City *of* Los Angeles

EMERGENCY OPERATIONS PLAN

LOGISTICS ANNEX

Functional Support Annex

July 2018

TABLE OF CONTENTS

ANNEX DEVELOPMENT AND MAINTENANCE

This Annex is developed in support of the City of Los Angeles Emergency Operations Plan (EOP) to facilitate response during incidents requiring the logistical coordination of resources.

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 logistics.

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 relate 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 or responsibilities 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 Annex, 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 Annex will be reflected within the Record of Changes.

APPROVAL AND IMPLEMENTATION

This document is a Functional Support 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 Annex to the Emergency Operations Board (EOB) with a recommendation for approval. Upon review and approval by the EOB, the Annex 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].

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[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).

RECORD OF CHANGES

Each revision or correction to this Annex must be recorded. The record contains the date, location, and brief description of change, as well as who requested or performed such change.

Table 1: Record of Changes

Date	Section/Page	Description of Change	Changed By
June 2018	All	Updated Facilities, Distribution Management, Transportation, Fuel, Food and Potable Water, Donations and Volunteer Management	Patrick Munongo
September 2018	Page 35	Master Mutual Aid Agreement vs. EMMA correction	Patrick Munongo

CITY EMERGENCY OPERATIONS PLAN/ANNEX CROSS REFERENCE

During the response, 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, Debris Flow 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

The Logistics Annex is a support document to the City's EOP and is designed to be used during the response and recovery phases of an emergency incident. This Annex is designed to be scalable and used during incidents with minimal to extensive operations.

While it is difficult to accurately predict the location, frequency, and scale of an emergency or disaster, it is possible to plan for the coordination of available assets during such incidents. The information in this Annex reflects City of Los Angeles procedures and assigned responsibilities for logistical coordination.

To minimize duplication of efforts, this Logistics Annex covers key areas such as: operational processes, communication, information systems management, contracting and procurement, asset management and control, warehousing and transportation, staging and distribution, integration of state and federal assets, and special issues, such as the management of fuel, food, water, donations, and volunteers.

Generally, resource management coordination activities take place within the EOC. When they are established, multi-agency coordination entities may also prioritize and coordinate resource allocation and distribution during incidents. Resources include personnel, teams, facilities, equipment, and supplies.

Resource management involves four primary tasks:
- Establishing systems for describing, inventorying, requesting/prioritizing, and tracking resources;
- Activating these systems prior to and during an incident;
- Dispatching resources prior to and during an incident; and
- Deactivating or recalling resources during or after incidents.

The Logistics Annex identifies specific options available to manage these processes at all operational levels, whether to coordinate resource requests among entities in the field and within the City of Los Angeles EOC.

I. PURPOSE, SCOPE, SITUATION, AND ASSUMPTIONS

A. Purpose
This Annex details government's responsibilities for the managed logistical response to an incident or emergency. This Annex can be used in conjunction with other annexes and plans designed for the protection of the population. This Annex is applicable to all locations and all agencies, organizations, and personnel with logistical support function responsibilities. Defined within this annex are the organizations, operational concepts, responsibilities, and procedures involved in requesting, identifying, acquiring/procuring, mobilizing, deploying, tracking, and demobilizing resources required to support disaster management

The Annex has been developed to meet the following objectives:
- Provide a concept of operations for logistics response and recovery activities including resource management, resource transportation, and resource distribution.
- Describe the logistics roles and responsibilities between Local, State, and Federal responding agencies and organizations.
- Describe the tactical and operational control of response assets related to logistics between Local, State, and Federal responding agencies and organizations.
- Provide a coordinated logistics system compliant with the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and relevant City, County, State and Federal laws.

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 resources. Of particular importance to this Annex 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 square miles of which are hills and mountains) and approximately 29 square miles of water. The San Gabriel and Santa Susana

Mountains bound the City on 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*[2]", the 2016 population estimate for the City of Los Angeles is 4,030,904. This estimates out at approximately 8094 persons per square mile.

The City of Los Angeles is one of the most diverse cities in the entire world. Angelenos come from throughout the world, speak nearly 200 languages, and represent dozens of different religions. The community members who live, work, and play in Los Angeles include persons 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 disability[3]. 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 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.

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

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[2] California Department of Finance, E-1 Population Estimates for Cities, Counties, and the State, January 1, 2015 and 2016
[3] Los Angeles Department of Public Health, "Adult Disability in Los Angeles County." LA Health. Sept. 2006.

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 memorandum of understandings (MOUs), memorandum of agreements (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 Management 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 with updated processes, procedures, and protocols.
- Only departments that have a response role or a role closely supporting logistics will be included in this Annex. The departmental roles listed are limited to those applicable to the event.
- In any disaster, primary consideration is given to the preservation of life. 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 shall be available in multiple accessible formats for distribution to the general public.
- Residents could be displaced, requiring shelter and social services needs. Sheltering activities could be temporary or long term depending on the severity of the incident or emergency.
- 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.
- 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.
- City departments will be self-sufficient for the early onset hours of catastrophic incidents and should not rely on normal supply chains during this time.
- Impacted households and businesses will sustain themselves during the early onset hours of an emergency.
- A catastrophic event or a series of concurrent smaller events will require a vast amount of emergency resources in order to respond to the emergency needs of affected communities as well as to recover from their effects.
- Local and State owned resources may be exhausted quickly in a catastrophic event.
- A disaster of national significance may require mutual aid from other City, County, State, and Federal resources.
- Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- Transportation to affected areas may be interrupted due to damage to roads, bridges, airports, and other transportation means.
- The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.

II. CONCEPT OF OPERATIONS

This Logistics Annex has been developed to coordinate assets available for disaster-related response and recovery operations. The Annex identifies and describes the management structure, processes, and protocols involved in requesting, identifying, acquiring/procuring, mobilizing, deploying, tracking and demobilizing resources required to support disaster management. It will limit duplication of efforts and will maximize use of available resources.

The resource management function is necessary to ensure that:
- A complete picture of available resources is known to decision-makers.
- All available resources are used appropriately and arrive where and when they are most needed.
- Additional resources can be secured for responders as their own resources are expended or damaged.
- Critical resource needs of the public are met despite disruption of commerce and infrastructure.
- Accountability is maintained for the City's use of resources.

A. Terminology

Base Camp: A geographical site within the general incident area, separate from the Incident Base and equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Business Operations Center (BOC): The City's physical and virtual venue for integrating the private sector into the emergency management enterprise. The Business Operations Center is an umbrella organization of the City that serves to exchange information with the private sector.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location and available for incident use.

Commodity Point of Distribution (C-POD): Centralized locations where the public procures life sustaining commodities following a disaster or emergency.[4]

Demobilization: The orderly, safe, and efficient return of a resource to its original location and status.

Distribution Management: The processes by which resources are delivered to field sites and facilities for distribution to emergency response operations or the general public.[5]

Incident Base (Base): The location where primary Logistics functions for an incident are coordinated and administered. There is only one base per incident. (Incident name or

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[4] FEMA, United States Army Corps of Engineers. IS-26 Guide to Points of Distribution, December 2008.
[5] Regional Catastrophic Planning Team (RCPT). Disaster Logistics Capstone Document. 2011.

other designator will be added to the term base.) The Incident Command Post may be co-located with the Base.[6]

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

Logistics Management: The provision of resources and other services to support incident management.[7]

Logistics Section:
- Incident Command: Section responsible for providing facilities, services, and material support for the incident.
- Joint Field Office (JFO): Section that coordinates logistics support to include control of and accountability for Federal supplies and equipment; resource ordering; delivery of equipment, supplies, and services to the JFO and other field locations; facility location, setup, space management, building services, and general facility operations; transportation coordination and fleet management services; information and technology systems services; administrative services such as mail management and reproduction; and customer assistance.

Mobilization: The processes and procedures used by all organizations—Federal, State, tribal, and local—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Pre-Positioned Resources: Resources moved to an area near the expected incident site in response to anticipated resource needs.

Resource Management: A system for identifying and accessing available resources at all jurisdictional levels to prepare for, respond to, or recover from an incident. Resource management includes mutual aid and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resources: Personnel and major items of equipment, supplies, and facilities available, or potentially available, for assignment to incident operations and for which status is maintained. Under the NIMS, resources are described by kind and type and may be used in operational support.

Staging Area: Any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

For a list of acronyms, see Attachment A4[8]

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[6] California Emergency Management Agency (Cal OES) - Glossary and Acronyms.
http://www.calema.ca.gov/PlanningandPreparedness/Pages/Glossary%20and%20Acronyms.aspx
[7] Cal OES - Glossary and Acronyms.
http://www.calema.ca.gov/PlanningandPreparedness/Pages/Glossary%20and%20Acronyms.aspx
[8] Federal Emergency Management Agency (FEMA) - Glossary and Acronyms. http://www.fema.gov/pdf/emergency/nrf/nrf-glossary.pdf

B. Emergency Operations Center Activation

Upon activation of the EOC, the Logistics Section Coordinator will staff the section with personnel as necessary, dependent on need, size and, scope of the situation.

C. Facilities

Many factors impact the type and quantity of resources that the public will need during response and recovery operations. Incident facilities are established by the Incident Commander, a Department Operations Center (DOC), or EOC depending on the requirements and complexity of the incident or event. The City owns, leases, and operates facilities that may be used during an emergency.

1. Base Camps

When disasters are of a magnitude that emergency personnel need to be immediately deployed to the impacted area, and that area cannot support the influx of the amount of resources needed to effectively respond to the disaster, a Base Camp may be established. Base camps are temporary locations within the general incident area that are equipped and staffed to provide certain essential auxiliary forms of support, such as food, sleeping areas, and sanitation. They may also provide minor maintenance and servicing equipment. Base Camp services, supplies, and equipment are sourced primarily through agency vendor contracts.
When the need for a Base Camp is evident, they will be established in areas in close proximity to emergency impact areas. The decision to establish a base camp, and its location, is determined by the Incident Command Post. Base camps are separate from the Incident Base[9] and are located in satellite fashion to better support incident operations. Base Camps may be relocated to meet the changing operational requirements. Multiple base camps may be used, but not all incidents will have Base Camps.

2. Staging Areas

In response and recovery operations, resource delivery may be complicated due to high volume of requests, transportation, access, and security issues. Thus, Staging Areas must be established to coordinate the arrival and deployment of resources for the incident. There are four types of staging areas that may be utilized during a response. The location of the Staging Area will be determined by either the Incident Command Post or an agency DOC or Bureau Operations Center (BOC), depending on whether the Staging Area is an Incident Staging Area or an Agency Staging Area, respectively.

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[9] "Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one base per incident. (Incident name or other designator will be added to the term base.) The Incident Command Post may be co-located with the Base." (California Office of Emergency Services "Glossary and Acronyms," http://www.calema.ca.gov/PlanningandPreparedness/Pages/Glossary%20and%20Acronyms.aspx.

- An Incident Staging Area is conveniently located adjacent to or within the confines of the incident area(s) and contains resources available for immediate use by the Incident Command Post.
- An Agency Staging Area is located immediately outside of the incident area(s) and contains resources for use by individual agencies.
- A Support Staging Area may be established by the EOC Logistics Section to coordinate personnel, equipment, and supplies for current requests or in anticipation of future requests.
- A Secondary Staging Area is located where additional resources not requested by an agency are staged.

2. Warehousing

Prior to emergencies, equipment and supplies are stored in department or vendor warehouses and garages for distribution during emergency incidents. Transportation of these resources will require a cooperative effort between City agencies involved in the response and recovery phases. During emergency response, City departments will assess their warehousing needs. Warehouses may be needed during emergency response if the EOC Logistics Section requires additional space to support its operations, a department requests warehouse space, or a space is needed for unsolicited donated goods. Most City warehouses and garages (i.e. LAFD, LAPD) may not be appropriate to use as a warehouse as they are already allocated for the maintenance of emergency equipment. The EOC Logistics Section will work with agencies to determine the location of suitable warehouses in relation to the incident. GSD maintains and operates City warehouses through its Supply Services Division; thus, the GSD DOC is the point-of-contact during emergencies and may be able to provide warehouse alternatives.

In the post-event stage of an emergency, resources will be transported back to their respective warehouses and garages. Each department must maintain a current inventory of assets contained in their warehouses and/or garages, or be prepared to provide the EOC regular updates of their current inventory during emergency incidents.

For a detailed concept of operations, see the Logistics Annex Facilities Appendix.

