

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE



Date: February 12, 2019

To: Honorable Eric Garcetti, Mayor  
Honorable City Councilmembers

From: Rob Freeman, Executive Assistant  
Emergency Operations Board

Subject: **ANNUAL UPDATES TO CITY EMERGENCY OPERATIONS PLAN AND ANNEXES**

In accordance with federal Homeland Security planning and grant eligibility requirements, the Emergency Management Department (EMD) has worked closely with emergency response and support departments this year to review, update and revise the City's Emergency Operations Plan (EOP) and a number of its hazard and function specific annexes and appendices. These revisions were approved by the City's Emergency Operations Board (EOB) and are submitted to the Mayor and Council as an information item summarizing plan changes made during the 2018 calendar year.

Executive Summary

The attached table lists all of the EOP elements that were updated in 2018. EOB approval dates and a brief summary of changes are listed. Complete plan documents are available from EMD upon request.

## TRANSMITTAL

TO The Council	DATE	COUNCIL FILE NO.
FROM The Mayor	COUNCIL DISTRICT  ALL	

The City's Emergency Operations Board (EOB) approved a number of revisions and updates to the City's Emergency Operations Plan (EOP) and annexes in 2018 as recommended by the City's Emergency Management Department (EMD) and Emergency Management Committee (EMC). The attached memo provides an Executive Summary and table of changes made.

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Eric Garcetti  
Mayor

### Emergency Operations Plan Changes 2018

Non-Traditional Sheltering Annex	7/17/18	Reviewed and updated information on ANS, DoD, EMD, LAPD, RAP, LADOT, and American Red Cross, including NotifyLA, Personal Assistant Services, Mega Shelter, Open Space Shelter, General Site Criteria, core functions, shelter inspection, mass feeding, family reunification, transportation management, support services, public information, and pet sheltering.
Radiological Appendix	11/20/18	Updated information on Radiological Exposure Device program, the NotifyLA mass notification system and department information from LAWA, LAFD, LAPD and Public Works.
Recovery Annex	7/17/18	Reviewed and updated sections on City department roles and responsibilities including DoD, LADBS, CLA, CA, CC, DoD, EMD, LAFD, GSD, HCIDLA, ITA, PLN, LAPD, POLA, DPW, RAP, LADOT, and DWP.
Small Animal Support Appendix	5/18/18	Reviewed and updated information on the role of the Department of Animal Services, temporary emergency small animal shelter activation, public information, shelter layout, staffing, service animals, reunification, demobilization, LADPW, Sanitation, EMD, GSD, LAFD, LAPD, RAP, LADOT, County, State, and Federal Agencies, ENLA and ARC.
Terrorism Prevention/Protection Annex	1/16/18	Reviewed and updated sections on City department roles and responsibilities, including LAWA, EMD, LAFD, ITA, MOPS, LAPD, POLAPD, LADOT, DWP, public notification and evacuation, information gathering and sharing, increased security, target hardening, EMSA, LACDHS, LACDMH, State, Federal, and Universities.
Traditional Sheltering Appendix	5/18/18	Reviewed and updated information on Department of Recreation and Parks and American Red Cross, including LAUSD, ANS, DoD, housing and Community Investment, sheltering agreements, MOU with ARC, sheltering inventory, shelter resources, FNSS caches, shelter organization on support structure, shelter activation, shelter operations, mental health and spiritual care support services, DAFN, case management and shelter demobilization.
Transportation Appendix	9/18/18	Added a section on the role of the Department on Disability (Accessible Transportation), updated section on the Department of General Services' roles, updated information on the City's Business Operations Center and the Department of Transportation, including DPW, Transmac, POLA, LACDPW, Caltrans, CHP, California National Guards, CalOES, United States Army Corps of Engineers (USACE).
Tsunami Annex	7/17/18	Reviewed and updated sections on City department roles and responsibilities, including LAPD's Tsunami specific evacuation routes, Coastal Inundation Maps, NotifyLA, RAP, LADOT, POLA, LAFD, ANS, DoD for DAFN, and Tsunami contact list.
Urban Flooding Annex	5/18/18	Reviewed and updated sections on City department roles and responsibilities, including updates of differences between service animals, pets, and livestock, Hansen Dam Equestrian Center, LADBS, EMD, LAFD, LAPD, DPW, RAP, DOT, LADWP, county, state and federal agencies.

### Emergency Operations Plan Changes 2018

Dam/Reservoir Failure Appendix	5/18/18	Reviewed and confirmed information on roles of LADWP, including Animal Services, LADBS, EMD, LAFD, LAPD, DPW, RAP, LADOT, LADWP, County, State and Federal agencies, and Division of Safety of Dams (DSOD).
Debris Flow Annex	5/18/18	Reviewed and confirmed information on roles of City and County Departments of Public Works, including LA Department of Public Works, LADBS, LAFD, LAPD, EMD, RAP, county, state and federal agencies. Reviews and updates included information regarding the NWS, USGS, ENLA, and the American Red Cross.
Distribution Management Appendix	9/18/18	Updated section on Department of General Services roles, added section on role of Department on Disability, and the Commodities Point of Distribution (C-PODs) sites and staffing, operations, safety and equipment.
Donations Management Appendix	9/18/18	Updates information on the Salvation Army and the City's Business Operations Center, including changes made to Give2LA program, as well as information regarding ENLA and the role of non-profit agencies.
Early Warning and Notification Annex	1/16/18	Updated information on NotifyLA system and EMD roles and responsibilities, including initial usage of early warnings, messaging criteria, early criteria and notification tools, NotifyLA, changeable message signs Caltrans, LADOT, LAWA, email distribution list, social media, accessibility for DAFN, LAFD, LAPD, POLA, DPW, County and State agencies.
Earthquake Annex	5/18/18	Reviewed and updated sections on City department roles and responsibilities including ANS, LADBS, EMD, LAFD, GSD, HCIDLA, ITA, LAWA, PERS, LAPD, POLA, DPW, RAP, LADOT and DWP. Other updates included the initial safety assessment, search and rescue, public safety utility control, building safety assessment, emergency debris removal, housing community investment department and county, state, federal agencies and non-governmental organizations.
Emergency Public Information Annex	5/18/18	Updated information on NotifyLA system and EMD roles and responsibilities, including field level operations, rumor control, social media, EOC operations, including roles of PIO in public messaging, and joint information system (JIS) operations.
Evacuation Annex	5/18/18	Reviewed and updated sections on City, County, and State agencies roles, including department roles and responsibilities. Other updates included resource management, LAFD, LAPD, LADPW, RAP, LACoFD, Public warning, messaging, California Department of Social Services, City Task evacuation, waterway evacuation, LAWA, with signage and messaging for DAFN, ANS, and LADOT for accessible transportation and routes.
Facilities Appendix	9/18/18	Added a section on damage of facilities and updated section on Department of General Services roles and RAP pre-identified sites and ARC, including staffing, supplies and equipment.