

**City of Los Angeles
Emergency Operations Organization**

Building & Safety Division Plan



September, 2006

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BUILDING AND SAFETY DIVISION PLAN

I. INTRODUCTION

A. Authority and References

The Building and Safety Division of the Emergency Operations Organization (E.O.O.) shall be under and subject to the control of the Department of Building and Safety, City of Los Angeles, as stated in Chapter 3 of Division 8 Los Angeles Administrative Code. The Los Angeles Administrative Code, Article 3 of Chapter 2, of Division 22 of the City delegates to the Department of Building and Safety the power and duty to enforce all ordinance sand laws relating to the construction, alteration, repair, and demolition or removal of buildings or structures in the City. This includes ordinances or laws pertaining to the installation, alteration, repair, use and operation of all heating, plumbing, lighting, ventilating, refrigerating, electrical, and mechanical appliances and equipment therein and elevator and pressure vessel installations.

B. Division Responsibilities

In the event of an emergency, it is the responsibility of the Building and Safety Division to protect life and property by identifying imminent and potential hazards; coordinating the demolition of buildings identified as present, imminent, extreme, and immediate hazards; investigating and determining the extent of damage to buildings and structures, advising other agencies and individuals regarding the condition of buildings or sites, and on the use of temporary bracing, shoring, barricading and other safety measures, and providing liaison and coordination with the City of Los Angeles E.O.O. and Los Angeles County E.O.O., County Building related departments as well as assistance to other City departments.

During emergencies, the Division will supervise mutual aid engineering and inspection staff from other city, county departments as well as State Office of Emergency Services provided volunteer structural engineers and building inspectors who are registered disaster service workers and who may serve as Volunteer Building

Inspectors to assist Building and Safety Division personnel.

II. STATEMENT OF OBJECTIVE

The Building and Safety Division commits available personnel and resources to the Emergency Operations Center, field command posts, and deployed organizational units in order to safeguard life, limb, health, property, and public welfare by carrying out the responsibilities enumerated in I-B above.

III. OPERATIONAL CONCEPTS

Los Angeles is a city with extremely high potential for emergencies. A third of the City is hillside covered with chaparral. Periodically these brush areas burn. Santa Ana winds from the desert magnify the fire hazard. Also, Los Angeles is located in an area of high seismic risk due to the proximity of certain major potentially active faults coastal areas along it's western borders could be subject to Tsunami as a result of seismic activity. Prevailing hillside development adds the hazard of flood, erosion, mud slides, and earth movement.

A. Basic Strategies

The basic strategy of the Building and Safety Division is to continually improve planning and preparedness for minor, moderate and major emergencies in emergency response, recovery and hazard mitigation areas.

Major emphasis is placed on training and exercising of its emergency operational capabilities under the Standardized Emergency Management System including deployment of specialized structural safety assessment teams.

B. Policy Statement

The primary role of the Building and Safety Division is to safeguard life, limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use and occupancy, location, and maintenance of all buildings and structures erected or to be erected within the City, and by regulating certain grading operations within the City. It is imperative that these responsibilities not be superseded due to the existence of an emergency. Even though the emergency may require that the

