forward detailed resource requests to appropriate LADBS staff for data input.
- Provide safety assessment report to Mayor, City Council, and the EMD through WebEOC.

- If a slide occurs in an open space without structures, LADBS will notify property owners.
 - Verify lines of communication between management, staff, and other City agencies.
 - The Department Public Information Officer (PIO) will work with the Joint Information Center (JIC) and EOC to disprove rumors and communicate timely and accurate information to the public.
- b) Incident Stabilization
- i. Incident Response
- Identify and prioritize critical functions, including emergency response and recovery functions, inspections, and permit issuances.
 - Safety Assessment Director will, as necessary, establish the Department's Incident Command Post (ICP) or staging areas to provide a location for departmental coordination and control of all emergency operations within the geographic area of command. Incoming incident notification and dispatching will be managed from this location or forwarded to appropriate Command Staff.
 - Activate the Applied Technology Council (ATC) Data Entry Application for documentation and reporting of safety assessment information.
 - Continue normal Department operations when possible.
 - If necessary, impose emergency building regulations that can be adopted through ordinances after the event to expedite the recovery process or mitigate future problems.
 - Designated engineering and inspection staff will continue to inspect buildings and structures to determine imminent and potential hazards.
 - Department geologists and geotechnical specialists will aid in geological and structural assessments at the incident.
 - Provide assistance to other departments and agencies as needed.
 - At the direction of the Operations Chief, Command Post vehicles will be activated to assist the Field Command.
 - Safety Officer will review hazards associated with the incident and ensure tactical assignments use safe practices.
 - The Safety Officer has the authority to stop or prevent unsafe acts and movements during operations.
 - SAT members shall establish contact with one of the following persons, in the order listed, for reporting and /or deployment instructions: leader, alternative leader, Personnel Branch Director, and the DOC.
 - LADBS Command Post shall provide a Liaison Officer to the EOC and other staff members to the EOC as necessary.
- ii. Ongoing Information Gathering, Assessment and Sharing
- Notify the EOC and other agencies and relevant stakeholders of safety assessment inspection results as needed.

- After a facility has been inspected and posted, the SAT team leader reports the information to LADBS DOC and to the Building Emergency Coordinator (BEC) for that particular facility.
 - Gather and tabulate statistics on LADBS emergency response and recovery activities and findings, including the type of construction, extent of damage, and estimated costs of damages.
- iii. Assess Transition to Recovery/Demobilization
- If possible, develop a timeline for assessment completions and relay that information to the City EOC and relevant stakeholders.
 - Determine post-disaster resources available for the safety assessment of buildings, including but not limited to staff, equipment, and facilities.
 - Work with LAFD, brief residents, structure owners, and other stakeholders on the situation and any necessary precautions before re-entry.
 - With the EOC, prepare both short and long-term plans; such plans shall consider the overall plan for the Department's operation. Considerations must be given to the existing situation, potential problem development, operational limitations, and logistical needs, including staffing requirements.
- c) Initial Recovery
- i. Initial Recovery Operations
- Analyze building code provisions based on the extent of damage to structures and develop recommendations for code changes if necessary.
 - Inspectors shall evaluate structures with the following questions in mind:
 - If no corrective physical action is performed on the site, will the building, structure, earth, or mechanical equipment fail, collapse, explode, or combust?
 - If a failure, collapse, explosion, or fire occurs, will it present an imminent, extreme, and immediate hazard or danger to life, limb, health, or safety.
 - Upon evaluation, inspectors shall determine whether to vacate, barricade, remove, or demolish structures considered to be unsafe for habitation and declare an imminent hazard with proper notification to owner per Los Angeles Building Code Section 8905.1.
 - LADBS will supervise short-term hill stabilization.
- ii. Ongoing Information Gathering, Assessment and Sharing
- Review and update procedures and criteria for post-event fast-track review of repair permits.
 - Notify City residents and patrons of the evaluated safety assessment by placing color placard at the main entrance of the building. LADBS will notify City residents and patrons of the evaluated safety assessment by placing color placard at the main entrance of the building. For buildings that have been "red tagged" or deemed to be unsafe to enter, LADBS shall place

some type of barrier well in advanced of the entrance of the structure to provide people who are blind or low vision with a physical barrier to alert them. Barrier or scene tape used by police and fire to mark an area closed to the public is an example of an approved barrier. Additionally, LADBS will enact the Safety Assessment Posting (SAP) program, where building safety assessments are posted on-line electronically for the public.

- iii. Demobilization of Department/Agency Resources
 - Identify and maintain a list of employees who are available for reassignment or redeployment.
 - Continuously update situation assessments and transmit information to EOC on remaining priorities and equipment and personnel needs.
 - The Incident Commander is ultimately responsible for determining when to scale back operations and to what extent.
- d) Department Command and Control
 - i. Operations Chief will assess the overall needs of the Department, and direct deployment of resources if needed.
 - ii. The Operations Chief shall have overall control of all field operations and the establishment of use priorities.
 - iii. Operations Section Chief also prepares operational briefs and will complete an ICS 215 form.
 - iv. The General Manager of LADBS or his authorized representative will establish overall policies and coordinate with the City EOB when activated.
 - v. The Incident Commander approves requests for additional resources.
 - vi. Ensure incident after-action reports are complete.
 - vii. Authorize the release of information to the news media.
- e) Documentation
 - i. Record Keeping
 - Each disaster shall be given a unique designation that will be used for tracking purposes. Such designations shall be utilized by the Department's cost accounting, plan checking, and inspection programs.
 - Safety Assessment Director will document and input inspection requests on to Code Enforcement Information System (CEIS) and G4 forms.
 - ii. Financial Reporting
 - Compile all necessary documentation and apply for all reimbursable expenses to appropriate governmental agencies (FEMA, Cal OES, etc.)

2. Emergency Management Department (EMD)

- a) Reconnaissance and Information Gathering
 - i. Fact Gathering
 - EMD Duty Officer and Duty Team will obtain information from department sources.

- Direct staff in collecting and consolidating ongoing reconnaissance information from field units, the ICP, and other available information sources.
 - The EMD Duty Officer and Duty Team will conduct citywide conference calls with City response departments and other agencies for extreme forecasted weather conditions may spurn potential debris flow in brushfire burn areas.
 - If the EOC is activated, EMD staff will be assigned to the Situation Analysis Unit of the Planning Section and is responsible for information gathering.
 - Activate Situation Analysis Unit of Planning Section to gather information.
- ii. Assessment
- Work with other departments to determine the scope of the incident and its impact on City functions and facilities, as well as residents, businesses, and the whole community.
 - In coordination with other EOC sections, develop impact estimates.
 - The Situation Analysis Unit of Planning Section will assess and vet information from all sources (e.g. City Department notifications, memos, media).
- iii. Information Sharing
- If the EOC is not activated, the Duty Officer will collect and consolidate ongoing reconnaissance information from field units, the ICP and other available information sources. The Duty Officer will also make recommendation to the General Manager regarding EOC activation.
 - If the EOC is activated, EMD will facilitate information sharing among departments.
 - EMD acts as the EOC coordinator.
 - EMD will coordinate any use of the NotifyLA Mass Notification System.
 - The Department PIO serves as the centralized point for gathering and disseminating information before, during and after an incident.
 - Reviews and shares information among departments to ensure a consistent message is conveyed.
- b) Incident Stabilization
- i. Incident Response
- If necessary, the EMD Duty Officer and Duty Team will activate the City EOC in accordance with EMD standard operating procedures.
 - When necessary, coordinate operations with emergency service organizations in other jurisdictions.
- ii. Ongoing Information Gathering, Assessment and Sharing
- Monitor, record, evaluate, and assess information obtained by LAFD and LAPD during initial size up to anticipate future emergency management needs of the departments.