D. **Distribution Management**

The efficient and expeditious distribution of critical supplies and equipment is essential to meet the needs of response and recovery operations. As an incident unfolds, and in the immediate post-incident recovery phase, resources can be delivered to various points identified for use in response efforts, and then distributed to responders and the public.

1. Supply and Equipment Delivery

In the event of a disaster, the critical needs of response workers and the general public can be met in a timelier and efficient manner through the provision of

material resources on-site. The logistical coordination of supply and equipment delivery includes processes that outline how material resources are delivered to field sites and facilities for distribution to emergency response operations. This includes communication coordination, the provision of transport resources, and tracking of supply and equipment movement. Delivery relates to the allocation of resources before distribution to recipients. These resources originate from numerous points including City supply inventories, vendor supply sources, and staging areas pre-positioned within the City. Resources can also come from resource response assets located outside the City, including those resources that are available through private sector agreements (MOUs and MOAs) and across other levels of government. Supplies and equipment can be delivered to responder distribution points and C-PODs.

2. Responder Drop Points
Supply and equipment delivered to responders may go through a Staging Area or may be shipped directly to the end-user recipient depending on the circumstances of the situation. When supply and equipment resources are delivered to responders, the recipient assumes full responsibility for the forward movement and management of these resources, which may require specific on-site resources such as facilities for storage, material-handling equipment and utilities. If requested, the EOC Logistics Section will identify and coordinate additional support to facilitate the off-loading and distribution of supply and equipment to responders. Responder Distribution Points are coordinated with field incident management. They may be co-located with Base Camps.

3. Commodity Points of Distribution (C-PODs)
Following a major disaster that affects a large portion of the population and creates the widespread loss of electrical power for an extended period of time, there may be a need to provide food, water, and ice to residents. It is anticipated that earthquakes present the greatest risks to commodity accessibility; however, food supply contamination or widespread food-borne illness are also significant threats.

C-PODs are centralized locations where the public picks up life sustaining commodities following a disaster or emergency. Commodities provided can include, but are not limited to, shelf stable food, bottled water, and limited amounts of ice, tarps, and blankets. The number and general location of C-PODs will be determined by numerous factors including the number of population affected and population density levels. The City's Emergency Management Department (EMD), as the local emergency management agency (LEMA) is the primary authority for the activation, operation and demobilization of C-PODs. C-PODs in the City are managed and operated according to standard processes established by the United States Army Corps of Engineers (USACE) in the "FEMA/USACE Guide to Points of Distribution."

For a detailed concept of operations, see the Logistics Annex Distribution Management Appendix.

E. **Emergency Contracting and Procurement**
During an emergency, City agencies may have to meet urgent needs by procuring resources to supplement existing goods and services already under City contract. This section introduces the emergency procurement process during undeclared/un-proclaimed emergencies and declared/proclaimed emergencies and the options available to departments involved in citywide logistics management to meet these urgent resource needs. Details on resource procurement procedures by City departments during undeclared or un-proclaimed emergency situations are provided in the City's General Services Department City Logistics Procurement Guide (Attachment B: City Logistics Procurement Guide, Ordering Procedures during Undeclared Emergencies). City vendor contracts are maintained by GSD and are listed in the GSD City Logistics Procurement Guide and the GSD Supply Management System.

1. Procurement Options
   During an emergency, City departments have several internal procurement options available in the event commodity resources are needed.
   - City departments should first look to procure resources utilizing existing contracts. When choosing a procurement option, several derivations exist, including utilizing existing contracts, amending existing contracts, one-time purchase order, blanket authorities, utilizing another department's contracts, utilizing or amending a State contract, or utilizing a department's procurement card (such as a departmental emergency purchasing credit card administered by the Controller's Office).
     - o If needed resources are not currently on a City contract, it is the responsibility of the requesting department to contact the General Services Department (GSD) Supply Services Emergency Procurement Supervisor to get it under a City contract when the EOC is not activated.
     - o In an undeclared emergency, if it is determined a contract is not necessary, if possible, department should find and document three available sources, at the time of need, to purchase the resource via a blanket Purchase Order (PO) or a one-time purchase order, assuming funds are available. Note that during a non-declared/un-proclaimed emergency, one-time purchase orders are REQUIRED to have a memo from the requesting General Manager or Assistant General Manager justifying the critical need for the resource and are subject to approval by the City Purchasing Agent.
   - Resource procurement should be authorized through the respective department(s) fiscal accounting officer after approval for said procurement is

obtained from the departmental executive management. All procurements must be in compliance with the City's Administrative Code, Division 9 Purchasing[10].

2. Emergency Procurement Process – During Emergency Operations Center Activation
   An emergency condition can create an immediate and serious need for goods, services, or construction that cannot be met through normal procurement channels either due to departmental resources being exhausted or limited in capacity.

   - In the event of such an emergency, Departments may request resource assistance from the Logistics Section of the EOC via their departmental DOC to the Operations Section or EOC representative. The Logistics Section of the EOC organizes and supervises any necessary procurement activities under the authority of the EOC Director.
   - Resource assistance from the EOC via the Logistics Section is limited to the procurement of those items necessary to avoid or mitigate the above described emergency condition.
   - When procuring resources, the EOC Logistics Section will require fund/department and account number of the field resource requestor for any purchase it makes on behalf of the requesting department. Sufficient funds must be in place supporting the fund/department and account number of the resource requestor PRIOR to the Logistics Section making a purchase.
   - The appropriate EOC Operations Section Unit will complete an EOC Resource Request Form (Attachment C: EOC Resource Request Form) on behalf of the field/department requestor and forward to the EOC Logistics Section. Generally, the resource request will include the following details:
     - Requesting Department;
     - A list of goods, services, and construction needed, including equipment operator, if necessary;
     - How soon the resources are needed;
     - Point-of-Contact of requesting department;
     - Delivery information such as location and delivery contact information.
     - Fund/Department and account number of the resource requestor.
   - The request will be forwarded and the Logistics Section will determine whether the resource requested is immediately available from one or more of the following:
     - Within the City including through GSD or other City resources
     - Purchase or Rental from a Vendor
     - Mutual Aid
     - Assistance for Hire
     - Business Operations Center
     - FNSS Resource List (available in electronic and hard copy format)

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[10] Los Angeles Administrative Code, Division 9 Purchasing.
http://www.amlegal.com/nxt/gateway.dll/California/laac/administrativecode?f=templates$fn=default.htm$3.0$vid=amlegal:losangeles_ca_mc

F. Transportation

Efficient transportation of resources is critical to response and recovery operations in any emergency incident. The City of Los Angeles understands access and use of streets, bridges, tunnels or rail lines may be affected and key transportation routes may be interrupted. Transportation logistics operations begin and maintain situational awareness and transport system monitoring. When there is a recognized need for transportation of resources, available fleets are assembled, drivers are mobilized, and fleet and supply routes are identified.

The Transportation Appendix provides logistical information on transportation resources during response and recovery efforts. The appendix outlines the coordination processes for the transportation of materials, supplies and people including the identification of logistics supply routes; the mobilization and use of drivers; and the process of compiling transportation systems status updates.

For a detailed concept of operations, see the Logistics Annex Transportation Appendix.

G. Fuel

Fuel is an important component in emergency response, power generation, and in aiding the movement of resources and goods. During an emergency, key fuel sources for City departments may be interrupted or damaged. Fuel logistics coordination involves the management of fuel contracts, and City and department-specific fuel assets and resources. The General Services Department will coordinate City fuel resources during an emergency.

The Fuel Appendix provides logistical information on fuel resources for transportation of resources, and power generation during response and recovery efforts. The appendix includes processes for requesting emergency fuel, distributing emergency fuel, transporting fuel, and staging fuel.

For a detailed concept of operations, see the Logistics Annex Fuel Appendix.

H. Food and Potable Water

Emergencies or disasters may create situations in which residents have limited access to food and/or the ability to prepare food. In addition to a substantial disruption to the commercial supply and distribution network, an event may partially or totally destroy food products stored in the affected area. The City of Los Angeles and its non-governmental partner, the American Red Cross, provide standardized emergency mass care assistance and services to those impacted by disasters including mass feeding for displaced and non-displaced populations, first responders and command posts. Feeding supplies for mass feeding of the public will be coordinated by the American Red Cross through the Mass Care Branch during EOC activations, when the American Red Cross has exhausted its feeding resources the City of Los Angeles EMD has signed contracts for food service providers. Contractors will be activated through the standard request process. The

mass care branch will make a request to the logistics section and the logistics section will activate contracts and mobilize feeding resources. During un-proclaimed emergencies, food ordering procedures follow the General Services Department (GSD) City Logistics Procurement Guide (CLPG).

Logistical coordination of food service contracts for the public, as well as, first responders during proclaimed or un-proclaimed emergencies includes management of the procurement process in accordance with City, State and Federal processes and reimbursement policies. The Food Appendix identifies specific options available to manage these processes at all operational levels, whether to coordinate food resource requests among entities in the field and within the City of Los Angeles EOC, or to prioritize food resource allocation and deployment when a food resource is in scarce supply. Contractors that are pre-identified have received a scope of work and must adhere to the requirements set forth by the City.

Potable water is clean drinking water. Following a disaster, there may be disruptions in the water supply and clean drinking water may not be available. It is impossible to know how long water service will be impacted. It is likely to take several days after a serious event to restore a water distribution system to normal operating conditions and safety. In un-proclaimed emergencies, potable water ordering procedures follow the GSD CLPG.

Emergencies or disasters may create situations in which residents may need to be sheltered. The City of Los Angeles and its non-governmental partner, the American Red Cross, provide standardized emergency mass care assistance and services to survivors of disaster. Some situations may also occur where individuals do not need to be sheltered, but are without potable water or utilities to adequately allow resident populations to store or safely prepare meals. In these situations, mass feeding operations or C-POD establishment may need to occur for populations that are not displaced. Shelter water supplies will be coordinated by the American Red Cross through the Mass Care Branch during EOC activations.

For a detailed concept of operations, see the Logistics Annex Food and Potable Water Appendix.

I. **Mutual Aid Assistance**
When the incident extends beyond the capabilities of local control and is expected to go into multiple operational periods, mutual aid assistance from the County, State and Federal government may be necessary. Mutual aid assistance provided to or by the City of Los Angeles will be made in accordance with the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA) and comply with the provisions set forth in this document.
- All mutual aid rendered under the MMAA is based on an incremental and progressive system of mobilization. Under normal conditions, mutual aid plans are activated in ascending order, i.e., local, operational area, region and state.

- o Local resources include those available through mutual aid agreements with neighboring jurisdictions, including the resources of the private sector. Local mutual aid resources are activated by requests to participating agencies.
- o Los Angeles Operational Area (OA) resources are mobilized by the appropriate Operational Area Coordinator in response to requests for assistance from an authorized local official. Operational area mutual aid coordinators will in some cases function from different facilities.
- o Depending on the type of mutual aid, regional resources are mobilized by the California Governor's Office of Emergency Services (Cal OES) Regional Manager or a discipline-specific Regional Mutual Aid Coordinator in response to requests for assistance from an Operational Area Coordinator. Inter-regional mutual aid is mobilized through regional coordinators or Cal OES regional managers, in response to requests made by a mutual aid region to the State Operations Center (SOC). During major emergencies, state government resources are mobilized through Cal OES in response to requests received through regional mutual aid coordinators.
- Financial reimbursement for mutual aid costs may become available as a result of state proclamations and/or federal disaster declarations. Departments can contact EMD to verify whether a formal proclamation/declaration of emergency or disaster has been made.
- Detailed procedures for requesting and using mutual aid resources vary by functional discipline.
    - o Fire, law enforcement and disaster medical mutual aid systems have established discipline specific Operational Area Mutual Aid Coordinators which will be the primary City contact.
    - o Utilities maintain assistance agreements with other utilities that are specific to utility types. Each utility has appointed authorized representatives that have the authority to request and provide assistance for their respective utility.
    - o Specific mutual aid request or assistance procedures are contained in departmental plans and procedures.
- Departments may receive/make requests directly to their County counterpart, if mutual aid agreements are in place. All City requests for mutual aid or requests for the City to provide mutual aid must be coordinated with the Mayor's Office.

