

- Manage the use and control of all explosives and hazardous materials
  - Control the demolition of buildings and structures
  - Control all petroleum, chemicals and respective pipelines
3. Transportation Division
- Plan the maintenance of traffic control devices
  - Develop emergency travel routes
  - Plan barricade placement
  - Direct and control traffic
  - Coordinate with other agencies supplying common carrier services
4. Public Works Division
- Maintain and repair streets
  - Place barricades, cones and delineators as necessary
  - Manage street lighting, sewers, storm drains, channels, bridges and removal of wastes and debris
  - Conduct engineering investigations
  - Develop plans for and supervise personnel assisting Fire in rescue work
5. Utilities Division (Chief of the Division is the General Manager, Department of Water and Power)
- Cooperate with and arrange for emergency services by municipal and private utilities
6. General Services Division
- Supplies Section
- Procure and control special equipment and property as needed
  - Maintain information of available governmental and privately owned equipment and operators

## Communications Section

- Provide, restore and maintain emergency communications for Council-controlled departments and offices
- Maintain liaison with other City departments providing their own communications services, volunteer radio emergency services and agencies providing communications services to the City and its citizens

## Maintenance Section

- Develop plans for maintenance of all City owned equipment and facilities
- Develop plans and arrange for the safety of occupants of City owned and leased buildings, and maintain liaison with other public and private counterparts which supply such services
- Maintain inventory of City transportation vehicles used for movement of heavy equipment

## 7 Building and Safety Division

- Determine the extent of damage to buildings, structures and other installations and soil conditions within the jurisdiction of the Department of Building and Safety
- Determine imminent and potential hazards to such items
- Determine and order the necessary vacating, barricading, demolishing or other abatement of such hazards
- Advise individuals or other agencies regarding the condition of buildings or sites
- Advise in the use of temporary bracing, shoring and other safety measures
- Provide liaison and cooperation with other divisions of the EOO
- Provide mutual aid, in the form of inspection personnel to other local agencies or municipalities as can be afforded

- Supervise volunteer inspection and engineering personnel who are registered disaster service workers assisting Building and Safety Division personnel
  - Develop and recommend, in conjunction with other EOO divisions as well as other City departments, to the City Council any appropriate legislation or modifications to existing legislation to enhance the safety of buildings and structures or mitigate safety hazards in buildings or structures.
8. Personnel and Recruitment Division
- Maintain records of all EOO personnel and act as recruiting center for EOO
  - Establish a plan for use of qualified City personnel by any division requiring additional City forces
  - Develop a program for use of volunteers during an emergency including 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.
9. Public Welfare and Shelter Division (Chief of the Division is the General Manager, Department of Recreation and Parks)
- Develop, arrange and coordinate sheltering services for persons rendered homeless by an emergency
  - Arrange for food, clothing, registration, information, and rehabilitation as provided by organizations such as the American Red Cross
  - Develop and coordinate a shelter management network

- Coordinate information for evacuees
  - Conduct the City's fallout shelter management program
- 10 Harbor Division
- Provide port security
  - Prepare operational plans for the control, anchorage and movement of ships
  - Evacuate vessels for their safety or that of the port
  - Coordinate the division's operations with those of the Federal agencies having jurisdiction and with those of other divisions in the EOO
11. Airports Division
- Furnish airport security
  - Control ground operations and manage aircraft
  - Coordinate activities with airport tenants, FAA and other Federal agencies having jurisdiction, and other divisions in the EOO
12. Animal Regulation Division
- Develop and arrange for shelter facilities for animals rendered homeless as a result of a local emergency
  - Impound or direct the disposition of privately owned animals for the preservation of life and property
  - Direct animal regulation and volunteer personnel as may be necessary to preform duties
- 13 Recovery and Reconstruction Division (Chief of the Division is the General Manager, City Planning Department)
- Coordinate the development of recommendations for City policies and a City plan relative to post-emergency recovery and reconstruction

- Assist all divisions in the development and implementation of operating procedures relating to post-emergency recovery and reconstruction

## **BEYOND LOCAL GOVERNMENT**

### **On the State Level**

The California State Office of Emergency Services (OES), a branch of the Governor's Office, is responsible for coordination and provision of state resources to any region or local area when local resources have been exhausted by the effects of a disaster.

### **On The Federal Level**

The Federal Emergency Management Agency (FEMA) is the federal agency responsible for coordination and provision of federal resources to state and local government and the private sector when state and local resources are insufficient to cope with a disaster

### **Voluntary Organizations**

The American Red Cross, Salvation Army, church and other non-profit groups can provide such resources as: food, shelter, clothing, volunteer labor, health care and other emergency needs to City residents impacted by a disaster.