- Verify WebEOC is functional and incoming information from departments is posted to the Significant Events Board.
 - iii. Assess Transition to Recovery/Demobilization
 - Determine key incident thresholds and measurements that will affect the Department's ability to begin demobilization and shift focus to recovery efforts.
- c) Initial Recovery
 - i. Initial Recovery Operation
 - Draft key objectives of short-term recovery are to restore homes, jobs, services, and facilities both quickly and efficiently.
 - EMD is assigned Chief of the EOC Recovery and Reconstruction Division.
 - Evaluate long-term recovery needs, and facilitate resource coordination between stakeholders.
 - EMD will work with LAFD and LAPD to coordinate re-entry plans and information.
 - ii. Ongoing Information Gathering, Assessment and Sharing
 - Continuously improve situational awareness and facilitate information sharing by evaluating and disseminating information from field operations and relevant stakeholders.
 - iii. Demobilization of Department/Agency Resources
 - Using information from other departments and weather forecasts, evaluate EMD's ability to demobilize resources and personnel.
- d) Department Command and Control
 - Notify relevant stakeholders, including the Mayor, EOB members, and the LA County Office of Emergency Management (OEM) Operational Area of City EOC activation.
 - EMD Duty Officer will communicate with the County OEM Duty Officer to monitor the incident.
 - If an elected official personally initiates a mutual aid request with the Governor or the President, staff must ensure that appropriate liaison and coordination are established with applicable Local, State and Federal authorities.
- e) Documentation
 - i. Record Keeping
 - During an activation, all EMD employees are required to complete a 214 form.
 - ii. Time Keeping
 - In the case of EOC activation, completed 214 forms are collected by the Finance/Admin Section of the EOC.
 - The time spent on an incident is recorded on electronic time sheets as a separate line item.
 - iii. Financial Reporting

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

3. Fire Department, Los Angeles (LAFD)

a) Reconnaissance and Information Gathering

i. Fact Gathering

- Lookouts will be established for the purpose of providing real time information to concerned officers.
- Initial information reports will originate from field resources to Battalion Commanders as a result of the preliminary assessment in the immediate area by radio/status check.
- Subsequent information reports may require in-depth reconnaissance of each geographic area of responsibility from the ground and air.

ii. Assessment

- Commanders shall consider needs for staffing, apparatus, specialized equipment and technical expertise, personnel relief, supplies, etc.
- Battalion Commanders shall, as necessary, initiate reconnaissance patrols to develop situational awareness.
- Using information from the National Weather Service, LAPD, EMD, and LAFD personnel, assess the potential scope of the incident.
- When considering evacuation, LAFD considers the rain event, ground saturation, vegetation status, condition of debris basins, and past history of flooding debris and mudflows in the area. All evacuations will follow the protocols set forth in the Evacuation Annex.

iii. Information Sharing

- Communications with other City departments, State, and Federal agencies will be coordinated at the Unified Command Post (UCP) and through Fire Department Metropolitan Fire Communications (MFC).
- Staff Planning Section positions within the Incident Command Post ICS structure.
- Develop initial ICS 201 form and work with other Unified Command agencies to begin development of Incident Action Plan for next operational period.
- Information shall be forwarded to the EOC and relevant stakeholders concerning the following situations:
 - Fires: Actively occurring or potential fires due to severed pipes and utilities.
 - Structural Damage: Buildings, evacuation needs, bridges, dams, etc.
 - Hazardous Materials: Life threatening incidents, product, potential, evacuation needs.
 - Access Routes: Impassable streets and essential routes that can be readily cleared for safe access.

- Utilities: Area wide disruption of water, sewage, telephone service, power outages, gas leaks.
 - Other Situations: Identify problems requiring Department assistance or situations affecting Department operations.
- b) Incident Stabilization
- i. Incident Response
 - Assist in the safe evacuation of residents.
 - Primary efforts will be preserving life, conducting necessary search and rescue efforts, coordinating and assisting with any evacuations as detailed in the Evacuation Annex.
 - If pipelines are severed or other hazardous materials released because of the debris flow incident, the Hazardous Materials Task Force shall be notified and shall respond to the incident.
 - Tape off the incident area and secure the perimeter as necessary to prevent unauthorized individuals from the scene.
 - Field commanders shall consider the following when developing tactical plans:
 - Immediate life loss potential, essential service occupancies, public health hazards, etc.
 - Recognize that fire protection systems within buildings will likely be disrupted, including: sprinklers, standpipes, water tanks, fire pumps, etc.
 - Disrupted utility services within buildings may cause fires and present life hazards to firefighting personnel from gas explosions, electrical shock, etc. Shutting off gas and electrical services to structures in damaged areas should eliminate the source of many fires. LAFD will work with LAPD in impacted areas to notify and evacuate individuals who will be adversely impacted (impact to life safety) by disrupted or loss of utility services.
 - Respond to Incident Command Post location with Command Vehicle, Plans Trailer, and portable generator trailer.
 - Request sand, sand bags, and K-rail barriers from General Services if necessary.
 - ii. Ongoing Information Gathering, Assessment and Sharing
 - Commanders shall determine the total needs to maintain a sustained operation within a planning framework.
 - Continue pre-identified modes of information gathering and reporting.
 - Damage to Department facilities shall be documented with photographs and other reports.
 - Work with LADBS to assess the situation and potentially determine timelines for resident re-entry.
 - iii. Assess Transition to Recovery/Demobilization

- Assess the capacity to de-escalate resources engaged in response operations and support.
 - Determine the gaps in response activities related to departmental roles and responsibilities.
 - Assess latent impact of weather event on operations and recovery.
- c) Initial Recovery
- i. Initial Recovery Operation
 - Continue to provide and manage any needed supplies or equipment for incident responders.
 - Provide assistance as needed at Safe Refuge Areas.
 - Provide fire protection and rescue in evacuated and relocated areas.
 - Ensure sufficient resources are on scene to accomplish Department priorities and tasks set forth in action plan.
 - ii. Ongoing Information Gathering, Assessment and Sharing
 - Ensure field reports follow established protocols and are given to the appropriate individuals and departments.
 - Continuously improve situational awareness by assessing the available information from both field units and the EOC.
 - Update the EOC on Department responses and activities.
 - Gather, update, improve, and manage information with a standard systematic approach.
 - iii. Demobilization of Department/Agency Resources
 - Using information from the EOC, determine the ability to demobilize resources and personnel.
 - Establish plans for demobilizing resources and personnel.
 - Communicate demobilizations to the EOC and other relevant stakeholders.
 - Assess the short and long-term need for LAFD personnel at the scene.
 - Coordinate ongoing personnel needs with LAPD, LADBS, and the EOC.
- d) Department Command and Control
- i. Fire Chief will establish overall policies and coordinate with the City EOB when activated.
 - ii. Deputy Department Commander will assess the overall needs of the Department, and cause deployment of resources based on that determination.
 - iii. Battalion Commanders will, as necessary, establish command post/staging areas to provide a location for Battalion coordination and control of all emergency operations within that geographic area of command. From the command post/staging areas, manage Incoming incident notification, dispatching, information and reconnaissance, interdepartmental/interagency coordination, etc.

- iv. Request needed light and heavy rescue equipment, lighting, and personnel. (A list of special equipment available from other agencies is located at Metropolitan Fire Communications).
- v. All commanders shall establish operational priorities based on problem assessment and availability of resources, considering that the overall objective during a slide incident is to accomplish the following overarching priorities:
 - #1 Life Safety
 - #2 Incident Stabilization
 - #3 Preservation of Property
- e) Documentation
 - i. Record Keeping
 - All units will maintain an ICS-214 form (Unit Activity Log).
 - Units may be required to complete an ICS-221 form (Demobilization Checkout).
 - Personnel may be required to complete an ICS 225 form (Incident Personnel Performance Rating).
 - Units may be required to complete a Cal OES F-42 form (Emergency Activation Record).
 - All personnel will maintain an F-101 form (Emergency Time Report).

4. Police Department, Los Angeles (LAPD)

- a) Reconnaissance and Information Gathering
 - i. Fact Gathering
 - Determine the size of the incident, and the potential scope of impacted area. Use this assessment to determine field resources and perimeter control.
 - ii. Assessment
 - Assess the potential need of personnel to respond to the incident.
 - iii. Information Sharing
 - Establish communications between field officers and Incident Command to report damages.
 - Provide information to the DOC and EOC as it is received from field personnel.
- b) Incident Stabilization
 - i. Incident Response
 - Select and establish an Incident Command Post and staging location(s).
 - The Department will work in conjunction with LAFD to monitor areas threatened by unusual occurrence.
 - Identify any areas that may need to be evacuated.
 - Facilitate evacuation consistent with guidelines, policies, and procedures indicated in the City's Evacuation Annex.