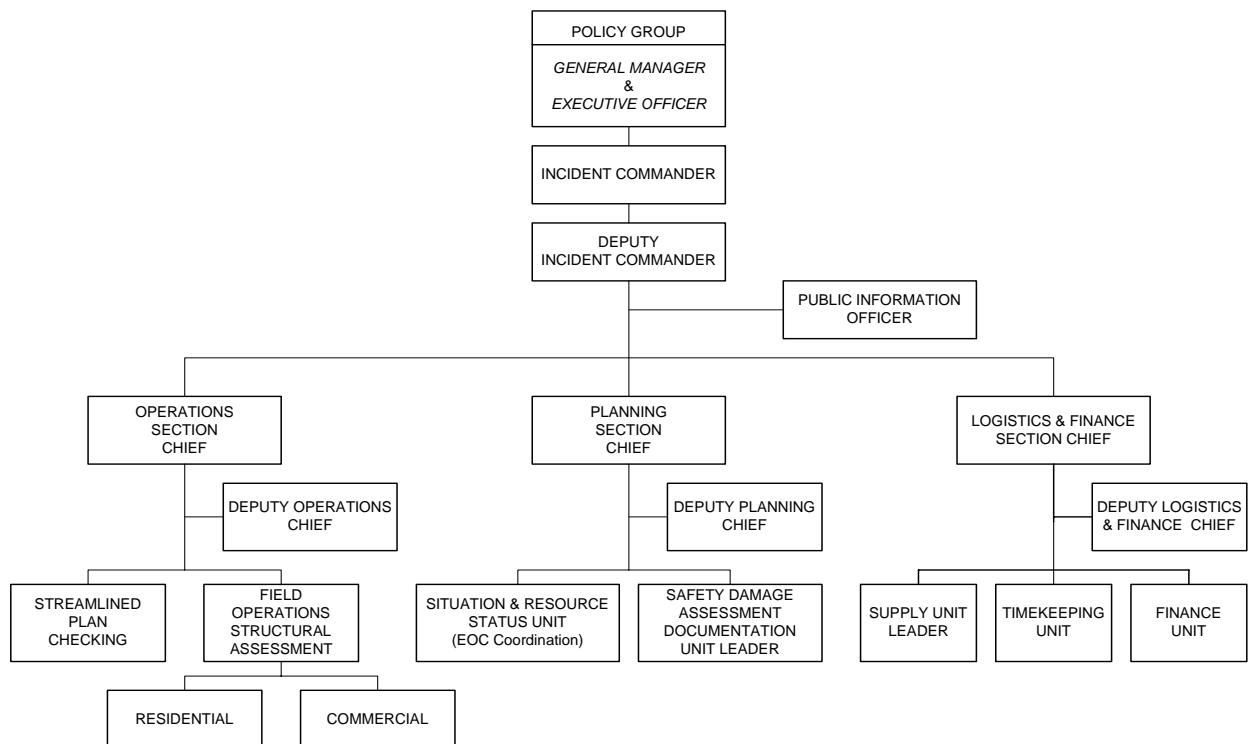
Department allocate a considerable portion of its personnel and resources to emergency activities, the essential activity to insure public safety must always continue.

C. Emergency Operations Functions

1. Staff Emergency Operations Center stations.
2. Determine actual imminent and potential hazards to persons and property. Identify occupancy fitness of structurally damaged main city buildings for use in emergency recovery.
3. Vacate and post buildings and portions of buildings or areas as unsafe or safe for occupancy.
4. Provide structural engineering support for the Los Angeles Fire Department's Urban Search and Rescue Team.
5. Provide structural engineering support for the Housing Department.
6. Tabulate statistics on Departmental activities and findings on the safety of buildings including types and degree and cost of damaged buildings and sites, investigative staffing and associated costs.
7. Advise other agencies and individuals regarding the structural condition of buildings or sites and the use of temporary bracing, shoring and other safety measures.
8. Expedite checking of plans and the inspection of sites and mechanical installations within Departmental jurisdiction as the emergency dictates.
9. Support activities of other City, state, and federal agencies responsible for aiding disaster victims.
10. Conduct regular business operations at a levels which the emergency permits.

11. Effectuate compliance and Code enforcement.
12. Investigate Code performance. Determine the safety of buildings and the extent of damage to buildings and structures and develop recommendations for code changes.
13. Impose emergency building regulations as determined from performance of structures.

**Department of Building and Safety
Emergency Operations Structure
utilizing the
Incident Command System**



IV. ORGANIZATION

- A. The Incident Command System (ICS) shall be the organization structure under which all emergency response activities shall be directed and coordinated.
- B. Activation of ICS organizational control of major emergencies shall be at the discretion of the Superintendent of Building of the Department of Building and Safety. In his/her absence, the Chief of the Resource Management Bureau, the Executive Officer, the Chief of the Engineering Bureau, or the Chief of the Inspection Bureau, in that order, shall assume control of emergency activities.
- C. Organizational control and communication shall be exercised through a central Department Operations Center (DOC) and three remote DOCs.

DOCs shall be located in the following Building and Safety offices.

1. Figueroa Plaza Central DOC
201 N. Figueroa Street
Los Angeles, CA
Room 660, Training and Emergency Management
2. Van Nuys District Office DOC 2
6262 Van Nuys Boulevard
Van Nuys, CA
District Manager's Office
3. Wilshire Office Alt. DOC 3
3550 Wilshire Boulevard, 2nd Floor
Los Angeles, CA
Chief Code Enforcement Bureau's Office

- | | | |
|----|---|------------|
| 4. | West Los Angeles District Office
1828 Sawtelle Boulevard, 2 nd Floor
West Los Angeles
District Manager's Office | Alt. DOC 4 |
| 5. | San Pedro Branch Office
638 S. Beacon Street
San Pedro
Branch Office Manager | Alt. DOC 5 |

During major emergencies the Central DOC shall operate as a central command center coordinating overall disaster response and recovery efforts.