### **Private Sector Involvement**

#### **BICEPP**

BICEPP, the Business and Industry Council for Emergency Planning and Preparedness, is a Los Angeles based non-profit organization of business leaders who have joined together to improve and enhance the awareness and

understanding within the business and industry community of the need for emergency planning, and to assist in the development, preparation, and implementation of self-help business recovery plans.

Seminars, training classes and the BICEPP News provide the instruments to execute stated goals. Participants in BICEPP include City of Los Angeles representatives and range from various corporate benefactors to individual sponsors.

### **DEPAC**

The Downtown Earthquake Preparedness Action Council (DEPAC) is a voluntary Emergency Information and Support network for owner/managers and major tenants in Central City Los Angeles high-rise, mixed-use office buildings.



The purpose of DEPAC is to provide a forum through which owner/managers and major tenants of high-rise, mixed-use office buildings in Central City Los Angeles may be made aware of the problems, resources and solutions related to earthquake preparedness and recovery.

## **How Can You Help?**

Since disasters are an inescapable part of living, survival knowledge and preparation become a common sense insurance policy. Loss of life and property damage can be minimized by careful planning.

You will probably be on your own in the days immediately following a major disaster. Developing a survival plan will assure your family and business of better protection and more self-reliance in case of a major disaster or emergency; it should address your needs for an adequate supply of food, water, clothing, medical supplies, and equipment; and inform those you care about of their responsibilities in an emergency.



Maintain emergency food, water (minimum of 1 gallon per person per day, for drinking, cooking and hygiene) and other supplies, including a flashlight, a portable battery-operated radio, extra batteries, medicine, first aid kit and clothing.

See that family members know how to shut off electrical, water and gas mains in the event you are unable to do it.

Make a home evacuation plan that can be used for a variety of disasters. Be sure there are several alternative evacuation routes. Periodically test your plan with family and/or neighbors.

Establish a family reunion plan. Give relatives and neighbors the name and phone number of an out-of-area contact. Make sure that contact person knows where you are staying if you must evacuate your home.

Make sure you are familiar with the emergency plans and procedures of your employer and your children's schools.

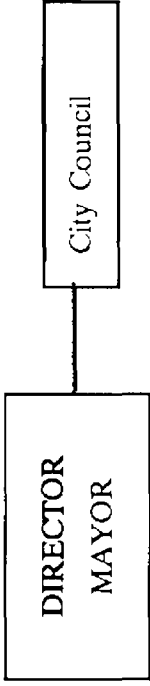
## **More Information**

For more information about home, business or community emergency preparedness call the Los Angeles Fire Department, Disaster Preparedness Division at (213) 485-PREP

For more information about the City's Emergency Operations Organization, call the City Administrative Officer, Office of Emergency Management, at (213) 485-5231.



*City of Los Angeles*  
**EMERGENCY OPERATIONS ORGANIZATION**



**EMERGENCY OPERATIONS BOARD**  
**DEPUTY DIRECTOR AND BOARD CHAIRMAN**  
 Chief of Police

**EMERGENCY OPERATIONS COORDINATOR AND BOARD VICE CHAIRMAN**  
 City Administrative Officer

**LEGAL ADVISER**  
 City Attorney

**BOARD MEMBERS**

General Manager Fire Department	General Manager Department of Recreation and Parks
General Manager Building & Safety	General Manager Department of Transportation
General Manager Personnel Department	General Manager Department of General Services
Chief, Public Works Division	General Manager Department of Water and Power

**EMERGENCY MANAGEMENT COMMITTEE (EMC)**

**COMMITTEE CHAIRPERSON AND BOARD EXECUTIVE ASSISTANT**

Chief Administrative Analyst, Office of the City Administrative Officer

**COMMITTEE MEMBERS**

(Staff Representing)

Department of Airports	Fire Department	City Planning Department
Animal Regulation Department	Department of General Services	Police Department
Building & Safety Department	Harbor Department	Department of Public Works
Chief Legislative Analyst	Information Services Department	Department of Recreation & Parks
City Administrative Officer	Library Department	Department of Telecommunications
City Attorney	Office of the Mayor	Department of Transportation
City Clerk	Personnel Department	Department of Water and Power
Community Redevelopment Agency		
American Red Cross	U.S. Coast Guard	Los Angeles County CAO
Los Angeles Unified School District	Southern California Gas Company	

**EMC SUBCOMMITTEES**

Budget	Legislative	Shelter Management
Communications	Master Plan	Training
Computerization	Media Task Force	Transportation
Damage Assessment	Policies and Procedures	Utilities
Dehydrated Foods	Recovery and Reconstruction	Volunteers
EOC Facilities	Task Group on Hazardous Materials	