- Open major ingress/egress routes for emergency vehicles
- If necessary, establish a perimeter around the affected areas and structures.
- Develop a security plan for the interior and exterior of the evacuated areas as needed.
- If necessary, establish crowd control and crowd management techniques.
 - Provide security for sheltering, temporary distribution centers, and other emergency facilities as appropriate.
- ii. Ongoing Information Gathering, Assessment and Sharing
 - Officers shall fulfill their primary functions of observing, estimating, and communicating the overall situation estimate, allowing the DOC to prioritize resources and coordinate a City-wide response.
- iii. Assess Transition to Recovery/Demobilization
 - Assess the potential need for ongoing perimeter control and roadway closures.
 - As control is established in the involved area, the Department resources assigned to incidents may be reduced; however, there remains an obligation to assist and support other City departments and agencies working in the area on response and recovery aspects.
 - Once the initial incident has stabilized, attention will be directed toward restoring public services.
- c) Initial Recovery
 - i. Initial Recovery Operation
 - Oversee residential re-entry by assisting in the removal of barricades and opening roadways up again when the situation has been deemed safe.
 - Oversee any ongoing security concerns.
 - ii. Ongoing Information Gathering, Assessment and Sharing
 - Determine gaps in response activities related to departmental roles and responsibilities.
 - Assess latent impact of weather event on operations and recovery
 - iii. Demobilization of Department/Agency Resources
 - Deployment reduction shall coincide with the removal of temporary regulations and the restoration of public services.
 - Care will be exercised in the withdrawal of law enforcement resources to ensure involved areas are protected.
 - Some emergencies present special problems because of a greater potential for looting; therefore, interior patrols shall be maintained even after citizens are allowed limited access into closed areas.
- d) Department Command and Control
 - i. Identify and prioritize critical functions.
 - ii. Chief of Police will ensure adequate and compliant departmental response efforts.

- iii. Chief of Police will chair the City EOB. The Chief of Police along with other board members will establish policy for citywide operations as they relate to the management of the unusual occurrence.
 - iv. Logistical needs that are beyond the Department's procurement capabilities will be requested through the EOC.
- e) Documentation
- i. Record Keeping
 - Under the supervision of the Planning Section Chief, the Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Examples of incident documentation include: The Incident Action Plan (IAP), incident reports, communication logs, injury claims, and situation status reports. Thorough documentation is critical to post-incident analysis; some of these documents may originate from other sections. The Documentation Unit shall ensure each section is maintaining and providing appropriate documents. Incident files will be stored for legal, analytical, and historical purposes.
 - All incident messages affecting or reporting a change in the tactical situation or the Department participation in the Unusual Occurrence shall be recorded on either an ICS Form 213, General Message Form, or in the incident's chronological log.
 - Each Incident Command Post and the DOC shall maintain a Situation Status chronological log. The log shall be a summary of all significant information relative to the unusual occurrence.
 - ii. Time Keeping
 - Under the supervision of the Planning Section Chief, the Resource Unit Leader is responsible for maintaining the status of all resources (primary and support) at an incident. This is achieved by overseeing the check-in of all resources, maintaining a status-keeping system indicating current location and status of all resources, and maintenance of a master list of all resources.
 - The Resource Unit Leader oversees the recording of time for all Personnel/Equipment assigned to an incident. Personnel fill out Unit Activity Log ICS 214 form during check-in and overtime slips, as needed, during demobilization to account for their time.
 - Per the Los Angeles Police Department Manual and the Memorandum of Understanding, time keeping is documented via the Deployment Planning System (DPS)
 - iii. Financial Reporting
 - The Finance/ Administration Section is responsible for collecting all cost data, performing cost effectiveness analyses, and providing cost estimates and cost saving recommendations for the incident.

5. Public Works, Department of (DPW)

a) Reconnaissance and Information Gathering

i. Fact Gathering

- Debris flows pose a threat to landfill cover at Lopez Canyon and Toyon Canyon landfills. During heavy rains, staff is assigned on-site to monitor and correct damage before it escalates.
- Engineering also inspects and maintains areas prone to debris or mudflow when there has been a fire followed by rain/wet weather.
- The Bureau of Contract Administration (BCA) shall deploy inspection teams as necessary, including to affected construction sites and bridges.
- Engineering shall deploy assessment teams to evaluate landslides, mudslides, and bridges.

ii. Assessment

- Operating bureaus will prepare and present a situation status report to their General Managers and their bureaus emergency coordinator.
- Operating bureaus shall activate their Bureau Operations Center if needed to coordinate and disseminate information.
- Bureau supervisors shall assess personnel and equipment needs and report to their respective Bureau Operations Center.
- Each bureau shall conduct an assessment of workforce and operational capability and provide a report to their designated manager/supervisors, and to the BOC if activated.
- Engineering shall coordinate with the LADBS to establish criteria for safety assessment (percent of damage and cost).
- The Bureau of Engineering will assess public buildings and public infrastructures.

iii. Information Sharing

- Information will be shared among the bureaus, City departments, and outside agencies using email, phone calls, text messages, meetings, teleconferences, ExecComms, video conference, and WebEOC.
- Send representative(s) to EOC when activated.
- Update necessary reports with information from DPW employees in the field.

b) Incident Stabilization

i. Incident Response

- Department will mobilize and deploy inspection teams as necessary.
- Debris removal following a slide incident will follow the protocols and standards outlined in the Debris Management Appendix of the Recovery Annex.
- Engineering and Sanitation are the leads for the City's debris management efforts.

- The Bureau of Street Services (Street Services) is responsible for debris clearance on transportation routes and debris deposited along or immediately adjacent to public rights-of-way.
 - DPW will make provisions for debris removal, and if the incident requires, DPW will work with LAFD to make provisions for the removal of hazardous materials.
 - Engineering will assist in damage assessments on City public bridges and public structures.
 - Engineering shall activate the DPW Emergency Sewer Repair on-call contractor list for all sewer related repairs as reported by the Sanitation. Bureau of Contract Administration deploys with these entities and administers the contracts.
 - Street lighting will assist LADWP by barricading and marking areas with identified electrical hazards.
- ii. Ongoing Information Gathering, Assessment and Sharing
- Sanitation will conduct remote assessment of sewer flow and pumping capability, and provide a status report to division managers and General Managers.
 - Water Reclamation plants will conduct visual inspections of all operating systems and provide status report to respective division managers.
 - Bureau of Street Lighting will assess damages to street lighting systems.
 - Engineering will assess damages to streets, bridges, and channels.
 - Assessment of operational capabilities will be continuously updated and monitored by each bureau.
- iii. Assess Transition to Recovery/Demobilization
- Assess the capacity to de-escalate resources engaged in response operations and support.
 - Determine gaps in response activities related to departmental roles and responsibilities.
 - Work with other agencies to establish short and long-term goals for the impacted area.
 - Set priorities on street and bridge repairs.
- c) Initial Recovery
- i. Initial Recovery Operation
- Working with other departments, establish recovery goals and determine priorities.
 - Engineering is responsible for geotechnical services, including soil saturation and soil stability studies.
 - Develop a list of needed repairs and establish repair priorities.
 - Allocate resources and personnel according to established priorities.
 - Restock and replace emergency supplies as needed.

- Determine any potential long-term recovery needs and seek mutual aid assistance if necessary.
- Engineering will provide preliminary recommendations for public repairs in the incident area.
- Sanitation will be involved with the operating and close-out procedures for temporary debris storage and reduction (TDSR) sites.
- ii. Ongoing Information Gathering, Assessment and Sharing
 - Continuously assess the need of Department resources and personnel using information from the EOC.
- iii. Demobilization of Department/Agency Resources
 - Determine intervals or timelines for demobilization of resources and personnel.
 - Communicate demobilizations and demobilization plans to relevant departments and the EOC.
- d) Department Command and Control
 - Determine if the DPW Emergency Plan should be activated, and if activated the Emergency Management Coordinator will notify EMD.
 - Establish and maintain communications between the City's EOC, Bureau Operations Centers, and Operational Command Centers.
 - Review the Debris Management plan and ensure that personnel and resources are in place to assist in transferring and temporarily storing debris if necessary.
 - Review mutual aid agreements and standing contracts. Reach out to stakeholders as necessary.
- e) Documentation
 - i. Record Keeping
 - Initial Damage Assessments are to be reported on FEMA/Cal OES mandated forms.
 - Each Bureau's Financial Management Division/Section is responsible for securing documentation copies of all rental equipment charges and work order(s) used in the emergency for tracking full cost recovery and future reimbursement from the Cal OES and/or FEMA.
 - BCA is custodian of department contract records for activities involving private contractor operations.
 - ii. Time Keeping
 - FEMA and Cal OES have forms to report the initial emergency response including: force account labor, contract labor and equipment and expense.
 - Each Bureau's Finance/Admin Section is responsible for securing copies of all timesheets for response to the incident.
 - iii. Financial Reporting
 - Disaster related work and expenses must follow the Department's normal cost-accounting procedures, which follow the City-wide cost accounting guidelines.

