



ANTONIO R. VILLARAIGOSA
MAYOR

EXECUTIVE DIRECTIVE NO. 15

Issue Date: March 17, 2011

To: Heads of all Departments of City Government

Subject: Emergency Management

Introduction

The government of the City of Los Angeles has the legal authority and responsibility to ensure that emergency planning, preparedness, response, and recovery activities exist to mitigate the effects of a disaster or an emergency impacting City infrastructure, residents, business and governmental service delivery.

All aspects of City government have a vested interest in ensuring the City's capability to preserve life, protect property, stabilize and resolve incidents, limit loss, and ensure continuity of operations and government.

Pursuant to this Executive Directive, the following instructions shall be implemented by Department Heads, including all Board and Commission members, General Managers, Directors and Administrators of Departments, Offices, Bureaus and Agencies.

Emergency Management Department

The Emergency Management Department (EMD) is the lead City agency responsible for directing and supervising the City's emergency management program to include: planning, preparedness, response and recovery activities to mitigate the impact of natural, manmade and accidental incidents of high consequence.

EMD is responsible for providing coordination, compliance, assistance, oversight and implementation of all emergency management activities, including but not limited to emergency plans, exercises, training, community outreach, Emergency Operations Center (EOC) readiness and response and City recovery operations.

Through contemporary and effective coordination, management and leadership, EMD will optimize the City's capability to ensure an effective and efficient City response and

recovery operation to any natural, manmade or accidental incident of high consequence.

Notifications/Mutual Aid

Every Department Head or designee shall notify the Mayor, the Mayor's Chief of Staff or Deputy Mayor of Homeland Security & Public Safety, and the EMD General Manager of any emergency and/or event which is likely to: (1) significantly impact regular department or bureau operations; or (2) have Citywide implications; or (3) attract significant media coverage.

During an emergency, Department Heads continue to be responsible for their departmental operations. Absent urgent circumstances or existing agreements to the contrary, all outgoing requests for mutual aid shall first be approved by the Mayor, the Mayor's Chief of Staff, or Deputy Mayor of Homeland Security and Public Safety. If, in an emergency, a Department Head is unable to contact the Mayor, the Mayor's Chief of Staff, or Deputy Mayor of Homeland Security and Public Safety, the EMD General Manager shall be contacted. If urgent circumstances dictate the immediate deployment of mutual aid resources, the Mayor, the Mayor's Chief of Staff, or Deputy Mayor of Homeland Security and Public Safety shall be notified as soon as possible.

Regardless of existing agreements or the source of the request, Department Heads shall not respond to mutual aid requests wherein the involved personnel and/or equipment cannot be reasonably recalled to provide emergency service within the City limits. If such a mutual aid request is received, Department Heads shall, prior to providing the assistance, obtain approval from the Mayor.

City Employee Responsibilities

The primary responsibility for managing the response of City employees during and following a disaster lies with the individual operating departments. Employees of all departments represent a valuable resource which might be needed in response to a disaster.

In the event of an emergency during normal working hours, City employees shall remain at work and may be assigned duties that can be performed safely to assist in the emergency response and recovery efforts of the City.

The Mayor has sole authority to order a general release of City employees. Department Heads may release individual employees as instructed by the Mayor and/or in accordance with their department emergency plan.

Whenever an emergency occurs outside normal working hours, all employees are directed to follow news media broadcasts and comply with instructions issued for City employees or respond in accordance with established departmental procedures.

Employees who leave their assignment without authorization when emergencies occur during working hours, or who fail to comply with instructions issued outside of normal working hours may be subject to disciplinary action.

Emergency Planning

- **City Emergency Plan Development and Department Participation**

EMD shall coordinate citywide emergency planning.

Emergency operations plans will exist within and across departments that provide direct guidance on the response of City assets to a disaster or other emergency. EMD will have responsibility for inter-departmental collaboration in constructing the City's Emergency Operations Master Plan and Procedures (Master Plan).