J. Donation Management
The City recognizes that in-kind and monetary donation offers from the public and private sector are important resources in response and recovery efforts and must be effectively coordinated. Management of donations will be facilitated through the Business Operations Center (BOC). Coordination of volunteers will be conducted by the Personnel Department. Private sector resources requested during an emergency or offers logged into the BOC are managed by the EOC's Logistics Section. Resources needed during an emergency response may be fulfilled as a donation, but are not necessarily regarded as donations.

The BOC has a dual role in assisting the City's donation management process; (1) the general public is able to identify opportunities to donate items that meet the specific needs of various City departments and credible aid organizations and (2) facilitate the matching of donated goods with credible private-sector business entities and organizations to provide relief and recovery services. The BOC does not accept financial contributions, but instead, provides links to the LAEPF and non-profit partner organizations who do accept financial contributions.

For a detailed concept of operations, see the Logistics Annex Donation Management Appendix.

K. **Volunteer Management**
Dependent on needs, size and scope of the situation, the City may rely on volunteers to provide services to aid in the preparation for and response to emergency situations. The City provides several avenues for organized service opportunities. All public employees in the State of California, including employees of the City of Los Angeles, are considered Disaster Service Workers (DSWs) and may be assigned duties outside their normal scope of work for disaster response and/or recovery during a state of emergency.

Other organized volunteers the City may call on are the California Emergency Mobile Patrol (CEMP), an all-volunteer, full-service suburban search and rescue; the Community Emergency Response Team (CERT) who have basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations; the Mayor's Crisis Response Team (CRT) of community volunteers who provide immediate on-scene crisis intervention, emotional support and referrals to survivors and their families involved in traumatic incidents; the Volunteer Auxiliary Communications Service (ACS) who manage the amateur radio program under the ACS agreement with the California Governor's Office of Emergency Services (now incorporated into Cal OES).

The Personnel Department manage unaffiliated volunteers, by creating a process by which prospective volunteers can pre-register their personal information, skills and interest with the Personnel Department and sign up for volunteer opportunities that are created and managed by the City of Los Angeles.

For a detailed concept of operations, see the Logistics Annex Volunteer Management Appendix.

L. **Security**
Depending on the urgency and sensitivity of a resource request, force protection from a law enforcement official may be necessary. The primary objective of force protection is to provide security and rapid transportation of equipment, supplies and personnel that is being deployed to mitigate a situation that poses an immediate threat to safety.

- Force protection will be coordinated through the EOC Operations Section, Law Enforcement Branch, and Force Protection Unit Leader.
- When determining whether force protection is necessary the following will be considered:
  - The cost and benefit of utilizing force protection. In some cases, force protection may cause an undue delay, such that it negates the effectiveness of this service.
  - The urgency of the request
  - The availability of force protection resources
  - Sensitivity of resource

The EOC Logistics Section will work with the requesting agency, the party making the delivery, and the EOC Operations Section, Law Enforcement Branch to prioritize and coordinate security escorts.

M. Recycling Considerations

Emergency incidents create small communities that purchase and consume products, and generate waste. The City EOC must work with the Incident Commander to determine whether recycling will be a part of the accomplishments during the incident.

Attachment D: Recycling Program is intended to provide information for establishing, supplying, and implementing a recycling collections system at any incident. There should be a recycling coordinator in the EOC that can help provide information, if not serve as the incident recycling specialist or liaison. If there is not a recycling coordinator or specialist, this guide provides the information on how to establish, maintain and demobilize an incident recycling program. Attachment D is based on guidelines developed by the US Forest Service.

N. Demobilization

All incidents eventually draw to a close. How the incident is downsized and closed out is an important part of incident management. Demobilization involves the release and return of resources that are no longer required for the support of an incident/event. Demobilization planning helps to eliminate waste; eliminate potential fiscal and legal impacts; and ensure a controlled, safe, efficient, and cost-effective release process.

Demobilization planning is flexible, scalable and follows typical agency protocols in the field. Department policies, procedures, and agreements must be considered by the incident management prior to releasing resources. Demobilization planning rests with the Incident Commander.
- Demobilization is determined by field support needs.
- The release and return of resources may occur during an incident/event or after the incident/event is over. On smaller incidents, resources are released to finish shifts or work periods. On longer duration incidents, resources may have worked in excess of agreed-upon work schedules or may have traveled well out of their jurisdiction.

- In some cases, a priority of release may be necessary if all resources cannot be processed for release at the same general time. Department policy or work rules may impact this priority. There may be local, regional, or national guidance on release priorities for incident resources.
- Demobilization of operations is the responsibility of each responding agency through their activated DOCs and EOC Sections.

O. 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 from the emergency/incident. Each department has their own internal processes for ensuring proper documentation and record retention of incident specific cost tracking, personnel time keeping, and record retention of these documents.

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 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. Chief Administrative Officer (CAO)
   - Centralizes/coordinates most state and federal disaster reimbursements.
   - Notifies departments on whether an event is eligible for reimbursement.
   - Coordinate meetings with State and FEMA representatives to assist in maximizing funds for reimbursement.
   - Accepts all documentation and coordinates the state and federal application on behalf of the City of Los Angeles.

2. Emergency Management Department (EMD)
   - Provide a basis for direction and control of emergency operations.
   - Provide for the protection, use and distribution of resources during emergency operations.

3. Fire Department, Los Angeles (LAFD)
   - Serves as the EOC Logistics Section Deputy Coordinator when the EOC is activated.

4. General Services, Department of (GSD)
   - Provide emergency food services for City workers during emergencies.
   - Assemble and maintains information concerning City owned vehicles, heavy duty equipment and large transportation vehicles.
   - Assist in procuring materials, supplies and equipment for City response and recovery efforts.
   - Assists in providing emergency electrical power via generators.
   - Coordinates fleet support such as helicopters for emergency use in addition to providing emergency fuel supplies and helicopter maintenance to departments.
   - Assist with alternate sources of energy and fuel.
   - Serves as the Logistics Section Coordinator when the EOC is activated.
   - Maintain contracts for commodities (including FNSS commodities such as Durable Medical Equipment, Consumable Medical Supplies, ADA accessible portable toilets, showers, hand wash stations etc.).

5. Information Technology Agency (ITA)
   - Provide and/or restore emergency communication and information processing services to City departments engaged in public safety functions.
   - Restore communications and information processing services which are critical to emergency operations or the resumption of regular City operations.

6. Office of the Mayor
   - Perform functions/services in support of citywide response and recovery efforts as identified in the Emergency Operations Ordinance (Los Angeles Administrative Code, Division 8).
   - May require emergency service of any City officer or employee, or any citizen, and may requisition necessary personnel or material of any City department or agency.
   - Activates the DSW Program.

7. Personnel Department (Personnel)
   - Establish a plan for the use of qualified City personnel during a local emergency.
   - Coordinates with EMD to manage the DSW Program.
   - Coordinates volunteers during an EOC activation and request.

8. Public Works, Department of (DPW)
   - Provide street repair and maintenance, street lighting, sewers, storm drains, channels, bridges, waste and debris removal, placement of barricades and engineering investigation as requested.

   a) Sanitation, Bureau of (Sanitation)
      - Responds to sewer emergencies and storm drain emergencies including line breaks, blockages, surcharges, and flooding.
      - Responsible for identification of disposal sites that recycle demolition debris.
      - Maintain services for public health and safety including wastewater, storm water, refuse disposal, refuse collection at shelters and evacuation centers, and dead animal collection services.

   b) Street Lighting, Bureau of (Street Lighting)
      - Provide LAFD with resources and equipment in support of Urban Search and Rescue efforts.
      - Provide resources and staff to Public Works Department, Bureau of Engineering to evaluate structures that have been damaged in an emergency.

   c) Street Services, Bureau of (Street Services)
      - Provide trucking support and equipment transport.
      - Provide compressed air and pneumatic tools.
      - Deliver and place barricades, K-rails and other traffic safety devices at the request of LAPD or LAFD.
      - Furnish sand/sandbags.

9. Transportation, Los Angeles Department of (LADOT)
   - Provide for the safe and efficient movement of people and goods.

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

- Arrange for cooperation with other municipally and privately owned public utilities excluding privately owned communications systems.

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 the event of an emergency incident requiring the logistical coordination of assets.

1. Office of Emergency Management, Los Angeles County (OEM)
   - The OEM has responsibility for activating the OA and will coordinate inter-jurisdictional emergency operations in accordance with SEMS.

2. Sheriff's Department, Los Angeles County (LASD)
   The Sheriff, as Director of County Emergency Operations:
   - Coordinates the utilization of County, other local government, State and Federal resources within the OA.
   - Supports operations conducted by local governments within the County in accordance with SEMS and approved mutual aid and operations plans.

C. State

Although the City of Los Angeles has no authority to assign responsibilities to State of California departments, many state departments have primary or support responsible for providing certain services to the City of Los Angeles. Those state departments are listed in the following, along with the services they are responsible for providing in the event of an emergency incident requiring the logistical coordination of assets.

1. California Governor's Office of Emergency Services (Cal OES)
   - Coordinates the emergency activities of all state agencies in connection with a state of war emergency, a state of emergency, or a local emergency.
   - Has the authority to use any state government resource to fulfill mutual aid requests or to support emergency operations.
   - When needed, the SOC is activated and Regional Emergency Operations Centers (REOCs) are activated to coordinate emergency management resources.
   - When federal assistance is required, coordinates request for assistance and participates with the Federal government to establish and operate a JFO.
   - Provides Fire Service, Law Enforcement and Coroner Mutual Aid.
   - Provides expertise in area of procurement (Business Services).

2. California National Guard
   - Provide resources during Civil Support Operations with the State's and Cal OES's Emergency Plan.

- Resources: Can provide limited Incident Aerial Assessment and Awareness (IAA) of disaster areas.

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 the event of an emergency incident requiring the logistical coordination of assets.

1. Army Corps of Engineers (USACE), Los Angeles District
   - Support the following logistics functions: energy (oil and electricity), engineering and construction materials, personal demand items (water and ice), major end items (Mobile Units), and facility management.

2. Department of Defense (DoD)
   - When requested by FEMA and approved, DoD supports the following logistics functions: subsistence, administrative supplies, petroleum products, engineering and construction materials, water and ice, major end items (Mobile Units), medical material, telecommunications management, and transportation management.

3. Federal Emergency Management Agency (FEMA)
   - Coordinates response through the National Logistics Management Center, at the National Response Coordination Center.
   - Coordinates logistics activities at National Logistics Staging Areas (NLSAs) and Distribution Centers (DCs).
   - Coordinates logistics activities at the JFO.
   - Staffs JFO and NLSAs.
   - Executes regional interagency agreements and orders support from local sources
   - Implements a single-point ordering process.
   - Works with Federal Agencies to identify resources and capabilities associated with federal Emergency Support Functions (ESFs).

4. United States Coast Guard (USCG) Sector Los Angeles-Long Beach
   - Support the National Response Framework through operational pre-scripted mission assignments including support for ESF #7 – Resource Management.
   - Provide reimbursable authority, as assigned by FEMA mission.

5. United States Marine Corps (USMC)
   - Provides support for staging federal commodities.
   - When requested by local authorities during crisis, Installations West-Marine Corps Base Camp Pendleton supports operations including:

- o Logistics (billeting, food, fuel)
- o Transportation
- o Facilities and land management (paved, open spaces, offices)
- o IT/Communications (phone, Local Area Network (LAN), Internet)
- o Procurement-Contracting support for off base services

E. Non-Governmental Organizations (NGO)

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 the event of an emergency incident requiring the logistical coordination of assets.

1. American Red Cross Los Angeles Region (Red Cross)
   - Assist during the recovery process by providing mass care services as outlined in the Memorandum of Understanding 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.

3. Salvation Army Emergency Disaster Services Department
   - Advise the City on best practices for coordinating in-kind, unsolicited, and solicited donations following a major disaster. This includes identifying items to be solicited, advertising the need through the use of traditional and social media, and collecting, distributing, warehousing, and reporting of donations.
   - Accept in-kind donations on behalf of the City.
   - The Salvation Army will serve the needs of disaster survivors at Local Assistance Center(s). The Salvation Army will do so by using its existing inventory as well as solicited in-kind donations.
   - Provide disaster emergency assistance vouchers usable at The Salvation Army stores in the Los Angeles area.

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 the event of an emergency incident requiring the logistical coordination of assets.

1. Private
    a) Contracted Vendor/Service Provider(s)
        - When activated, provide the services and support functions to the City of Los Angeles as outlined in the current contract.