- Financial tracking and management will be coordinated with the Office of Accounting and the Chief Administrative Officer (CAO).
- Financial tracking and management will be coordinated through the Budget, Cost and Revenue Section of the Bureau's Administrative Services Division. That Section is responsible for financial tracking and management coordination. The Section coordinates with the Office of Accounting and the CAO.
- Costs are tracked using the City's Merlin system. Timesheets and purchase records will constitute documentation to support the Bureau's expenditure claims.
- The Financial Management Division (FMD) is tasked with verifying that designated work orders have been opened and that all related Bureau costs are being charged correctly to that work order.

6. Recreation and Parks, Department of (RAP)

- a) Reconnaissance and Information Gathering
 - i. Fact Gathering
 - Determine impact of debris flows on Department properties and structures, if any.
 - Determine which nearby facilities can be used as incident command staging areas or as shelters if appropriate.
 - The RAP Emergency Management Division will maintain the DOC.
 - ii. Assessment
 - Evaluate the potential need of shelter use and shelter-social-service functions.
 - Public safety will take precedence in determining emergency response objectives.
 - Account for all personnel.
 - Employee work locations must be deemed safe prior to continuing to utilize the location.
 - Assess available workforce and operational capability.
 - iii. Information Sharing
 - Provide situation assessment through the DOC to the EOC.
 - In the EOC, Recreation and Parks serves as the lead agency of the Mass Care and Shelter Branch of the Operations Section which is supported by American Red Cross (Red Cross), Los Angeles Unified School District, Animal Services, Housing Authority of the City of Los Angeles, and the Department on Disabilities.
- b) Incident Stabilization
 - i. Incident Response
 - Report to EOC Operations Section.
 - Coordinate Mass Care Shelter functions when the EOC is activated.

- Arrange for shelter facilities for persons rendered homeless.
 - Brief and document all activities within the Mass Care Branch.
 - Maintain database of vital information pertinent to Mass Care and Shelter functions such as incidents, employee contact information, facilities, and maps.
 - Provide resource information and resources to other departments (e.g. tractors, trucks, light towers) via the EOC.
 - The RAP Emergency Management Division is the lead division in response efforts.
 - Provide personnel to perform disaster service worker functions to other departments (e.g. evacuation teams, traffic control, and park ranger law enforcement).
- ii. Ongoing Information Gathering, Assessment and Sharing
- Ensure situational awareness and mapping of damage is completed.
 - Keep SALUS map updated with all sheltering information.
 - Work with other agencies to determine procedures for accepting, storing, and redistributing donated supplies to the affected populations.
- iii. Assess Transition to Recovery/Demobilization
- Assess the capacity to de-escalate resources engaged in response operations and support.
- c) Initial Recovery
- i. Initial Recovery Operation
- Continue to facilitate sheltering of all residents and individuals affected by the incident.
- ii. Ongoing Information Gathering, Assessment and Sharing
- Initiate report to the CAO relative to all casualties, damage, losses, and expenditures incurred.
 - Provide the DOC with further assessment of damage to Critical Facilities and resources.
- iii. Demobilization of Department/Agency Resources
- Continuously assess the need of Department resources and personnel.
 - Evaluate both short and long-term sheltering needs.
 - Determine intervals or timelines for demobilization of resources and personnel.
 - Communicate demobilizations and demobilization plans to relevant departments and the EOC.
- d) Department Command and Control
- Assign Personnel to the City EOC and the DOC when activated.
 - The Recreation and Parks Emergency Management Coordinator or designee will be the Director of the DOC and will have:
 - Constant communication and coordination with Executive Staff.

- Constant communication and coordination with the Incident Command or Unified Command.
 - Constant communication and coordination with the EOC through the EMD, EOC, or EMD Duty Officer.
 - Command and control of the DOC Staff Per the Los Angeles Administrative Code (Chapter 03, Division 08), RAP functions as the head of the Public Welfare and Shelter Division of the City of Los Angeles EOC.
- e) Documentation
- i. Record Keeping
 - Maintain status reports and documentation on all department incidents and expenditures during an incident.
 - ii. Time Keeping
 - Ensure payroll and timekeeping functions for personnel.
 - iii. Financial Reporting
 - Financial documentation and cost tracking is an important element of Department response, as certain costs may be eligible for federal or state reimbursement. The Emergency Management Coordinator is responsible for gathering all forms, time-keeping data, and other reports. A comprehensive report is submitted to Finance and Executive Staff for approval and then submitted to the CAO. Cost tracking methods include the use of a designated work order number relative to the emergency by all employees expending time, fuel, material, and equipment.
 - The EOC Logistics and Finance command team is responsible for documenting all of the costs associated with the incident.

7. Transportation, Los Angeles Department of (LADOT)

- a) Reconnaissance and Information Gathering
 - i. Assessment
 - Assess damages and determine the potential need for LADOT personnel and resources.
 - ii. Information Sharing
 - Ensure communications with essential facilities, field employees, other Divisions and City EOC is established.
 - Communicate to other departments, stakeholders, and the public any road closures or route alterations.
 - Report findings to the Communications Center who will relay appropriate information to the DOC.
 - LADOT's DOC serves as the centralized point for collection and dissemination of information and coordination of department resources for response, recovery and employee safety during emergency situations or during any other event/incident that warrants the activation of the DOC.

- Additionally, designated LADOT personnel will report to the City EOC upon its activation.
- b) Incident Stabilization
- i. Incident Response
 - Work with other agencies to identify locations that need to be controlled, closed, or barricaded.
 - Assist LAPD with traffic route planning and staffing key traffic control points.
 - Deploy barricades and personnel to incident or area around incident to assist with blocking streets to direct and control traffic.
 - EOC responders will report to their stations as pre-designated.
 - Coordinate transportation services with other agencies supplying common carrier services for the displaced public.
 - Mobilize emergency transportation resources to transport emergency workers, evacuate citizens, and expedite emergency operations.
 - If necessary, coordinate transportation services for the public displaced from normal travel routes and facilities as stated in the LADOT Coordinated Transportation Plans SOP.
 - Provide assistance to other departments as needed.
 - Provide assistance to LAPD and LAFD as needed.
 - ii. Ongoing Information Gathering, Assessment and Sharing
 - Continue to prepare and enforce special traffic control plans in areas around the incident.
 - Regularly brief other departments and stakeholders on the emergency status.
 - iii. Assess Transition to Recovery/Demobilization
 - Ensure immediate response operations are still needed.
 - Assess the viability of transitioning to a recovery phase.
 - Assess latent impact of event on operations and recovery.
- c) Initial Recovery
- i. Initial Recovery Operation
 - Materials and temporary traffic controls will remain in place until roadways and other transportation facilities are completely repaired.
 - ii. Ongoing Information Gathering, Assessment and Sharing
 - Nine key areas LADOT addresses:
 - Residential, commercial, and industrial rehabilitation
 - Public sector services
 - Economic recovery
 - Land use/re-use
 - Organization and authority
 - Vital records
 - Inter-jurisdictional relationships

- Traffic mitigation
- iii. Demobilization of Department/Agency Resources
 - Continuously assess the need of department resources and personnel using information from the EOC.
 - Determine intervals or timelines for demobilization of resources and personnel.
 - Communicate demobilizations and demobilization plans to relevant departments and the EOC.
 - Assess the resources and personnel needed for any long-term roadway closures.
- d) Department Command and Control
 - i. LADOT's General Manager has the ultimate responsibility for Command and Control.
 - LADOT has established a succession plan in the event the General Manager is not available.
 - ii. All resource requests will be communicated directly to the DOC from LADOT field personnel or the City's EOC.
 - iii. All requests for resources shall be documented and the status/progress of the requests monitored and noted.
 - iv. All resource requests that are not functions of LADOT shall be documented and forwarded to the Logistics Section of the EOC for further action.
- e) Documentation
 - i. Record Keeping
 - All hours associated with an incident are also captured and summarized into cost tracking worksheets. The worksheets are then processed and calculated using established LADOT practices and in conformance with the Public Assistance Program.
 - The detailed documentation is reviewed by the payroll/timekeeping unit and accounting unit. Worksheets identifying equipment usage are also collected and summarized.
 - ii. Time Keeping
 - LADOT records staff hours through the "D-Time" System. All time keeping is processed through the online D-Time System and timesheets are reviewed and approved bi-monthly by division supervisors. Time designated to a specific incident is delineated by applying the hours worked to a work order (project number) for the specific incident and entered into the D-Time System. All hours associated with that work order number are then calculated and a summary of work hours is completed.
 - iii. Financial Reporting
 - All costs associated with the incident are submitted to the CAO for inclusion in the Public Assistance Program.

