



ANTONIO R. VILLARAIGOSA  
MAYOR

## EXECUTIVE DIRECTIVE NO. 19

Issue Date: March 17, 2011

**To: Heads of all Departments of City Government**

**Subject: Mayor's Emergency Response Council**

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### Introduction

The City 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. The City must maintain flexibility and be nimble enough to adapt to any type of emergency on short notice and with the highest level of efficiency.

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.

### Mayor's Emergency Response Council

There is hereby created the Mayor's Emergency Response Council (MERC), which will advise the Mayor on all actions that are related to response and recovery activities that will exist to mitigate the effects of a disaster or emergency.

The permanent members of the MERC will consist of the General Manager of the Emergency Management Department (EMD), who will act as Chair, Chief of the Los Angeles Fire Department (LAFD) and the Chief of the Los Angeles Police Department (LAPD), and the Deputy Mayor of Homeland Security and Public Safety or their designees as appropriate, as permanent members. All City Departments, including proprietary Departments, Bureaus and Agencies, Boards and Commissions will support the MERC as requested.

The MERC shall convene upon request of the Mayor, any permanent member or any City Department, Office, Bureau or Agency. Upon such a request, the General Manager of the EMD will initiate a meeting or conference call with the Mayor's Office, LAPD, LAFD and any other department(s) that EMD and the Mayor deem necessary. EMD will coordinate the call by providing conference calling information and by providing e-mail and phone notification to the appropriate city department and agencies.

After each conference call or meeting, EMD shall distribute minutes of the call as both a historical record and so departments are clear about their responsibilities and commitments. From this conference call, a plan of action will be developed. This plan of action will be utilized by the City as an overarching strategy for the operation. In turn, this strategy will be used by the Planning Sections at both the Incident Command and the EOC to develop operational plans.

Executed this 17 day of March, 2011

A handwritten signature in black ink, appearing to read 'Antonio R. Villaraigosa', written over a horizontal line.

ANTONIO R. VILLARAIGOSA  
Mayor