All City departments are hereby directed to provide appropriate staff representation to emergency planning, mitigation, response, and recovery efforts. Further, all City departments are responsible for providing requested input for plan development or revision when requested to do so by EMD.

- **Department Emergency Plans**

Every Department Head is hereby directed to prepare, implement and maintain a departmental emergency plan and be familiar with and have a working knowledge of the Master Plan.

All departmental emergency plans shall follow a Department Emergency Plan Template as determined by EMD, and should comply with the City's Guidelines for Department Emergency Plans. The Template and Guidelines are aligned with the four phases of emergency management:

- **Preparedness.** This section identifies how your department prepares both its employees and the department prior to a disaster or community emergency. It discusses available Department resources and activation procedures.
- **Mitigation.** This section details measures taken to limit the adverse impact of natural and intentional hazards either prior to or as a result of a disaster or community emergency to protect its employees, residents, business owners, and visitors in the City.

- Response. This section details department response policies and procedures utilizing both personnel and equipment to respond during or immediately after a disaster or community emergency to meet the life preservation and basic subsistence needs of those people impacted.

- Recovery. This section details department short and long term recovery policies and procedures following a disaster or community emergency focusing on restoring or possibly improving the pre-disaster living conditions of the impacted communities.

Every Department Head shall ensure that their department's emergency plan is reviewed and updated annually, and submitted to EMD digitally and in hard copy.

EMD shall report the status of City-wide plans to the Mayor on an annual basis.

Departments must ensure that their plans – as with all City emergency plans – correctly represent information on people with disabilities, the elderly, and others in the City who have functional needs that could impede their ability to access disaster relief and emergency management resources in a quality and efficient manner.

- **Departmental Sustainability**

All Department Heads shall plan for the sustainment of their essential personnel and resources for the initial 72 hours of a disaster. Department emergency plans should address issues including but not limited to food, water and shelter for their essential personnel, as well as fuel for essential vehicles and equipment.

Sustainment planning may be accomplished through pre-identified and documented agreements with other City departments, through pre-established vendor-managed inventory agreements, or individual pre-incident department purchases. EMD will need to ensure that this information is coordinated in some manner that allows it to be easily accessible to departments.

Before, during and after disasters and other emergencies, Department Heads are responsible for knowing the location and availability of their department personnel and physical resources.

All Department Heads shall participate in and support EMD efforts to create and manage a Citywide asset management system which will track all departments' assets as prescribed by the Master Plan.

Training and Exercises

Department Heads are hereby directed to ensure that their employees are trained as appropriate on emergency management roles and responsibilities, including but not limited to, the individual, the department and the City operational level.

In addition, all departments will ensure appropriate staff participation in the design, development, execution and analysis of emergency management training and exercises as requested by EMD.

EMD will coordinate all EOC training and will set the minimum training, certification and curriculum standards required for all EOC response personnel. Department Heads shall require that employees with an EOC response role meet the standards established by EMD.

Emergency Response

All Department Heads are responsible for ensuring that an appropriate number of trained department personnel are available to fill their respective emergency missions and, if necessary, respond to the City's Emergency Operations Center (EOC), Department Operations Center (DOC), an established Incident Command Post (ICP), Area Command Post (ACP) or any other worksite temporarily or permanently staffed by the City for disaster operations or relief support.

Community Preparedness and Outreach

EMD is responsible for the overall coordination of the City's community preparedness efforts. All departments that provide presentations and other forms of preparedness outreach must coordinate with EMD to ensure the community receives a consistent preparedness message.

All departments are mandated to participate to the fullest extent possible in preparedness efforts developed by EMD.

Annual Report

Each January, every Department Head shall submit a report to the EMD General Manager documenting the review, and any revisions of, their Department Emergency Plan. The report shall also include training and exercise activities in which staff participated during the previous year.

The EMD General Manager shall evaluate all departmental annual submissions and appropriately report to the Mayor on the State of the City's emergency management program.

Executed this 17 day of March, 2011



ANTONIO R. VILLARAIGOSA
Mayor

Supersedes the following Executive Directives:
Hahn Series: No. EP-1 dated December 3, 2002