IV. DIRECTION, CONTROL, AND COORDINATION

This Logistics Annex may be activated when the Mayor proclaims a local emergency, or if there is an automatic activation. An automatic activation follows a disaster or event that the City has identified, in advance, as one that requires an immediate response. Disasters requiring automatic activation are those events that pose an immediate threat to public safety.

Some portions of this Annex go into effect immediately following an emergency event. 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 incidents.

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

A. Authority
Successful logistics management requires that the City have the ability to effectively coordinate every available resource (public and private) during a crisis. Accomplishing this task requires multifaceted interdepartmental and inter-agency cooperation and the resolution of complex operational, legal, legislative and administrative issues.

- The City of Los Angeles has implemented both NIMS and SEMS at the incident, DOC and EOC levels, as well as with the various EOO divisions.
- The Los Angeles Emergency Ordinance describes the duties and responsibilities of various departments, boards, commissions and officers of the City of Los Angeles when functioning as part of the emergency operations forces of the City, and provides the means whereby cities may cooperate with, and assist in preparing for and coping with a local emergency.
- According to the Los Angeles Administrative Code (LAAC), during an emergency the Mayor, as EOO Director, is authorized to promulgate, issue and enforce rules, regulations, orders and directives which are considered necessary for the protection of life and property (e.g., curfews, curtailing the sale of dangerous products, commandeering personnel and property, etc.).
- The LAAC empowers the EOB to make and enforce all necessary rules and regulations necessary for governing the EOO. EOO policies and procedures are contained in the EOP, its Annexes, and the EOO Policy and Procedures Manual.
- Upon receipt of official warning of an impending or threatened emergency, or upon the proclamation of a local emergency, the EOO is immediately activated and all necessary personnel, as the Mayor may direct, are called into active service. The Mayor's oversight of EOO activities is normally accomplished through coordination with the EOB.

- Legal authorities relevant for logistical coordination and responsibilities during emergency response and recovery are provided in Authorities and References Section.

B. Responsibilities
1. Field
   - The Incident Commander will establish a Logistics Section and designate an individual to fill the position of Logistics Section Chief. The size of the incident, complexity of support needs, and the incident length will determine who serves in this position and whether the Command Post is under Unified or Area Command. Additional unit function staffing is the responsibility of the Logistics Section Chief.
   - The Incident Command Post (ICP) is responsible for the personnel needs (e.g. feeding) of Incident Commanders in the field.
   - The Logistics Section at the ICP or Unified Command Post (UCP) of an incident is responsible for all of the services and support needs, including the following:
     - Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies
     - Providing communication planning and resources
     - Setting up food services
     - Setting up and maintaining incident facilities
     - Coordination of transportation assets
     - Prioritizing resource requests

2. Department Operations Center/Bureau Operations Center
   - All agencies participating in the response, in addition to being represented in the City EOC, may activate a DOC/BOC to facilitate the coordination of department operations.
   - Intra-department management and coordination of resources are the responsibility of the involved DOC/BOC.

3. Emergency Operations Center
   - When the City EOC is activated, it will facilitate and coordinate the interdepartmental and inter-agency:
     - Collection and distribution of information (e.g. damage assessment, etc.)
     - Management of resources and donations
     - Coordination of department activity
     - Coordination of resource allocation and utilization
   - The Logistics Section will operate from the City's EOC. In the event that the City EOC is unavailable, the Logistics Section will operate from the City's alternate EOC facility.
   - In conjunction with the EOC Operations Section, the Logistics Section meets the support needs for the incident, including

- o Ordering resources through appropriate procurement authorities from off-incident locations
- o Providing emergency facilities (relocation sites, parking lots, warehouse spaces, etc.) transportation, supplies, equipment maintenance and fueling, food service, and communication support as requested by the ICP.
- o Management coordination of donated and volunteer resources
- The Logistics Section is led by a Section Coordinator. A Deputy Logistics Section Coordinator and other Logistics Unit positions may be present depending on the level of activation and as the situation warrants, as presented in Figure A, below.
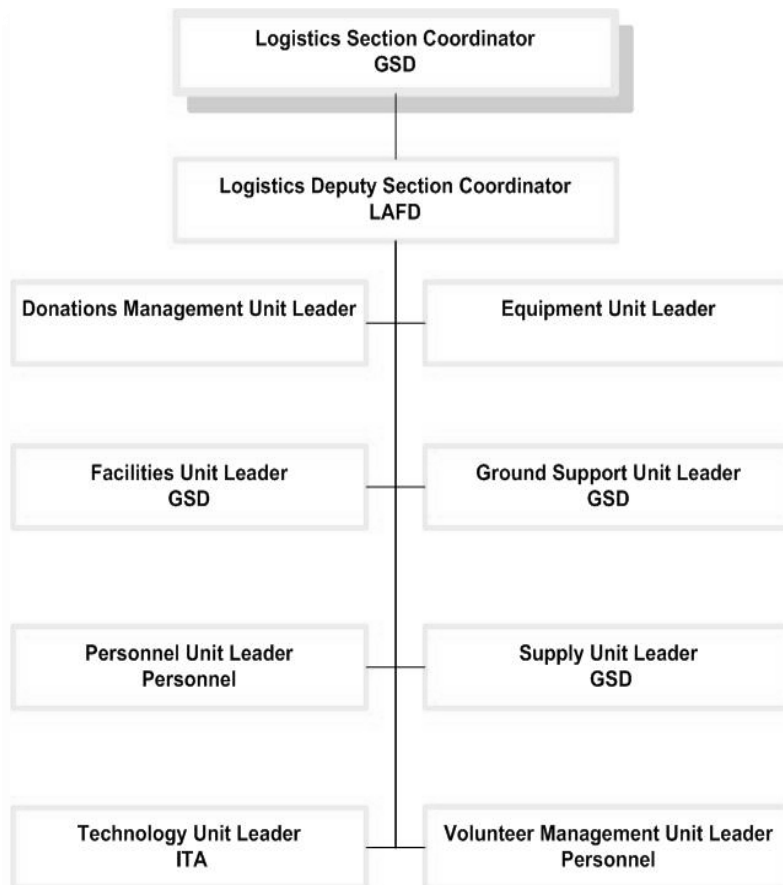
Figure A: EOC Logistics Section Organization and Positions

4. Operational Area
   If a request cannot be fulfilled internally through the City's EOC, the City will contact the OA.

   Under SEMS/NIMS, an operational area is defined as an intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county.

   The operational area organization serves as an intermediate link in the lines of communication and coordination between local jurisdictions and the state emergency organization. Operational area mutual aid coordinators will in some cases function from different facilities.

   Mutual aid assistance provided to or by the City of Los Angeles will be made in accordance with the MMAA and comply with the provisions set forth in this document.

5. Regional Emergency Operations Center – Southern Region
   If resource requests cannot be fulfilled by the OA, then the OA will contact the REOC – Southern Region.

   There are three REOCs in California – the Inland Region, the Coastal Region, and the Southern Region, which includes the City and County of Los Angeles. Each REOC is responsible for managing and coordinating information and resources among the operational areas within its designated region that are affected by an emergency. Below (Figure B) is a visual diagram of the counties within the Southern Region REOC[11]:

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[11] Image taken from California Office of Emergency Services,
http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=2&ved=0CE0QFjAB&url=http%3A%2F%2Fw
ww.calema.ca.gov%2FTechnologyOperations%2FDocuments%2FRIMS%2520INFO%2FRIMS%25202012.ppt&ei=nPf
QT924JqiY2wXZ26SZDw&usg=AFQjCNH0Rr99CfRVCk-hFAJMbkFcfR86dg&sig2=2DmUNeRuH8mDkPo63p-zKw

Figure B: REOC – Southern Region

The Southern Region REOC serves as a link to the SOC, communicating and coordinating any necessary resource requests to the state.

6. State Operations Center
   - If an emergency overwhelms the resources of the City, County, and Region, the SOC may be able to provide resources.
   - Furthermore, if the SOC determines that federal resources are needed, state and federal officials will conduct a preliminary damage assessment. The governor may use this assessment to request a federally declared disaster. At this time, the SOC will coordinate with relevant federal agencies to ensure that local entities receive the resources requested.

C. Resource Allocation and Prioritization

Resources can quickly go from plentiful to scare during emergencies. Allocation and prioritization of resources becomes increasingly difficult as this occurs.

1. Field
   Incident Command assesses and identifies needs in the field.

2. Department Operations Center/Bureau Operations Center
   DOCs/BOCs may allocate available resources in tactical situations in coordination with Field Logistics Branch Directors.

3. Emergency Operations Center
   - When a resource is scarce and/or when City departments cannot agree on proper allocation, the EOC may need to prioritize resource allocation. The EOC Operations Section coordinates resource allocation.
   - Priority assignment in the EOC to a request for support resources is based on the incident's level of severity. Incident severity is rated according to the resource prioritization matrix provided in Attachment E: Emergency Operations Center Resource Prioritization Matrix.
   - If resources do become scarce such that requests must be prioritized, or if certain resources are deemed critical to resolving the emergency and are likely to be in high demand, the Logistics Section in the City EOC will designate a Point of Contact for that specific resource.

   When designating a Point of Contact, the Logistics Section will consider which department has the knowledge, skills, and abilities to accomplish the task. For example, GSD would be designated the point of contact for fuel. The Point of Contact will be responsible for ensuring availability and prioritizing allocation of the resource and will work with City agencies to that end.

4. Operational Area
   The Operational Area (OA) is responsible for overseeing the procurement of all prioritized resources requested to the OA; and monitoring the status of these requests. Priority purchasing, requisitions and acquisitions are expedited to meet their goals.

5. Regional Emergency Operations Center – Southern Region
   Prioritization of resource allocation is based on impact and need.

6. State Operations Center
   The state level of SEMS prioritizes tasks and coordinates state resources in response to requests from the Regional Level. Multiagency coordination is established to prioritize the allocation and utilization of resources and set emergency management policies. Prioritization of resource allocation is based on impact and need.

Multiagency coordination occurs across jurisdictional lines, or across levels of government. The primary function of a Multiagency Coordination System (MACS) is to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources.

D. Resource Request and Mobilization

The need for additional resources may be identified at any level of the ICS and will filter up the chain of command, from ICPs to EOCs.

1. Field
   - A resource need is first identified by personnel in the field and is communicated to their respective DOC or BOC.
   - If they do not have a DOC/BOC or if it is not yet activated, the resource request must first be approved by their respective department head (or authorized representative), prioritized (if necessary) and then sent directly to their department representative in the EOC where it may be forwarded to the Logistics Section of the EOC.
   - If the department does not have a department representative in place at the EOC, the request may be submitted directly to the EOC Logistics Section Coordinator via WebEOC or other means of communication as available.
   - When identifying a resource, communicate the following information:
     - Define the problem, not just the solution.
     - Specify the need in quantifiable terms, such as specific sizes and amounts.
     - Identify the location of and point of contact at the delivery point.
     - Define urgency and assign a time frame for needed deployment.
     - Special considerations.
     - Prioritize based on defined urgency, assigned time frame for needed deployment, and location of delivery point.
     - Provide the account number to provide for the resources requested.

2. Department Operations Center/Bureau Operations Center
   - Prior to forwarding to the EOC, the requesting DOC/BOC will determine whether the resource is available within their respective department or at a department established staging area.
   - If the resource is in a Staging Area, it will be deployed to meet the request.
   - If the resource is not available internally, the DOC Logistics Chief will determine if their Department/Bureau can fulfill the request with their Department's/Bureau's resources by using the Master Mutual Aid Agreements.
   - The State's Emergency Management Mutual Aid Plan (EMMA) can be used in the event local jurisdictions, Operational Areas (OAs), and regional emergency operations need additional staff, such as emergency management personnel and technical specialists.

   External resource requests not covered by Mutual Aid or EMMA are to be coordinated through the City's EOC and forwarded to the OA.
   - When identifying a resource, communicate the following information:

- o Define the problem, not just the solution.
- o Specify the need in quantifiable terms, such as specific sizes and amounts.
- o Identify the location of and point of contact at the delivery point.
- o Define urgency and assign a time frame for needed deployment.
- o Special considerations.
- o Prioritize based on defined urgency, assigned time frame for needed deployment, and location of delivery point.
- o Provide the account number to provide for the resources requested.
- If the DOC/BOC cannot supply the resource internally or through established external points of contact, the DOC Logistics Chief will send the request to one of the following:
  - o To its representative at the EOC where the resource request will then be sent to the Operations Resource Status Unit Leader in the EOC via WebEOC
  - o To the EOC Operations Section where the resource request will then be sent to the Logistics Section via Web EOC or other means
- To allow consolidation of orders, minimize the number of contacts to the EOC, and maximize efficiency, departments must route resource requests to the EOC through their respective DOC/BOC.
  - o The DOC screens all requests before submission to the EOC.