8. Water and Power, Los Angeles Department of (LADWP)

a) Reconnaissance and Information Gathering

i. Fact Gathering

- In a debris flow incident, most information will likely come from communications with other City agencies, particularly through the EOC. LADWP information will come from:
 - Employees assigned to conduct windshield surveys; and safety inspections of specific facilities, systems, and other areas.
 - Control Centers monitoring critical infrastructure for water and power systems.
 - Customers reporting system damage by telephone or social media to customer service representatives.
 - Radio, TV and social media reports.
 - Reports from other City agencies.

ii. Assessment

- Following an incident, LADWP Systems maintain established protocol to check the status of internal critical infrastructure and equipment. Actions include forming safety assessment teams, assessing infrastructure for damage and functionality, and then prioritizing repair work for assignments.

iii. Information Sharing

- Water and power systems work closely with the LADWP Communications and Public Affairs to validate information, craft and disseminate information, and release information regarding service interruptions and progress of restoration efforts. Communications regarding service interruptions will follow the guidelines and protocols outlined in the Emergency Public Information Annex.
- Provide personnel to support the City's JIC. All incoming media requests will be coordinated through the City's EOC.
- Information will be shared internally to keep LADWP employees informed of the nature of the emergency; the impact of the emergency on Department operations and services to customers; and the plans for and progress made in restoration.

b) Incident Stabilization

i. Incident Response

- Deploy staff to the EOC as requested.
- Arrange for emergency fencing, shoring, and repair of LADWP facilities as required to ensure public safety.
- When necessary, shut down utilities in the incident area to prevent burst pipes, fires, or other compounding problems that may be created by a slide.
- If necessary, initiate consideration of fast-track repair permit ordinance.

- As available, provide equipment and personnel to assist in removing downed trees from de-energized electric lines.
 - Identify and ensure the logistical operations of alternate work locations if needed.
 - Form safety assessment teams.
 - Restore access to facilities.
 - Maintain secure areas for utility restoration crews.
 - Provide temporary or emergency water and power services as required.
 - If necessary, activate the LADWP DOC in accordance with the LADWP Emergency Response Plan for command and management in the coordination of energy and water services response for restoration of the Water and Power Supply.
- ii. Ongoing Information Gathering, Assessment and Sharing
- As detailed in the Emergency Public Information Annex and the Early Warning and Notification Annex, LADWP Communications and Public Affairs will work to validate information and then disseminate internal information.
 - The LADWP Communication and Public Affairs will work with the EOC and JIC to develop and broadcast information to the public regarding service interruptions and the progress of restoration efforts.
 - Communication and Public Affairs will provide information to the JIC for broadcast/print regarding any service interruptions and the progress of restoration efforts. This information dissemination process is detailed in the Emergency Public Information Annex and the Early Warning and Notification Annex.
- iii. Assess Transition to Recovery/Demobilization
- Information regarding the demobilization of resources will be communicated from the field to the DOC, and forwarded to the City EOC as appropriate.
 - Facilitating the situational status briefings help identify the system's ability to transition from recovery to demobilization as resources are no longer needed for response/recovery can then be transitioned back into routine service.
 - The LADWP Corporate Safety division will evaluate and recommend actions concerning hazardous waste removal, air quality, recycling, and other environmental services.
- c) Initial Recovery
- i. Initial Recovery Operation
- Assign a restoration coordinator.
 - Provide equipment or personnel as available to assist in removing downed trees from de-energized electric lines, restoring access to facilities by utility

personnel and equipment, and maintaining areas secure for utility restoration crews.

- Work with appropriate Local, State, and Federal entities to facilitate the restoration of utilities immediately following a disaster.
 - Attempt to secure assistance in accordance with existing contracts and agreements to meet reserve requirements as necessary.
 - Identify and ensure the logistical operations of alternate work locations if needed.
 - Maintain water supply for fire suppression and customer needs.
 - Restore water facilities affecting the greatest number of persons.
 - Maintain and restore water quality.
- ii. Ongoing Information Gathering, Assessment and Sharing
- Perform damage assessment of essential facilities and equipment through emergency engineering inspections. Inspections will be commensurate with the availability of personnel for inspections and consistent with operating requirements.
 - Inspection damage reports will assign damage rating scores based on safety hazard to personnel, system reliability, and availability of facility due to damage. Inspections will also describe and comment on the extent of the damage.
 - Damage cost estimates will be provided as requested by governmental authorities for the purpose of seeking State and/or Federal Disaster assistance upon approval of senior management.
 - Continue water data gathering and documentation.
- iii. Demobilization of Department/Agency Resources
- Information regarding the demobilization of resources will be communicated from the field to the DOC, and forwarded to the City EOC as appropriate.
 - Identify the system's ability to transition from recovery to demobilization as resources are no longer needed for response/recovery and can be transitioned back into routine service.
 - Continuously assess the need of Department resources and personnel using both weather forecasts and information from the EOC. Determine intervals or timelines for demobilization of resources and personnel.
- d) Department Command and Control
- The DOCs are activated during emergency events that impact or threaten LADWP operations. DOCs serve as the centralized point for collection and dissemination of information and coordination of Department resources for response, recovery, and employee safety during emergency situation or during any other incident that warrants the activation of the DOC.

- LADWP has both Water and Power DOCs. The DOCs perform internal coordination functions, set priorities, allocate resources, and coordinate activities to restore normal operations.
 - The Senior Assistant General Managers for each system has the authority to activate their respective DOC.
 - The LADWP maintains and operates a Crisis Management Center (CMC) that acts to support of the Water and Power Systems DOCs. Activation of the CMC shall be at the request of the General Manager or designee.
 - The General Manager (or Acting General Manager) may convene periodic meetings of certain high-level managers (referred to as the Crisis Management Team) for the purpose of using this forum to:
 - Keep LADWP employees informed of the nature of the emergency, and the impact of the emergency on Department operations and services to customers.
 - Develop policies and/or procedures for coping with the emergency situation.
 - Identify and recruit labor and other resources for allocation to response operations.
- e) Documentation
- i. Record Keeping
- Documentation will initiate in the early stages of an emergency. Based on the situation, different types of documentation can provide information or database for the After Action Report. Documentation shall not be restricted to reports or forms used exclusively by the planning function, but shall include materials from the entire emergency organization. Recommended types of documentation include:
 - Action plans developed to support operational period activities
 - Forms used in ICS and the EOCs
 - Activity logs and journals
 - Written messages
 - Situation reports
 - Function and position checklists
 - Public information and media reports
 - FEMA developed forms.
 - If any reports for damages are submitted to the EOC, a copy shall be submitted to the CMC and LADWP. All systems are responsible for the collection of information regarding the location, scope, category, and cost estimate of response and damages.
 - LADWP OEM is the single point of contact during the recovery phase until the Project Worksheets are approved. After this point, the Financial Services Organization (FSO) of the LADWP is responsible for directing

department-wide documentation related to Cal OES/FEMA and insurance claims.

ii. Time Keeping

- Financial documentation and cost tracking is an important element of any emergency plan. Certain costs may be eligible for Federal or State reimbursement. The CAO is responsible for coordinating disaster grants and assistance following disasters. Reimbursement through the FEMA and Cal OES is dependent on complete and accurate documentation of all disaster related work and expenses.
- Critical documents for cost recovery are the responsibility of the divisions to archive and protect. Cost recovery documentation includes the following:
 - Signed daily timesheets, civil service classifications, hours, base hourly rates and applicable fringe benefits for labor
 - Quantities, descriptions, purchase orders, invoices/vouchers, and payment records for materials or services
 - Usage records with dates, hours, and rates for equipment
 - Inventory depletion records for stock material usage
 - Contract documentation for services and material
- If any reports for damages are submitted to the EOC, a copy will be submitted to the CMC and LADWP. All systems are responsible for the collection of information regarding the location, scope, category, and cost estimate of response and damages.

iii. Financial Reporting

- FSO is responsible for directing department-wide documentation related to FEMA/Cal OES disaster reimbursement claims and for coordinating submittals to CAO, which, in turn, coordinates the City-wide FEMA/Cal OES documentation and reporting requirements.
- Guidance issued by the LADWP Billing, Projects and Disaster Claims shall be used for assembling audit-ready packages for expenditures associated with emergency/disaster recovery/restoration and hazard mitigation.
- Each of the three major systems in LADWP (Water, Power, and Joint) are responsible for compiling documentation and records of its own lead jobs or projects consistent with the guidance above. The effort is coordinated by a system-level FEMA Documentation Coordinator.