V. MOBILIZATION OF RESOURCES

Upon the activation of the E.O.C. and/or declaration of an emergency, the resources of the Department of Building and Safety shall be mobilized in a degree commensurate with the severity of the emergency or disaster.

A. Personnel

During the response and recovery phase of a declared emergency, the Department may, depending on the incident, implement an organizational command and control structure consistent with the Incident Command System as described in the following organization chart.

B. Detailed description of the Incident Command System.

● **POLICY GROUP**

The Policy Group shall consist of the General Manager and Executive Officer. Their responsibility will be to provide overall policy, direction and control of the Department's incident response and recovery plan. This group determines the best overall priorities and strategies to be utilized in controlling the incident. Factors to be considered in their determinations will include safety, social, economic, legal and political ramifications.

- **INCIDENT COMMANDER**

In conjunction with the Department's Emergency Operations Plan, the General Manager shall designate an Incident Commander who shall be responsible for the development and maintenance of the I.C.S. organization and for providing overall direction and guidance for planning, preparation, response and recovery, and resources pertaining to the event or incident.

This function oversees the management of information, decision making, and application of resources pertaining to the incident.

In addition to the Department's emergency response functions, the Incident Commander shall ensure that the Department's "normal" functions such as plan checking and field inspections are maintained at the highest level possible to meet the needs of our clients, the citizens, and the construction industry of Los Angeles. These "normal" service functions shall be increased appropriately as we move from the response stage to the recovery stage of the emergency.

The Incident Commander is assisted in carrying out his/her responsibilities in implementing decisions through a general staff comprised of the following.

- **DEPUTY INCIDENT COMMANDER**

Appointed to assist the Incident Commander and to ensure continuity of the organization. Serves as acting Incident Commander when necessary.

- **PUBLIC INFORMATION OFFICER (P.I.O.)**

Shall act as the Department spokesperson to all media inquiries. Prepare and disseminate public service announcements relative to the incident. Coordinates and controls media access to Department staff and operations.

- **PLANNING SECTION CHIEF**

Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources, provides the Incident Commander with a “big picture” understanding of the incident situation including an analysis of specialized risk areas and a prediction of probable course of incident events. Coordinates the development of incident response strategies and recovery plans.

- **OPERATIONS SECTION CHIEF**

Responsible for the management of all tactical operation and the application of resources necessary to carry out all field and engineering operations.

- **LOGISTICS AND FINANCE SECTION CHIEF**

Responsible for the collection, analysis, and reporting of all cost and financial information relative to the incident. Responsible for providing facilities, services, and material necessary to support the Department’s response to the incident. Staff responsible for documenting work statistics shall be provided by the section at each DOC.

VI. MUTUAL AID

The Office of Emergency Services of the State of California has established a Safety Assessment Program that provides resources to local government which includes a request for services of licensed and certified engineers, architects, or building inspectors to serve as structural safety assessment inspectors and advisors in order to determine the immediate safety of structures for occupancy following a major disaster. The program provides for registration of these volunteer engineers and inspectors as Disaster Service Workers with the State Office of Emergency Services. They are eligible for benefits from the State Workers’ Compensation Insurance coverage and exempted from liability claims.

In order to be eligible as Disaster Service Workers, applicants for this service are required to do the following:

1. Become registered (or renew registration as required) as a Disaster Service Workers with the Office of Emergency Services.
2. Receive an identification card.
3. Attend periodic instruction and orientation meetings.

VII. LIAISON

The Department of Building and Safety will provide liaison and coordination with the E.O.O., as well as assistance to other City departments and outside government agencies. Further, the Department will provide, upon request, departmental personnel to augment the forces of other agencies and organizations participating in the control effort.

The Department will recommend appropriate legislation to the City Council relative to damaged structures, and appropriate changes or modifications of current Building Code regulations in order to lessen injury and loss of life or property in similar instances in the future.

VIII. RECOVERY OPERATIONS

The Department will maintain expanded working hours and services as necessary to support the City's rebuilding and recovery efforts.

The Department will gather all information and file claims for overtime reimbursement with the Federal and State Government.

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