3. Emergency Operations Center
   - Requests are processed and validated through the respective EOC Operations Resource Status Unit Leader and then forwarded to the Logistics Section.
   - Resource requests forwarded to the Logistics Section must be submitted on a completed EOC Resource Request Form (Attachment C: EOC Resource Request Form), electronically via WebEOC or manually. Completed EOC Resource Request Forms must include as much information as possible to ensure the appropriate resource is obtained and delivered to the designated location.
   - The EOC Logistics Section is responsible for "incident-wide" resource requests that cannot be filled by Departments or DOCs.
   - When the EOC Logistics Section receives a resource request, it will work to acquire the resource either through
     - o City warehouses or other City departments;
     - o Procurement from a contract vendor
     - o Procurement from non-contract vendors including potential resource providers sourced through the FNSS Resource List (available in electronic and hard copy format), during declared/proclaimed emergencies or when other resources are insufficient to fulfill the request,
     - o Or from a donation managed and coordinated by the EOC Donation Unit Leader or Business Operations Center.
     - o The EOC implements MOUs/MOAs, standing contracts and vendor agreements.

- o The EOC Finance and Administration Section manages the procurement process.
- The Logistics Section will coordinate the transportation of the resource.
- Once an order has been filled, the originator of the request will be notified and provided with the Estimated Time of Arrival (ETA) of the order's arrival whenever possible.
- After the resource has been delivered to the Staging Area, receipt of the resource will be verified.
- The Logistics Section will electronically document and track the resource.
- Additionally, City Departments may request assistance from the City EOC for deployment of resources supplied through their DOC. Prior to deployment of these resources, the resource will be logged into WebEOC.

4. Operational Area
- If the request cannot be fulfilled internally through the EOC, the EOC Logistics Section will contact the City representative in the Los Angeles Operational Area Emergency Operations Center (LAOAEOC).
- Available and accessible resources from neighboring jurisdictions, military installations, state and federal levels of government, the private sector and volunteer organizations will be accessed through the OA's own resources and private sector resources.
- Consideration should be given to resource typing standards across neighboring jurisdictions and with other levels of government when submitting resource requests to the OA.

FEMA and the National Integration Center (NIC) have developed resource typing definitions for resource users at all levels of government. Although the City of Los Angeles does not implement these standards for City-owned resources, emergency managers in the City can utilize the system to efficiently request and deploy resources across jurisdictions. The resource definitions and typing categories are presented in further detail in Attachment F: FEMA Resource Definitions and Typing.
- Mutual aid resources are coordinated by OA discipline-specific Mutual Aid Coordinators.
  - o When the LAOAEOC is activated, OA Mutual Aid Coordinators coordinate resource requests, as appropriate, within the OA among un-impacted departments and agencies.
  - o OA Mutual Aid Coordinators for Fire and Rescue, Law Enforcement/Coroner, Medical/Health and other disciplines may perform the resource coordination function in facilities external to the LAOAEOC (such as a OA DOC); however, through their representatives at the LAOAEOC, they and the other agency coordinators perform interagency coordination in establishing OA priorities, sharing resources and coordinating operations.

- o If the OA Mutual Aid Coordinator determines that resources are not available, inadequate, or cannot be obtained in a timely manner, the request is forwarded to the Regional level.

5. Regional Emergency Operations Center – Southern Region
   - When the REOC is activated by Cal OES, the Regional Mutual Aid Coordinators are part of the Operations Section and coordinate resource requests within the Cal OES Mutual Aid Regions.
   - Regional Mutual Aid Coordinators respond to mutual aid requests by contacting the OA Mutual Aid Coordinators in non-impacted OAs within their Mutual Aid Regions.
   - If the request cannot be satisfactorily filled or obtained from a non-affected region (resources are not available, inadequate, or not available in a timely manner) by mutual aid or private sector resources, the Regional Mutual Aid Coordinator may request Cal OES to fill the request by tasking a state agency.
   - Federal response resources are accessed through the REOC; they should not be requested through a Disaster Field Office, nor by direct contact to a federal agency. Exceptions to this process may be provided through interagency agreements or under the discretionary powers of federal military commanders or by federal agency executives.

6. State Operations Center
   - The REOC will communicate with the SOC when requested resources exceed that which is available from within the Southern Region.
   - Cal OES may fill the request by tasking a state agency, or as appropriate.
   - When resources are not available within the state or through existing agreements with other states, California may request assistance from the federal government. Requests for federal assistance during an emergency will be coordinated through the SOC.
   - If FEMA assistance is appropriate, the SOC will create a Request for Assistance. When the Request for Assistance receives approval, FEMA will fulfill the request.
   - It is important to note that requests fulfilled by FEMA may entail a cost to the City and this cost should be considered when utilizing Federal resources. The Logistics Section will consult with the EOC manager and EMD's executive staff to determine whether the City will engage a federal resource.

The line of communication for resource requests from the field to the SOC is shown in Figure C.
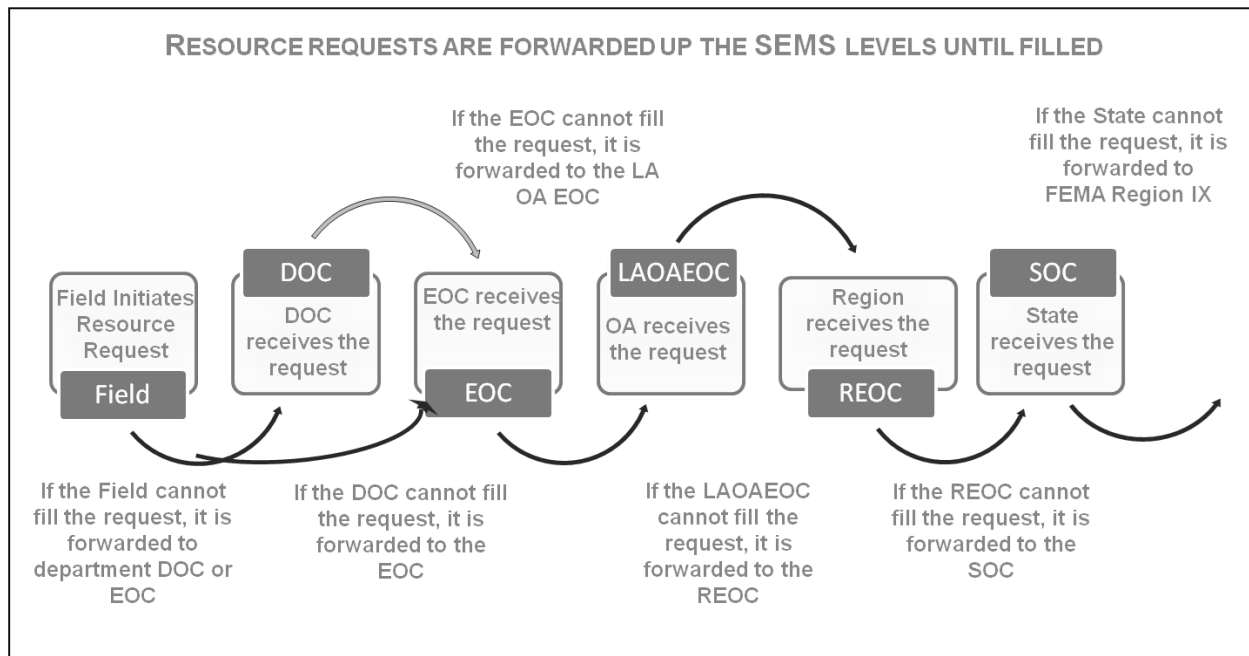

RESOURCE REQUESTS ARE FORWARDED UP THE SEMS LEVELS UNTIL FILLED

Figure C: Line of Communications for Resource Requests

E. **Resource Tracking**
Resource tracking is a standardized, integrated process conducted prior to, during, and after an incident.

1. Field
Field (Incident Command) level non-City resource tracking is handled by the DOC or the EOC - Planning and Intelligence Section -Resource Status Unit Leader, depending on who sourced the asset.

2. Department Operations Center/Bureau Operations Center
    *   Each department is responsible for the tracking of their own resources, including the tracking of personnel. City departments manage their resources using various systems consisting of paper-driven, manual processes; stand-alone, automated materials management systems; or modules within larger automated systems.
    *   During an emergency, departments must continue to practice an inventory control process to ensure that adequate supplies and equipment are available to support an emergency response.

3. Emergency Operations Center
    *   Resource tracking responsibilities in the EOC are shared as follows:

- o Resource Status Unit Leader: responsible for tracking non-City resources ordered and confirmed by the Logistics Section.
- o Operations Section: responsible for tracking the movement of non-City resources within the Operations Section itself in communication with activated DOCs.
- o Logistics Section: tracks and coordinates resources and confirms the delivery of resources to their destination. The Logistics Section transitions resource tracking responsibility to the Resource Status Unit once they are delivered and verified.
- o Finance and Administration Section: responsible for ensuring the cost-effectiveness of resources.
- The EOC Logistics Section will also monitor resource levels and demands and work with other government agencies to mitigate resource scarcity.

4. Operational Area
The OA will follow established procedures for tracking resources within their jurisdiction. Resource tracking is the responsibility of the OA Logistics Section.[12]

5. Regional Emergency Operations Center – Southern Region and State Operations Center
The REOC and SOC maintain a list of state agencies, their roles and responsibilities and the common resources available from each. The requesting agencies are required to report to Cal OES the number and status of resources deployed on a mission on a daily basis.

F. Resource Demobilization
Demobilization planning should begin as soon as possible to facilitate accountability of the resources. During demobilization, the Incident Command and MACS elements coordinate to prioritize critical resource needs and reassign resources (if necessary). Where applicable, demobilization will include compliance with mutual aid and assistance provisions.

1. Field
- Resources on scene will be demobilized at the discretion of the Incident Commander.
- Resources requested through the City EOC will be returned to the Staging Area when they are no longer needed. The Field Level Logistics Section will coordinate the return of these resources and inform the appropriate DOC.

2. Department Operations Center

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[12] Standardized Emergency Management System Resource Ordering and Tracking: A Guide for State and Local Government, 2000.

Although departments will differ in how they establish release priorities for resources assigned to an incident, the departments are to coordinate with the Incident Commander the return of equipment to the owner/department, or the recall of demobilized assets.

3. Emergency Operations Center
   - After the incident is controlled, and tactical resources are beginning to be released, the incident management organization should begin to monitor the number of support and management staff that is assigned.
   - The following is a list of demobilization responsibilities on an incident in the EOC:
     - Incident Commander: responsible for approving resource orders and demobilization.
     - Operations Section: identifies operational resources that are, or will be, excess to the incident and prepares a list for the Planning and Intelligence Section.
     - Planning and Intelligence Section: develops and implements the Demobilization Plan. Outside resources should be released before City resources.
     - Logistics Section: Once demobilization is announced, the Logistics Section will work with the Planning and Intelligence Section to support the demobilization plan and perform actions as requested. Logistics position-specific demobilization considerations include:
   - Facilities Unit: ensure the demobilization of facilities; ensure for the removal of waste and refuse; and work with the Recovery and Reconstruction Unit Leader to transfer facility use to the appropriate department once the EOC is demobilized
   - Equipment Unit: Identify equipment no longer required for emergency operations
   - Supply Unit: collect, inventory and arrange to refurbish, rehabilitate, or replace resources depleted, lost, or damaged at the incident.
   - Finance and Administration Section: processes claims, time reports, and incident costs, and assists in release priorities. The Finance and Administration Section may require documentation prior to outside agencies departing the incident.

4. Operational Area
   The LAOAEOC's Demobilization Unit, a functional unit within the Planning Section, is responsible for assuring demobilization of incident or LAOAEOC assigned resources.

5. Regional Emergency Operations Center - Southern Region and State Operations Center

As resources are no longer needed to support the response, or the response activities cease, Planning and Intelligence Unit Coordinators in the REOC and/or SOC will coordinate the demobilization of State resources. Management leads the mobilization and demobilization planning of personnel, equipment and facilities, and compiles records and data specific to an event from all portions of the SOC or REOC.