B. County of Los Angeles

Although the City of Los Angeles has no authority to assign responsibilities to County departments, many County departments are the primary agency responsible for providing certain services to the City of Los Angeles. Those county departments are listed in the following, along with the services they are responsible for providing in debris flow incidents.

1. Emergency Management, Los Angeles County Office of (OEM)

OEM is responsible for coordination between the City and the County. OEM works with the County Department of Public Health on potential public health impacts and concerns. In the event a debris flow incident extended past City of Los Angeles borders, or if the incident exhausts City resources, the County EOC can be activated to support larger-scale mass care and sheltering activities. OEM also coordinates requests for resources, and is the agency responsible for requesting state activation and resources as needed.

2. Public Works, Los Angeles County Department of (LACDPW)

LACDPW is responsible for the design, construction, operation, maintenance, and repair of debris flow basin, roads, traffic signals, bridges, airports, sewers, water supply, flood control, water quality, and water conservation facilities, and for the design and construction of capital projects. As a first responder agency for the County, LACDPW maintains a 24-hour EOC to respond to emergencies and disasters, including mud and debris flows, as well as problems reported by the public and other agencies.

C. State of California

Although the City of Los Angeles has no authority to assign responsibilities to State agencies and organizations, many provide primary or support services to the City of Los Angeles. Those who provide services are listed below, along with the services they are responsible for providing in a debris flow incident.

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

Cal OES exists to protect lives and property in California by effectively preparing for, preventing, responding to, and recovering from threats, hazards, and emergencies. At the jurisdiction’s requests and when deemed appropriate, Cal OES can become the coordinating entity between agencies and establish a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Additionally, Cal OES may provide financial support for extraordinary eligible costs associated with LAC operations through the California Disaster Assistance Act (CDAA).

2. California Department of Transportation (Caltrans)

Caltrans is the state agency responsible for highway, bridge, and rail transportation planning, construction, and maintenance. Caltrans aids in pre-planning, road management, and traffic control and routing. These tasks are also managed in cooperation with Local law and State law enforcement. If roads within the Caltrans jurisdiction need to be closed off and traffic diverted Caltrans would place road blocks and traffic diversion signs in the area.

3. California Geological Survey (CGS)

CGS is the State of California’s geologic agency tasked with providing scientific information and services about California’s geology, seismology, and mineral

resources. CGS has performed extensive mapping through their Landslide Inventory Map Series, which show the locations and characteristics of past landslides. These maps can delineate potential slope stability problem areas. CGS regularly works with Cal OES during and immediately following slide incidents, and would potentially work with the City following major slides within City boundaries.

D. Federal

Although the City of Los Angeles has no authority to assign responsibilities to Federal Departments, many federal departments have primary or support responsible for providing certain services to the City of Los Angeles. Those federal departments are listed in the following, along with the services they are responsible for providing in a debris flow incident.

1. Federal Emergency Management Agency (FEMA)

In large incidents that exhaust Local and State resources, FEMA is the lead Federal agency for consequence management. If an incident extends beyond local and state response capabilities, FEMA would coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. FEMA would implement the Federal Response Plan, cooperating with State and Local emergency response agencies. Final authority to make decisions on-scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the local Incident Commander. FEMA also provides individual assistance directly to individuals at FEMA Disaster Recovery Centers. Additionally, FEMA offers public assistance to support state and local government recovery including reimbursements for emergency animal evacuation and sheltering activities.

2. National Weather Service

The National Weather Service improves weather decision services for events that threaten lives and livelihoods. Their weather forecasts can assist agencies making decisions regarding rescue and response efforts, and can warn stakeholders of coming storms and precipitation that might increase the likelihood of slides and mudflows. The weather Service routinely participates on citywide conference calls and briefs staff on the impending weather forecast in order to assess whether rain forecasts will spurn potential debris flows in recent brushfire burn areas in the City of Los Angeles.

3. United States Geological Survey (USGS)

The United States Geological Survey is a science organization with the U.S. Government that provides information regarding ecosystems, the environment, natural resources, and natural hazards. Their Landslide Hazards Program gathers information and conducts research in to slide hazards and slide incidents so as to

expand public knowledge. In a slide incident within Los Angeles, USGS would potentially assist with mapping and geophysical information.

E. Non-Governmental Organizations

Although the City of Los Angeles has no authority to assign responsibilities to NGOs, many NGOs have primary or support responsible for providing certain services to the City of Los Angeles. Those NGOs are listed in the following, along with the services they are responsible for providing in a debris flow incident.

1. American Red Cross Los Angeles Region (Red Cross)

- Assist during the recovery process by providing mass care services as outlined in the MOU with the City.
- Staff the Red Cross position in the City EOC Mass Care Branch.
- Determine the most effective service delivery strategies for meeting client needs based on the culture, economy, and geography of the affected region and the scope of the disaster relief operation.
- Integrate efforts of the national NGOs that provide mass care services.

2. Emergency Network Los Angeles (ENLA)

- Provide avenues for communication, collaboration, and networking so that nonprofit organizations can most effectively use resources and work together to coordinate recovery.
- Partner with City agencies to provide general assistance to the public.

F. Other

Although the City of Los Angeles has no authority to assign responsibilities to other organizations, many are responsible for providing certain services to the City of Los Angeles. Those who provide services are listed in the following, along with the services they are responsible for providing in a debris flow incident.

1. Southern California Gas Company

In a slide incident, the Southern California Gas Company shall be contacted to shut down power in the area so as to prevent compounding incidents. The Gas Company shall quickly assess any damages to pipeline system and take appropriate action to stem any issues that could affect public safety. If necessary, they shall physically patrol transmission and distribution pipeline systems to ensure no further damage is experienced. After a slide area has been deemed safe, they shall work to restore natural gas service.

IV. DIRECTION, CONTROL AND COORDINATION

The Debris Flow Annex may be activated when the Mayor proclaims a local emergency or if the EMD Duty Officer, after consulting with the EMD General Manager or Assistant General Manager, determines the situation warrants a Level I, II, or III EOC activation and the implementation of the Annex's policies and procedures.

Some portions of this Annex, such as the initial response, go into effect immediately following a debris flow incident. The remainder of this Annex is only activated when the incident grows in scope to a point where activation of the EOC is warranted. Activation of the EOC is not necessarily automatic or necessary with all slide incidents.

In advance of or simultaneous with the City plan activation, City departments and agencies will also activate their departmental emergency plans.

V. ADMINISTRATION, FINANCE, AND LOGISTICS

Each department is required to have documented internal administrative procedures in place to track financial costs related specifically to the response and/or recovery of an incident. These procedures must include tracking all expenditures specifically related to the incident, including personnel costs such as straight and overtime payroll costs related specifically to the incident. Departments are also required to document internal administrative procedures for requesting, fulfilling, and tracking internal, department to department (DOC-to-DOC), field to department (field-to-DOC), and department to EOC (DOC-to-EOC) resource requests. Each department is responsible for the tracking of their own resources, including the tracking of personnel.

If an incident meets designated thresholds for Proclamation or Declaration of a State and/or Federal Emergency or Disaster, the Department of the CAO, acting as the City's Authorized Agent, will develop a method for collecting financial documentation from departments as needed for submission as part of the City's reimbursement application process.