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 of a State and/or Declaration of a 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.

Procurement guidelines for an incident during EOC activation are set by the EOC Finance and Administration Section. The EOC Procurement Unit Leader will review City vendor lists for existing contracts; coordinate emergency contracting; and ensure accurate record retention on contract records and related documents.

Details on resource procurement procedures by City departments during undeclared or un-proclaimed emergency situations are provided in the City's General Services Department City Logistics Procurement Guide (Attachment B: City Logistics Procurement Guide, Ordering Procedures during Undeclared Emergencies).

VI. AUTHORITIES AND REFERENCES

A. Authorities

1. Federal
   a) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. http://www.fema.gov/about/stafact.shtm

   b) Homeland Security Presidential Directive-5 (HSPD-5). http://www.gpo.gov/fdsys/pkg/PPP-2003-book1/pdf/PPP-2003-book1-doc-pg229.pdf

   c) National Incident Management System. Department of Homeland Security. December 2008. http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf

   d) National Response Framework. Department of Homeland Security. January 2008. http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf

   e) Americans with Disabilities Act of 1990, as amended. http://www.ada.gov/pubs/ada.htm

2. State
   a) California Constitution. http://law.justia.com/california/constitution/

   b) California Disaster and Civil Defense Master Mutual Aid Agreement http://www.calema.ca.gov/PlanningandPreparedness/Documents/CAMasterMutAid.pdf

   c) California Emergency Services Act, 2006. http://hazardmitigation.calema.ca.gov/docs/ESA-all8-06-final.pdf

   d) California Code of Regulations, Title 19, Chapters 1 through 6, including:
      i. Chapter 1, Standardized Emergency Management System. https://law.resource.org/pub/us/ccr/gov.ca.oal.title19.html
      ii. Chapter 6, Disaster Assistance Act Regulations. http://www.kintera.org/atf/cf/%7BE475D1A4-FB9C-4135-AE8B-9310119C7F19%7D/CHAPTER%206%20%20CDAA.pdf

   e) California Fire Service and Rescue Emergency Mutual Aid System. http://www.calema.ca.gov/FireandRescue/Documents/**Fire** Division Documents/Strike Team Leader Manual.pdf

   f) California Law Enforcement Mutual Aid http://www.calema.ca.gov/LawEnforcement/Pages/Mutual-Aid.aspx

g) California State Emergency Plan.
http://www.calema.ca.gov/PlanningandPreparedness/Pages/State-Emergency-Plan.aspx

h) Post Disaster Safety Assessment Program
http://www.calema.ca.gov/Recovery/Documents/SAPGuideline.pdf

i) SEMS Resource Ordering and Tracking: A Guide for State and Local Government
http://www.calema.ca.gov/PlanningandPreparedness/Documents/SEMSResourceOrderingGuide.pdf

j) State of California Coroner's Mutual Aid Plan
http://www.calema.ca.gov/LawEnforcement/Documents/coroners **mutual aid plan**.docx

3. County
   a) Operational Area Emergency Response Plan
   http://lacoa.org/PDF/OA%20ERP.pdf

4. City
   a) City Emergency Operations Plan

   b) City of Los Angeles Executive Directives

   c) City of Los Angeles Administrative Code, Division 8, Chapter 3
   http://www.amlegal.com/nxt/gateway.dll/California/lamc/municipalcode?f=templates$fn=default.htm$3.0$vid=amlegal:losangeles_ca_mc

   d) City of Los Angeles Administrative Code, Division 9, Purchasing
   http://www.amlegal.com/nxt/gateway.dll/California/lamc/municipalcode?f=templates$fn=default.htm$3.0$vid=amlegal:losangeles_ca_mc

   e) City of Los Angeles Municipal Code, Chapter IV, Article 7, Section 47.12(c), Excessive Price Increases During State of Emergency
   http://www.amlegal.com/nxt/gateway.dll/California/lamc/municipalcode?f=templates$fn=default.htm$3.0$vid=amlegal:losangeles_ca_mc

   f) *Los Angeles Administrative Code Division 8, Chapter 3, Article 3, Section 8.27*
   "The Mayor may declare a local emergency. In the event that the Mayor declares a local emergency, the Council, by resolution adopted by two-thirds vote and approved by the Mayor, suspends any or all of the procurement rules and ordinances."

g) *Los Angeles Administrative Code, Division 8, Chapter 3, Article 3, Section 8.30*
"The Director of the Emergency Operations Organization may obtain vital supplies and other such property as is needed for the protection of life and property of the people, and bind the City for the fair value thereof, and, if required immediately, may commandeer the same for public use; may require emergency service of any City officer or employee, or any citizen, and may requisition necessary personnel or material of any City department or agency."

h) *Los Angeles Administrative Code, Division 8, Chapter 3, Article 9, Section 8.56*
"The General Services Division shall be under and subject to the control of the Department of General Services of the City of Los Angeles. The chief of this division shall be the General Manager of the Department. The chief shall develop plans for the division's activities and those of the sections comprising the division. The General Services Division is comprised of the following sections: Supplies, and Maintenance. The Supplies Section shall be under the direction of the Purchasing Agent. The Maintenance Section shall be under the direction of the chief of the Division or persons designated by the chief."

Sec. 8.56.1. - Supplies Section
"The Purchasing Agent shall procure and be the custodian of the special equipment and other property, which may be obtained from any source for the special use of the Emergency Operations Organization, and shall assemble information concerning available equipment and operators normally under the control of governmental agencies and privately owned corporations."

Sec. 8.56.2. - Maintenance Section
"The head of the Maintenance Section shall develop plans for maintenance of all City owned equipment and facilities, have charge of, develop plans for, and arrange for the safety of occupants of City owned and leased buildings, and shall develop and maintain liaison with other publicly and privately owned agencies or firms which supply such services. The head of the Maintenance Section shall also develop and maintain an inventory of City transportation vehicles available from the Department of General Services for the movement of heavy equipment."

Sec. 8.58. Personnel and Recruitment – Division
"The Personnel and Recruitment Division shall be under and subject to the control of the Personnel Department of the City of Los Angeles. The chief of this division shall be the General Manager of the Department. The chief shall maintain records of all personnel of the Emergency Operations Organization. This division shall be the recruiting center for the Organization, and shall establish a plan for the use of qualified City personnel by any of the divisions requiring additional City forces during a local emergency. The chiefs of all other

divisions shall render such services as are requested by the chief of this division in the recruitment of personnel for the various divisions.

The chief of this division shall develop, with the assistance of the Emergency Operations Office, a program for the use of volunteers during a local emergency. The program shall contain procedures for:

1. the recruitment of volunteer forces through the media
2. the registration of volunteers as disaster workers in the State Workers Compensation program;
3. the dispatching of volunteers at disaster or local emergency command posts or other locations;
4. the establishing of liaison with Council offices for the dispatching of volunteers to assist on private property; and
5. the development of such other procedures necessary to implement this section.

All volunteer activities shall be coordinated by the Personnel Division through the Emergency Operations Center during a local emergency."

i) *City of Los Angeles Municipal Code, Chapter IV, Article 7, Section 47.12 (c) - Excessive Price Increases During State of Emergency*
"Upon proclamation of public emergency involving or threatening the lives, property or welfare of the citizens, pursuant to Section 8.27 of the Los Angeles Administrative Code or for which a local disaster or emergency is declared by the President of the United States or Governor of California and for a period of thirty days from the date such declaration is terminated, it shall be unlawful for any person, contractor, business or other entity to sell or offer to sell any consumer food items, repair or reconstruction services, emergency or medical supplies or gasoline for an amount which exceeds ten percent of the price charged by such person, contractor, business or other entity for said goods or services immediately prior to the proclamation of emergency, unless said person, business, contractor or other entity can prove that an increase in price was directly attributable to additional costs imposed on it by the supplier of the goods or for labor and materials used to provide the service."

Violation of this section is a misdemeanor.

B. References

1. California Emergency Management Agency [currently, California Office of Emergency Services], "State of California Emergency Plan 2009," June 23, 2009.

2. California Emergency Management Agency [currently, California Office of Emergency Services], Department of Homeland Security, and Federal Emergency Management Agency Region IX, "Southern California Catastrophic Earthquake Response Plan," December 14, 2010.

3. California Office of Emergency Services, "SEMS Resource Ordering and Tracking: A Guide for State and Local Government," April 27, 2000.

4. City of Los Angeles, "General Services Department City Logistics Procurement Guide," October, 2010.

5. City of Los Angeles "Business Operations Center Operational Guidelines."

6. County of Los Angeles Operational Area, "Operational Area Emergency Response Plan, Section 2. Concept of Operations," 2012.

7. Federal Emergency Management Agency, "IS-703.A: NIMS Resource Management, Unit 2. Resource Management Overview," January 15, 2010.

8. Federal Emergency Management Agency, "IS-807: Emergency Support Function (ESF) #7 – Logistics Management and Resource Support Annex," August 29, 2008.

9. 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.

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

11. Regional Catastrophic Planning Team. Regional Logistics Program. "Disaster Logistics Capstone Document."

ATTACHMENT A: ACRONYMS

Acronym	Full Name
ACS	Auxiliary Communications Service
ADA	Americans With Disabilities Act
Base	Incident Base
BOC	Bureau Operations Center
BPO	Blanket Purchase Order
Cal OES	California Governor's Office of Emergency Services
CAO	Chief Administrative Officer
CEMP	California Emergency Mobile Patrol
CEOC	Los Angeles County Emergency Operations Center
CERT	Community Emergency Response Team
City	City of Los Angeles
CIWMB	California Integrated Waste Management Board
CLPG	City Logistics Procurement Guide
CPG	Comprehensive Preparedness Guide
CPO	Contract Purchase Order
C-POD	Commodity Point of Distribution
CRT	Mayor's Crisis Response Team
DC	Distribution Center
DOC	Department Operations Center
DoD	United States Department of Defense
DPW	Department of Public Works
DSW	Disaster Service Worker
EMD	Emergency Management Department
EMMA	California Emergency Master Mutual Aid Agreement
EMS	Emergency Medical Services
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
ETA	Estimated Time of Arrival
FEMA	Federal Emergency Management Agency
FNSS	Functional Needs Support Services

GSD	Department of General Services
IAA	Incident Aerial Assessment and Awareness
ICP	Incident Command Post
ICS	Incident Command Structure
IM	Incident Management
ITA	Information Technology Agency
JFO	Joint Field Office
LAAC	Los Angeles Administrative Code
LADOT	Los Angeles Department of Transportation
LADWP	Los Angeles Department of Water and Power
LAFD	Los Angeles Fire Department
LAN	Local Area Network
LAOAEOC	Los Angeles Operational Area Emergency Operations Center
LAPD	Los Angeles Police Department
LASD	Los Angeles County Sheriff's Department
LEA	Local Enforcement Agency
LEMA	Local Emergency Management Agency
MACS	Multiagency Coordination Systems
MMAA	California Disaster and Civil Defense Master Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NGO	Non-Governmental Organization
NIC	National Integration Center
NIMS	National Incident Management System
NLSA	National Logistics Staging Area
OA	Los Angeles Operational Area
OEM	Los Angeles County Office of Emergency Management
Personnel	Personnel Department
PO	Purchase Order
PW	Public Works
Red Cross	American Red Cross Los Angeles Region
REOC	Regional Emergency Operations Center
Salvation Army	The Salvation Army
Sanitation	Department of Public Works, Bureau of Sanitation
SAR	Search and Rescue
SEMS	Standardized Emergency Management System
SOC	State Operations Center

SOP	Standard Operating Procedure
Street Lighting	Department of Public Works, Bureau of Street Lighting
Street Services	Department of Public Works, Bureau of Street Services
UCP	Unified Command Post
USACE	United States Army Corps of Engineers
USCG	United States Coast Guard
USMC	United States Marine Corps

ATTACHMENT B:
CITY LOGISTICS PROCUREMENT GUIDE, ORDERING PROCEDURES DURING UNDECLARED EMERGENCIES

CITY LOGISTICS PROCUREMENT GUIDE   OCTOBER 2010

ORDERING PROCEDURES DURING *UNDECLARED* EMERGENCIES

**** Your department's procurement employee is your <u>first</u> recourse for any and all departmental procurement. ****

<u>During **REGULAR** Business Hours</u>:

GENERAL OVERVIEW:
Determine if the item is stocked in a City Warehouse or can be ordered through a City contract.

1. **Contact Warehouse Personnel** and provide a detailed description of the item (manufacturer name, brand, and catalogue number). *See City Warehouse Contacts Tab.*

2. If the item is **not** stocked and/or **not** available from the Warehouse, determine if the item is on contract.
   a. Search in SMS for a contract. Contact your procurement employee for assistance. You may also contact a GSD Procurement Analyst. *See GSD Procurement Analysts Tab.*
   b. Issue a Contract Purchase Order (CPO) if the item is on contract. Enter funding information on the CPO.

3. If the item is **not** on contract;
   a. <u>Item is under $1,000 (including tax)</u>:
      i. Obtain details of item: description, manufacturer, brand, part number, etc.
      ii. Obtain three different vendor quotes selling the item.
      iii. Identify the vendor with the lowest price that sufficiently addresses the resource need.
      iv. Contact your procurement employee to assist in issuing a Blanket Purchase Order (BPO).
      v. Call the vendor and place the order.
   b. <u>Item is over $1,000</u>:
      i. Document at least three (3) potential suppliers / bidders (suggested vendors) for the needed resource or an explanation when this is not possible.
      ii. Ordering department executives (general manager or assistant general managers) must document and note the existence of a critical need via memo. These *Purchase Requisitions* must include a written explanation of the critical need, a supplier's invoice

for the products or repair of equipment provided, and a written statement from the general manager or assistant general manager that the critical need is real and valid. These requisitions are subject to acceptance by the City Purchasing Agent or his/her designee. The general categories of critical need that may be accepted by the Purchasing Agent include the following:

- health and safety risks to City employees and/or the public;
- mitigating damage to City buildings and equipment;
- financial loss due to security breaches of City properties;
- terrorist or public safety threats;
- equipment or material failures that prevent City workers from doing critical work at significant cost to the City.

Note that any product or supply shortage because of a department's failure to properly or adequately monitor, plan and execute orders is not considered a critical need.

iii. Process this Purchase Requisition by *submitting it via SMS including the required memo from executive management with three potential vendors along with the vendor quote.*

iv. Upon approval, the Procurement Analyst will process a Confirming Purchase Order via the Purchase Requisition process.

v. Note that this process may require some time.

During **NON-WORKING** Hours:

Assuming SMS is NOT available: create a Temporary PO number (usually the Incident – Date – Starting number, e.g. STM101510001; Storms, Oct. 15, 2010 and first incident).

GENERAL OVERVIEW:
Determine if the item can be ordered through annual contract:

1. Peruse through the *Emergency Vendor Contacts*, *Resources by Vendor*, *Resources by Procurement Analyst*, and *Resources by Item Tabs* to determine if the item is on contract.
   a. If the item is on contract:
      i. Use a Temporary PO number and order the item by directly contacting the vendor;

      ii. During business hours, reconcile the order with your department's procurement employee by creating a Contract Purchase Order (CPO) via SMS.

b. If the item is **not** on contract or if you are unsure:

      i. <u>Item is under $1,000 (including tax)</u>:

- ✓ Obtain details of the item (description, manufacturer, brand, part number, etc.);
- ✓ Obtain three vendor prices and pick a vendor with the lowest price that satisfies the resource needs;
- ✓ Use a Temporary PO number and order the item by directly contacting the vendor;
- ✓ During business hours, reconcile the order with your department's procurement employee by creating a Blanket Purchase Order (BPO) via SMS.

      ii. <u>Item is over $1,000</u>:

- ✓ Confirm that the resource need is critical as per the mandatory guidelines stated above when the non-contracted item is over $1,000 during business hours.
- ✓ Confirm that funds are available;
- ✓ Obtain at least three vendor quotes using the internet or yellow pages (or an explanation when this is not possible) and pick a vendor with the lowest price that satisfies the resource needs;
- ✓ Use a Temporary PO number and order the item by directly contacting the vendor;
- ✓ During business hours, process this Purchase Requisition and submit via SMS including the required memo from executive management stating why the item ordered was critical and how it will be used to address a real and valid emergency situation with the three potential vendors along with the vendor quote;
- ✓ Upon approval, the Procurement Analyst will process a Confirming Purchase Order via the Purchase Requisition process;
- ✓ Note that this process may require some time.

iv

SMS AVAILABILITY

SMS is not available overnight and on Sundays. It also has limited availability on Saturdays. The schedule below identifies the hours when SMS is available.

Please see your department's procurement specialist regarding any SMS changes or issues.

In addition, SMS may not be available during regular working hours due to power outages or other problems that restrict electronic communications between various sections of the City.

Monday through Friday: 5:30 am to 12:00 Midnight

Saturday: 6:00 am to 8:00 pm

Sunday: Not available

ATTACHMENT C:
EOC RESOURCE REQUEST FORM

Order Request Number: 112233A
To be issued manually by Logistics Section

E.O.C. RESOURCE REQUEST FORM
USE BACK OF FORM FOR ADDITIONAL NOTES OR COMMENTS

Date: 01/01/2014	Time: 1300hrs	Route To: (Which Logistics Unit)	Request Priority: (use priority matrix to determine)	
RESOURCE DETAILS				To Be Completed By EOC Resource Requestor

Resource Requested: Disaster Service Workers	
Quantity: 40	■ Individual Item Qty ☐ Case Qty ☐ Other (specify):
What Will Resource Be Used For (Task Details) Shelter Registration	
Resource Comments: Individuals with strong interpersonal, organizational, and communication skills, attention to detail for 10 shelter locations (4 DSWs per site). Input other special considerations.	

Specify the Date & Time the Resource Will Be Required On Location In Order to Accomplish Task/Mission:	Date Required: 01/02/2014 - 01/09/2014	Time Required: 0900 hrs - 1700 hrs

DELIVERY DETAILS

Deliver To: (Name) Shelter Managers	Title: Shelter Site Locations 1, 2, 3, etc.	Phone: 111-111-1111	Alternate Phone: 111-111-1111
Delivery Location: (Address) Addresses Attached.		Delivery Notes: DSWs must report to home department before reporting to DSW site location.	

FIELD REQUESTOR INFORMATION & DETAILS

Requested By: (Name)	Title: Incident Commander	Department/Agency: American Red Cross
Date Requested to EOC: 01/01/2014	Time Requested to EOC: 1300 hrs	Phone # of Requestor: 111-111-1111

EOC REQUESTOR INFORMATION

Name:	EOC Position: Operations Section Coordinator

LOGISTICS SECTION INFORMATION & DETAILS

Assigned To: (Name)	EOC Position: Personnel Unit Leader	Date Assigned:	Time Assigned:
Resource Request Approved By: (Name)	EOC Position:	Date Approved:	Time Approved:

CLOSEOUT INFORMATION & DETAILS

☐ Fulfilled as Requested ☐ Fulfilled with Substitute (see comments) ☐ Denied ☐ Cancelled by Requestor ☐ Redirected (see comments)

Delivered To: (Name)	Title:	Date Delivered:	Time Delivered:

Closure Comments:

SOURCE & COST INFORMATION

Resource Obtained Through: ☐ GSD Stores ☐ Other City Resources (see comments) ☐ Purchased From Vendor ☐ Rental From Vendor ☐ Mutual Aid (first 24 hours) ☐ Assistance For Hire ■ Other (see comments)

Obtained From: (Name of Vendor, Agency or Other City) Personnel in coordination with citywide DPOs	Contact Person:	Contact Phone:
Total Cost Estimate:	Hourly Rate: (If Applicable)	P.O. #: (If Applicable)	Charge To (Department): (If Applicable)

Fund/Account Information:

Source/Cost Comments:
For payroll, use Work Order : 11111; Task: 111; Subtask: 111

Completed By EOC Logistics Section

USE BACK OF FORM FOR ADDITIONAL NOTES OR COMMENTS

EOC Requestor: To complete all applicable information and forward to Logistics Section Coordinator/Deputy Coordinator (requestor to make a copy and keep for their records)

Logistics Section: Assign to the appropriate Unit within Logistics (indicate individual's name & EOC position on form). Determine if request requires additional approval to be submitted, if so, obtain appropriate level of approval (indicate approver's name & EOC position on form).

When Completed (fulfilled, denied, cancelled or redirected): Check appropriate closeout box and complete delivery information if applicable. Complete all applicable Source & Cost information fields. (Original completed document to be sent to Documentation Unit, copy to be kept by Logistics and a copy to be forwarded to Requestor).

ATTACHMENT D:
RECLYCLING PROGRAM

Introduction

Emergency incidents create small communities that purchase and consume products, and generate waste. The City EOC must work with the Incident Commander to determine whether recycling will be a part of the accomplishments during the incident.

Attachment D: Recycling Program is intended to provide information for establishing, supplying, and implementing a recycling collections system at any incident. There should be a recycling coordinator in the EOC that can help provide information, if not serve as the incident recycling specialist or liaison. If there is not a recycling coordinator or specialist, this guide provides the information on how to establish, maintain and demobilize an incident recycling program. Attachment D is based on guideline developed by the US Forest Service, Forest Service Waste Reduction and Recycling Program, Revised 6/21/99.

Priority should be given to protecting public health, safety, and the environment, and not to recycling. The first focus should be in clearing roads, freeways, neighborhoods of debris and rubble.

The safety aspects of recycling become more acute in emergencies. There should not be a rush to recycle without considering the health and safety issues first. In emergencies, there exists many unseen environmental hazards in the recyclables generated. Close coordination with local environmental health departments, State Department of Health Services, needs to be planned prior to implementation of any proposed plans. These agencies and contacts should be in this section.

1. **Determine if recycling is an option.**
    Before any recycling program is established, the first step should be to determine if recycling is possible.

    DON'T ATTEMPT TO ESTABLISH RECYCLING UNTIL YOU KNOW YOU HAVE A PLACE FOR THE RECYCLABLES TO GO.

    City recycling resources can be found at:
    http://www.lacity.org/san/solid_resources/recycling/index.htm

2. **Determine what items are recyclable and how they will be disposed.**
    Determine which items are considered "reusable government property" and which items are considered "garbage" that could be recycled. Once you determine which items are recyclable, determine how you will dispose of them using the following methods in order of preference:

A.   Sell to a recycler
B.   Give to a recycler or organization willing to dispose of collection through recycling. The City could minimize handling expense by letting the "receiver" cover the costs of pickup and delivery to the recycler.
C.   Pay for recyclables disposal - Paying for this service is similar to normal garbage waste removal, except that the garbage quantity removed (and hopefully associated costs) are reduced by the amount diverted for recycling purposes.

In general, handling recyclables should be done in the most cost-effective, reasonable manner given your local markets and resources to avoid incineration or landfill disposal.

In State proclaimed emergencies, the California Integrated Waste Management Board (CIWMB) in conjunction with the local (LEA) Local Enforcement Agency (located in City Environmental Affairs Department), will work with local City officials in temporarily revising local solid waste permits for material recycling facilities, transfer stations, and landfills to facilitate processing recyclables and waste above permitted capacities.

3.   **Establish who will be responsible for recycling at the incident**
The person who oversees recycling operations at an incident is not always predetermined. That person may be assigned by the local line officer to oversee recycling operations at an incident because they have the most information about local recyclers, materials collected, etc. However, sometimes that person serves only as a liaison for information and initial contacts, and cannot be at the incident location. If this is the case, the incident's recycling coordinator will have to be someone assigned to the incident. Ideally, this person should be located at the incident, especially during initial set-up of the operation.

Responsibilities for incident recycling fall within the Logistics branch, most likely under the Facilities Unit Leader. The recycling coordinator should be responsible for:
- Establishing and maintaining a SAFE and effective incident recycling operation.
- Ordering and establishing recycling collection facilities and associated supplies.
- Determining who will accept and/or transport the recyclables (with assistance from local recycling coordinator if available).
- Determining how many people will be needed to assist with the operation.
- Coordinating with and briefing the Food, Supply, Communications, Facilities and Ground Support Unit Leaders.
- Briefing the Overhead Team about the program and minimizing any impact to the team's operation in accomplishing its mission.
- Informing incident base personnel and fire crews of the recycling program.
- Demobilizing the Incident Recycling Program supplies and personnel.