VI. AGREEMENTS AND UNDERSTANDINGS

A. Memorandum of Understanding

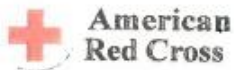
Memorandum of Understanding between the American Red Cross Los Angeles Region and the City of Los Angeles

Memorandum of Understanding

between

American Red Cross Los Angeles Region and

The City of Los Angeles



I. Parties and Purpose

This Memorandum of Understanding ("MOU" or "Agreement") is hereby entered into between the American Red Cross, Los Angeles Region ("Red Cross") and the City of Los Angeles ("City," hereafter "Party" or "Parties"). Its purpose is to document the understanding and relationship between the Parties, and provide a broad framework for cooperation between the Parties in:

- Rendering assistance and service to survivors of disaster, so as to meet the disaster-caused emergency needs of the residents and guests of the City;
- Readiness and response activities, including planning, training, and human and logistical resource support; and
- Other activities which may be mutually beneficial.

II. Independence of Operations

Each Party to this MOU will maintain its own identity in providing service. Each Party is separately responsible for establishing its own policies and financing its own activities.

III. Methods of Cooperation

Per the United States Department of Homeland Security, National Response Plan (January 2016), the Red Cross is a supporting agency to the mass care functions of Emergency Support Function (ESF) #6. While it does not direct other Non-Governmental Organizations (NGOs), the Red Cross takes the lead in integrating the efforts of the national NGOs that provide mass care services during response operations.

The City of Los Angeles, recognizing this role, desires to maintain a harmonious and cooperative relationship with the Red Cross in providing disaster relief services to the entire community affected by a disaster occurring within the City of Los Angeles. In order that the resources of the Red Cross and the City may be coordinated and used to the fullest advantage in rendering disaster relief, the Parties agree to the following points. Additionally, upon further written agreement of the Parties, these points may be elaborated upon further under separate annexes to this Agreement.

1. The Red Cross shall have a standing role in the City's Emergency Operations Center ("EOC") upon activation of the EOC at levels II and III, which include the participation of other City departments and outside agencies. This role shall exist in the Mass Care Branch of the Operations Section. The Red Cross representative(s) shall report directly to the EOC to work in the American Red Cross Unit of the Mass Care Branch as the Red Cross Agency Representative. In certain situations, the Red Cross may be invited by the City to perform other roles within the EOC.
2. As described in the City of Los Angeles, Emergency Operations Plan, the Department of Recreation and Parks ("RAP"), as the EOC Operations Section/Mass Care Branch Director, will contact the Red Cross whom will work with EMD, Department on Disabilities ("DOD"), Los Angeles Unified School District ("LAUSD"), and RAP to select suitable and accessible shelter site(s) in the City for people requiring emergency shelter.
 - 2.1 EMD will work with DOD to ensure facility accessibility.

3. The Red Cross will be notified to provide an Agency Representative for any incident in which the City is supporting mass care functions. The Agency Representative will act on behalf of the Red Cross within an Incident Command or EOC structure. The Agency Representative will initially report to the Liaison Officer, either at the Command Post or at the City EOC.
4. The City will, as appropriate, be invited to participate in the Red Cross Region EOC or District EOC(s) activation as an Agency Representative, or to participate in any field operations structure under the control of the Red Cross.
5. The City will invite the Red Cross to attend all post-EOC Activation After-Action Report meetings for Level II and II EOC activations, and/or to provide input for inclusion in any After-Action Report documents for incidents in which the Red Cross participated.
6. The Red Cross will provide training, as necessary, to any City agency or employee to ensure they correctly understand the roles, responsibilities, and limitations of Red Cross disaster relief services.
7. The City will provide internal training to its employees to ensure they understand the roles and responsibilities of the City in support of shelter operations.
8. Pursuant to the California Disaster Services Worker (DSW) Act, civilian employees may be reassigned as DSWs to assist with duties associated with mass care, sheltering and other support functions during the aftermath of any local disaster. The parties mutually agree that the assignment of City employees as DSWs will be based on the operational needs of the City. DSW assignments may include performing duties at mass care locations where Red Cross has staff assigned. DSWs may be tasked to work along with Red Cross staff to assist with functions such as mass care sheltering, feeding, bulk distribution, assigning volunteers to assignments, warehouse activities, etc.
9. The Red Cross will provide City access to Red Cross mass care, shelter training and preparedness activities that will prepare City employees with basic knowledge and skills in sheltering and other Red Cross support functions in order to best prepare employees whose facilities are or may be used to support mass care or, who may serve as DSW workers, as described above. The City and the Red Cross will jointly promote the training for City employees through the DSW webpage and through individual departments. Shelter training will be required for RAP staff, as identified by the RAP General Manager or designee.
10. The City will provide training to Red Cross staff in EOC Operations Section roles and responsibilities.
11. The Red Cross and the City will work collaboratively to stock and stage durable medical equipment and consumable medical supplies in Red Cross trailers and/or other portable containers for deployment during shelter activations. Locations of trailers and portable containers will be mutually agreed upon by the Red Cross and the City. The Parties will coordinate an annual inspection of the trailers and containers, including the rotation of limited shelf-life items.

12. Pursuant to a separate written agreement between the Parties, the City may make available to the Red Cross certain City facilities for the Red Cross to use to pre-stage disaster relief supplies.
13. Pursuant to a separate written agreement between the Parties, the City may make available, at its sole discretion, to the Red Cross certain City facilities for the Red Cross to use to support its preparedness activities (e.g., training, community events, forums, outreach fairs, etc.).
14. The City and the Red Cross will mutually ensure that disaster relief operations within the City are equally accessible to people with disabilities and others with access and functional needs.
15. The City and the Red Cross shall work together to ensure the most accurate information regarding services, processes and points of contact is available in all City and Red Cross disaster plans and procedures.
16. Recognizing that the Los Angeles Department of Water and Power (LADWP) has extensive resources within the Counties of Inyo and Mono, the City and Red Cross will work cooperatively to develop plans for the potential use of City resources to support its preparedness infrastructure and for disaster relief operations in those counties. This is at the sole discretion of the City and is dependent upon any direct impacts to the city or its infrastructure at the time of the request.
17. Close liaison will be maintained between the Red Cross and the City by conference calls, meetings, telephone, facsimile, electronic messaging, and other means. Each Party will share current information regarding disasters, disaster declarations, and changes in regulations, legislation and protocols related to disaster relief.
18. The City agrees to supply the Red Cross with lists of City Emergency Management Coordinators and related staff on a monthly basis. The Red Cross agrees to supply the City with local Chapter contact information including work, cell and home phone numbers, and e-mail information.
19. The Red Cross and the City will participate in one another's disaster exercises, as appropriate.
20. The Red Cross and the City will work together to provide mitigation and community disaster education within the City. Cooperative efforts could include distributing preparedness education materials to targeted populations within the community (in accordance with the provisions of Section IV(a) of this Agreement), or requesting that local residents be encouraged to take part in pre-disaster planning and work with the local Chapter. The City and the Red Cross will ensure all materials are made available in accessible formats for people with disabilities and others with access and functional needs.
21. Both City employees and Red Cross workers will work cooperatively at the scene of a disaster and in the disaster recovery, within the scope of their respective roles and duties, and approved policies and procedures.

22. Pursuant to a separate written agreement between the Parties, the Red Cross and the City will collaborate and support the City's efforts towards preparing the community to be more resilient in the face of a disaster.
23. The Red Cross and the City will actively seek to determine other areas or services within their respective organizations where cooperation and support will be mutually beneficial and may amend this Agreement accordingly to include those additional areas or services.

IV. General

1. Both Parties agree not to use or display any trademarks of the other without first receiving express written permission to do so; however, the use of the trademarks of the other Party is permitted for internal meeting notes and plans that are not publicly distributed and used during the normal course of business related to the purpose of this MOU. If either Party desires to use the intellectual property of the other, the "requesting party" should submit the proposed promotional/marketing materials, press releases, website displays or otherwise proposed use of the trademarks to the "owning Party" for review in advance of dissemination or publication.
2. The Red Cross and the City will keep the public informed of their cooperative efforts.
3. The Red Cross and the City agree to widely distribute this MOU within their respective agencies and administrative offices of each organization and urge full cooperation.
4. The Red Cross and the City will allocate responsibility for any shared expenses in writing in advance of any commitment. In the absence of any such written agreement, each Party shall bear its own costs and expenses exclusively.
5. The City agrees to adhere to *Attachment B - the Principles of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Response Programs* as it applies to disaster-caused situations in the USA.

V. Periodic Review and Analysis

Representatives of the Red Cross and the City will jointly evaluate their progress in implementing this MOU on an annual basis, and revise and develop new plans or goals as appropriate.