4. **Determine how recycler wants materials prepared and transported.**
What materials will they accept? Consider cardboard, glass, tin cans, aluminum cans and foil, scrap metal, polystyrene, plastic containers (pop bottles--#1 PETE and milk jugs--#2 HDPE are most common), paper (white, colored or computer), newspaper, magazines, cooking grease, motor oil, batteries (see Appendix B for details on recycling all these items). Be sure to find out their office hours if you end up transporting recyclables to the recycler.

How do they want them prepared?
Do items need to be rinsed? Crushed? Have labels removed? Be separated from similar items? Be in boxes, bundles or bags? Be wrapped with twine or tape? Most recyclers want recyclables sorted well but some will accept certain items mixed together. <u>ASK FOR DETAILS OR YOU MAY END UP HAVING ENTIRE LOADS OF RECYCLABLES REJECTED</u> (see Appendix B for more details on types of materials and typical preparation).

Who will transport them?
Will the recycler or organization pick them up or will they need to be transported? If a contract is arranged with a recycler, try to include transport as a service. If you must transport them, order adequate truck and/or trailer transportation through Ground Support. Another option is to coordinate with the Supply Unit or Ground Support to backhaul the recyclables in empty supply trucks or any vehicles with room going in the direction of the recycling center. If you backhaul, try to send as much as you can prior to demobilization so as not to interfere with the backhaul of supplies. The Forest Service is authorized to use government time and equipment to accomplish recycling but you can save resources by piggybacking on other transportation situations.

Recyclable collections containers
There are a variety of containers that can be used for collections. What you choose may be dependent upon who is accepting the materials and how they want them transported, what the materials are, and what the garbage containers will look like. <u>Try to avoid using the same containers garbage will go in so people don't confuse them.</u> You want your recycling containers to be easily identifiable. If you do use the same containers as garbage, you'll need to make your recycling containers stand apart and be very noticeable.

The following items are choices for containers:
- Large plastic bags
- Garbage cans, 32 gallon
- Cardboard boxes
- Aluminum frame garbage bag holder
- 5-gallon plastic bucket with lid for batteries (IF recyclable--see p.9 for details)
- 55 gallon drums for cooking grease

The plastic bags are a must to line containers with. Keep in mind that when the containers are full, a person should be able to lift out a bag full of materials safely and without too much difficulty, or be able to move the entire container to a transportation area.

Other Supplies:
- Gloves: heavy duty rubber gloves for handling food and drink-contaminated items, work gloves for paper and cardboard.
- Strapping tape
- Flagging (bright colors)
- Felt tip markers

Optional if available:
- Utility/razor knife and blades
- Portable baler to compact cardboard
- Staple hammer (or find people with big feet!)
- Twine
- Free standing sink unit (approx. 20"x20"x16") for rinsing large food cans
- Stencils
- Heavy duty can opener
- Sign materials (cardboard, used paper)

5. **Identify opportunities for reuse of materials**
   If you have determined that a particular item cannot be recycled locally and it's destined for the landfill, consider temporary reuse and ultimately abandonment as an option.

6. **Demobilize recycling supplies and personnel at end of incident**
   Arrange demobilization for personnel as workload decreases. At end of incident, ensure all reusable supplies are returned to the supply unit. If the recycling program is to be transferred to the local agency at the close of the incident, work with the person who will be taking over Logistics to ensure they are informed.

General Information About Recycling

Recycling is more than sorting items out of your trash, in fact, that should be the last thing a person does to prevent waste from going to landfills and incinerators. There are 3 basic elements to recycling (symbolized by the "chasing arrows" symbol) and a 4th element that is an important part of closing the recycling loop:

REDUCE = Reduce waste at the source, cut back on disposable items.
REUSE = Reuse and repair items as many times as possible.
RECYCLE (REMANUFACTURE) = Make new items out of recyclable materials.
BUY RECYCLED PRODUCTS = When we purchase items made from recycled materials, we help create a demand for those items sorted from the waste stream. This is an area where the Federal Government can have a tremendous influence.

Recyclable Materials Collections

Items you collect for recycling are a commodity. If a recycler is going to sell that commodity to a manufacturer, the recycler (basically the "middle man") must have quality materials to make a profit. If the recycler receives materials that are contaminated with trash or mixed together with other items, he or she has to pay the cost of sorting the materials. Often a recycler won't accept materials that are contaminated or not sorted because they can't afford to sort them. That's why it's important that you find out from your recycler as many details as possible about the materials he or she will accept and how they should be prepared.

What Is Recyclable?

The list of things that can be recycled is bigger than most people realize. Unfortunately, what can be recycled in one area of the country is not necessarily recyclable in another. Some materials are recyclable, but aren't made into products because 1) consumers are not demanding those products so manufacturers aren't investing in production, or 2) manufacturers haven't tested the new products enough to be comfortable with mass production.

ATTACHMENT E:
EMERGENCY OPERATIONS CENTER
RESOURCE PRIORITIZATION MATRIX

Resource Prioritization Terminology

Imminent: immediate or unavoidable threat/impact
High Potential: a potential great than 50% probability of occurrence
Low Potential: a potential with less than 50% probability of occurrence

INCIDENT SEVERITY	TOTAL SCORE
CRITICAL	26 – 30 POINTS
HIGH	21 – 25 POINTS
MODERATE	16 – 20 POINTS
LOW	0 – 15 POINTS

A. Life and Safety Threats:

A.1 Life Safety Threat	Rating
Loss of life encountered or imminent	5
High potential for loss of life within next 12 hours	4
High potential for loss of life 12 to 24 hours	3
High potential for loss of life greater than 24 hours	2
Low overall potential for loss of life	1
No potential for loss of life	0

A.2 Evacuations	Rating
Mandatory (Evac Order) evacuations in progress	5
Voluntary (Evac Warning) evacuations in progress	4
High potential for evacuations within 12 hours or less	3
High potential for evacuations greater than 12 hours	2
Low overall potential for evacuation greater than 12 hours	1
None in progress or projected at this time	0

B. Property Damage Threats:

B.1 Structure Damage Threat	Rating
Structures already destroyed/damaged or damage imminent	4
High potential for structure damage within next 12 hours	3
High potential for structure damage greater than 12 hours	2
Low overall potential for structure damage	1
No potential or current threat to structures	0

B.2 Utility & Communication Infrastructure Threat	Rating
Utility/Comm Infrastructure disrupted or disruption imminent	4
High potential for Utility/Comm Infrastructure disruption within next 12 hours	3
High potential for Utility/Comm Infrastructure disruption greater than 12 hours	2
Low overall potential for Utility/Comm Infrastructure disruption	1
No potential for Utility/Comm Infrastructure disruption	0

B.3 Road Closure	Rating
Major streets or freeways currently closed (in any direction)	4
Major streets or freeways impacted with lane reductions (in any direction)	3
High potential for major streets or freeways to be closed/lane reductions within next 12 hours	2
High potential for major streets or freeways to be closed/lane reductions greater than 12 hours	1
No current or potential for major street or freeway closures	0

C. Natural, Ecological, Historical and Cultural Resource Threats:

C.1 Natural and/or Ecological Resource Threats	Rating
Natural/Ecological Resources damaged or damage imminent	4
High potential for damage to Natural/Ecological Resources within next 12 hours	3
High potential for damage to Natural/Ecological Resources greater than 12 hours	2
Low overall potential for damage to Natural/Ecological Resources	1
No potential for Natural/Ecological Infrastructure disruption	0

C.2 Historical and/or Cultural Resource Threats	Rating
Historical/Cultural Resources damaged or damage imminent	4
High potential for damage to Historical/Cultural Resources within next 12 hours	3
High potential for damage to Historical/Cultural Resources greater than 12 hours	2
Low overall potential for damage to Historical/Cultural Resources	1
No potential for Historical/Cultural Resources damage	0

ATTACHMENT F:
FEMA RESOURCE DEFINITIONS AND TYPING

FEMA and the National Integration Center (NIC) have released the National Mutual Aid Glossary of Terms and Definitions and the resource typing definitions for over 120 different kinds of resources.

The City of Los Angeles does not implement the resource descriptions and resource typing categories developed by the NIC for City-owned resources during Citywide emergency response. However, City emergency management personnel can utilize this information to identify, locate, request, order and track outside resources quickly and effectively and facilitate the movement of these resources from the jurisdictions and agencies that are providing them. Resource typing definitions can give emergency responders the information they need to make sure they request and receive the appropriate resources during an emergency or disaster. Ordering resources, which have been typed using these definitions, make the inter-jurisdictional resource request and dispatch process more accurate and efficient.

The Glossary of Resource Terms and Definitions can be found at
http://www.scd.hawaii.gov/NIMS/glossaryterms.pdf.

Through resource typing, disciplines examine resources and identify the capabilities of a resource's components (i.e., personnel, equipment, and training). During a disaster, an emergency manager knows what capability a resource needs to have to respond efficiently and effectively. Resource typing definitions will help define resource capabilities for ease of ordering and mobilization during a disaster. As a result of the resource typing process, a resource's capability is readily defined and an emergency manager is able to effectively and efficiently request and receive resources through mutual aid during times of disaster.

Resource typing is categorizing, by capability, the resources requested, deployed and used in incidents, including resources that are commonly exchanged in disasters through mutual aid agreements. Measurable standards identifying resource capabilities and performance levels serve as the basis for categories. Resource users at all levels use these standards to identify and inventory resources. **Resource kinds** may be divided into subcategories to define more precisely the capabilities needed to meet specific requirements.

Tier One Typing
Tier One Resource Typing Definitions for the following categories are provided through FEMA at
http://www.fema.gov/resource-management.
- Animal Health Emergency
- Emergency Medical Services (EMS)
- Fire and Hazardous Materials
- Incident Management (IM)

- Law Enforcement
- Law Enforcement Patrol Team (Strike Team) Interim Guidance
- Mass Care
  - Field Kitchen Unit Interim Guidance
  - Shelter Management Team Interim Guidance
- Medical and Public Health
- Search and Rescue (SAR)
- Public Works (PW)
  - Damage Assessment, Repair and Start-Up Team - Water Production Facilities
  - Damage Assessment, Repair and Start-Up Team - Wastewater Treatment Facilities
  - Maintenance and Repair Team – Light Equipment Public Works
  - Damage Assessment, Repair and Start-Up Team – Wastewater Lift and Pump Station
  - Damage Assessment and Repair Team – Sewer Mains
  - Damage Assessment and Repair Team – Water Pump Facilities
  - Emergency Management Support Team – Water/Wastewater

Tier one would type all City assets based on NIMS Resource Typing Criteria. To meet the "Tier One" Criteria for the NIMS National Resource Typing Definitions, the resource must:
- Already exist as a defined, or readily organized, deployable interstate response resource or first responder asset;
- Be exchanged and deployed with usage governed through interstate mutual aid agreements or compacts;
- Be of sufficient capability to warrant being allocated and/or physically deployed nationally, if requested;
- Must have performance capability levels that can be identifiable as to "Category," "Kind" and "Type;"
  - Category – function for which the resource is most useful (firefighting, law enforcement, health and medical, etc.);
  - Kind – broad class of characterization, such as teams, personnel, equipment, and supplies. Metrics have been developed for each kind and are measurements of capability or capacity; and
  - Type – measure of minimum capabilities to perform its function – Type 1 implies a higher capability than Type II.
- Be identified, inventoried, and tracked to determine availability status for response operations by the jurisdiction having authority;
- Allow for command and control utilization under the NIMS Incident Command System (ICS);
- Be sufficiently interoperable or compatible to allow for deployment through a standard system for resource ordering as authorized under interstate mutual aid agreements, compacts, and appropriate contracting mechanisms.

Tier Two Typing

"Tier Two" will be those resources defined and inventoried by the states, tribal, and local jurisdictions that are not "Tier One" resources, but rather those that are specific and limited to intra-state mutual aid request, and to limited specific in regional mutual aid assistance (i.e. resources which may cross state lines, but which would not be "Tier One" resources). Also under "Tier Two" would be first responder resources that would not be deployable nationally, or are so common that national definitions are not required as they can be ordered using common language (i.e. pick-up trucks, etc.).

States are not obligated to submit "Tier Two" resource typing definitions for review or approval by the NIMS Integration Center. However, the NIMS Integration Center will accept voluntary submissions of "Tier Two" resource typing definitions for consideration as additions to the "Tier One" NIMS National Resource Typing Definitions. The NIMS Integration Center will not publish, either in print or online "Tier Two" resources typing definitions.