VI. Term and Termination

This MOU is effective September 1, 2017, and expires June 1, 2020. Six months prior to termination, the Parties shall meet to review the progress and success of this MOU and determine whether it shall be extended for an additional three (3) years. In no event shall any single extension of this MOU be for a term exceeding three (3) years.

This Agreement may be terminated by either Party at any time, without cause, with said termination becoming effective fourteen (14) days following receipt of written notice of such termination.

VII. Miscellaneous

Neither Party to this MOU has the authority to act on behalf of the other Party or bind the other Party to any obligation. This MOU is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

VIII. Signatures

We, the undersigned, do hereby consent to this MOU and hereby agree by its terms and conditions.

American Red Cross, Los Angeles Region

City of Los Angeles

By:  _____
Signature

By:  _____
Signature

Name: Jarrett Barrios

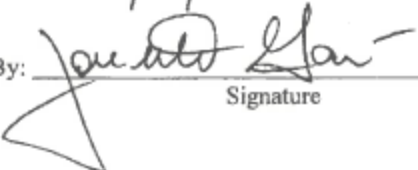
Name: Eric Garcetti

Title: Chief Executive Officer

Title: Mayor

Date: 8/15/17

Date: AUG 29 2017

By:  _____
Signature

By:  _____
Signature

Name: Joselito Garcia-Ruiz

Name: Aram Sahakian

Title: Regional Disaster Program Office
Disaster Cycle Services

Title: General Manager, Emergency
Management Department

Date: 8/15/2017

Date: 8-22-2017

ATTACHMENT A

Organization Contact Information

Primary Points of Contact

The primary points of contact in each organization will be responsible for the implementation of the MOU in their respective organizations, coordinating activities between organizations, and responding to questions regarding this MOU. In the event that the primary point of contact is no longer able to serve, a new contact will be designated and the other organization informed of the change.

NOTE: When Attachment A is updated, the revised attachment is inserted in the MOU. The MOU does not need to be signed again.

Relationship Manager Contact*

American Red Cross Los Angeles Region		The City of Los Angeles	
Contact	Scott Underwood	Contact	Carol Parks
Title	Director, Functions Activities	Title	Emergency Management Coordinator II
Office phone	310-477-2569	Office phone	213-484-4800
Mobile	310-869-7826	Mobile	213-280-1324
e-mail	Scott.Underwood@redcross.org	e-mail	carol.parks@lacity.org

*The Relationship Manager is the person that works with the partner organization in developing and executing the MOU.

Operational Contact**

American Red Cross Los Angeles Region		The City of Los Angeles	
Contact		Contact	
Title	Duty Officer	Title	Duty Officer
Office phone	(800) 675-5799	Office phone	
Mobile		Mobile	(213) 200-6414
e-mail		e-mail	emddutyofficer@lacity.org

**The Operational Contact is the person each organization will call to initiate the disaster response activities as defined in the MOU.

Organization Information

American Red Cross Los Angeles Region		The City of Los Angeles	
Department	Disaster Cycle Services	Department	Emergency Management Department
Address	11355 Ohio Ave. Los Angeles, CA 90025	Address	Administrative Offices 200 N. Spring Street, room 1533 Los Angeles, CA 90012
e-mail		e-mail	
Website	www.redcross.org	Website	www.emergency.lacity.org

ATTACHMENT B

Principles of Conduct for The International Red Cross and Red Crescent Movement and NGOs in Disaster Response Programs

Principle Commitments:

1. The Humanitarian imperative comes first.
2. Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
3. Aid will not be used to further a particular political or religious standpoint.
4. We shall endeavor not to act as instruments of government foreign policy.
5. We shall respect culture and custom.
6. We shall attempt to build disaster response on local capacities.
7. Ways shall be found to involve program beneficiaries in the management of relief aid.
8. Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.
9. We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.
10. In our information, publicity and advertising activities, we shall recognize disaster victims as dignified human beings, not hopeless objects.

More information about the code of conduct can be found at <http://www.ifrc.org/en/publications-and-reports/code-of-conduct>

The Code Register

The International Federation keeps a public record of all the humanitarian organizations that become signatories of the code. The contact details of each organization are verified.

Humanitarian organizations wishing to become a signatory to the code should download and complete the registration form

VII. AUTHORITIES AND REFERENCES

A. Authorities

1. Federal

- f) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. https://www.fema.gov/media-library-data/1490360363533-a531e65a3e1e63b8b2cfb7d3da7a785c/Stafford_ActselectHSA2016.pdf
- g) Homeland Security Presidential Directive-5 (HSPD-5). <http://www.gpo.gov/fdsys/pkg/PPP-2003-book1/pdf/PPP-2003-book1-doc-pg229.pdf>
- h) National Incident Management System. Department of Homeland Security. December 2008. http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf
- i) National Response Framework. Department of Homeland Security. January 2008. <http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>
- j) Americans with Disabilities Act of 1990 and 2010, as amended. <http://www.ada.gov/pubs/ada.htm> and http://www.ada.gov/2010ADAstandards_index.htm

2. State of California

- a) California Constitution. <http://law.justia.com/california/constitution/>
- b) California Emergency Services Act, 2006. <http://hazardmitigation.calema.ca.gov/docs/ESA-all8-06-final.pdf>
- c) California Code of Regulations, Title 19, Chapters 1 through 6, including:
 - i. Chapter 1, Standardized Emergency Management System. <https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I58E13FD0D45111DEA95CA4428EC25FA0&originationContext=documenttoc&transitionType=Default&contextData=%28sc.Default%29>
 - ii. Chapter 6, Disaster Assistance Act Regulations. [https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I3C59D61E3F68495894B4E7EF36056939&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I3C59D61E3F68495894B4E7EF36056939&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default))
- d) California State Emergency Plan. 2017.

http://caloes.ca.gov/PlanningPreparednessSite/Documents/California_State_Emergency_Plan_2017.pdf

3. County of Los Angeles
 - a) Operational Area Emergency Response Plan. <http://lacoa.org/oaerp.htm>

4. City of Los Angeles
 - a) City Emergency Operations Plan

B. References

1. Los Angeles Department of Public Health, "Adult Disability in Los Angeles County." LA Health. Sept. 2006.
2. Kailes, J. and Enders, A. in "Moving Beyond 'Special Needs' A Function-Based Framework for Emergency Management Planning," Journal of Disability Policy Studies, Vol. /No. 44/207, pp. 230-237.

ATTACHMENT A: ACRONYMS

Acronym	Full Name
ADA	Americans With Disabilities Act
ATC	Applied Technology Council
BCA	Department of Public Works Bureau of Contract Administration
BEC	Building Emergency Coordinator
BOC	Business Operations Center
Cal OES	California Governor's Office of Emergency Services
Caltrans	California Department of Transportation
CAO	Chief Administrative Officer
CDAAC	California Disaster Assistance Act
CGS	California Geological Survey
CMC	Crisis Management Center
CPG	Comprehensive Preparedness Guide
DOC	Department Operations Center
DPS	Deployment Planning System
DPW	Department of Public Works
DRC	Disaster Recovery Center
EMD	Emergency Management Department
EMC	Emergency Management Committee
Engineering	Department of Public Works Bureau of Engineering
ENLA	Emergency Network Los Angeles
EOB	City of Los Angeles Emergency Operations Board
EOC	Emergency Operations Center
EOO	Emergency Operations Organization
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FMD	Financial Management Division
FSO	Financial Services Organization
IAP	Incident Action Plan
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
LAC	Local Assistance Center

LADBS	Los Angeles Department of Building and Safety
LADOT	Los Angeles Department of Transportation
LADWP	Los Angeles Department of Water and Power
LAFD	Los Angeles Fire Department
LAPD	Los Angeles Police Department
LSDDP	Life Support Device Discount Program
MFC	Metropolitan Fire Communications
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
NIMS	National Incident Management System
OEM	Los Angeles County Office of Emergency Management
PIO	Public Information Officer
Red Cross	American Red Cross Los Angeles Region
Sanitation	Department of Public Works Bureau of Sanitation
SAP	Safety Assessment Posting
SAT	Safety Assessment Team
SEMS	California Standardized Emergency Management System
SOP	Standard Operating Procedure
Street Lighting	Bureau of Street Lighting
Street Services	Department of Public Works Bureau of Street Services
TDSR	Temporary Debris Storage and Reduction
UCP	Unified Command Post
USGS	United States Geological Survey
VOAD	Voluntary Organizations Active in Disaster