

Los Angeles County Department of Public Health



All-Hazards Emergency Management Plan Version 3 June 19, 2007

**All-Hazards Emergency Management Plan
Executive Summary**

This Plan provides the basic framework for preventing/mitigating adverse public health consequences, preparing for, responding to, and recovering from all-hazards, natural and manmade. The materials included in this document and annexes, is an attempt to have in one source information providing a basic integrated emergency management system, comprised of structures and functions. It is also an effort to ensure continuity of operations and to be compliant with federal, State and county requirements and guidelines for developing an All-Hazards Emergency Management Plan.

This Plan is in compliance with both NIMS and SEMS and encompasses the principles of ICS' management, operations, planning and intelligence, finance and administration, which are scalable to the nature and magnitude of the incident/event.

The geographical areas covered by the Plan are those portions of Los Angeles County for which the Department of Public Health has jurisdiction.

The Plan describes the organization of emergency management of the Department of Public Health, and the roles of Public Health programs and their functions in an integrated emergency management system.

*Department of Public Health
All-Hazards Emergency Management Plan*

1. PURPOSE AND INTRODUCTION 11

1.1. MISSION 11

1.2. DEFINITION OF THE TERM “ALL HAZARD” 11

1.3. PURPOSE..... 11

1.4. INTRODUCTION..... 11

1.5. SCOPE 12

1.6. PUBLIC HEALTH EMERGENCY DEFINITION 12

1.7. ADMINISTRATION AND LOGISTICS OF THE PLAN 12

1.8. AMERICANS WITH DISABILITIES ACT (ADA) 12

1.9. DEPARTMENTAL RESPONSIBILITIES 13

1.10. AGENCIES AFFECTED BY THIS PLAN..... 13

1.11. A LISTING OF LOCAL CITIES THAT THIS PLAN SUPPORTS..... 14

1.12. UNINCORPORATED AREAS OF THE COUNTY 15

1.13. PARTNER FEDERAL AGENCIES..... 16

1.14. SITUATIONS 16

1.15. ASSUMPTIONS 17

**2. THE DEPARTMENT OF PUBLIC HEALTH WITHIN THE EMERGENCY
MANAGEMENT STRUCTURE..... 18**

2.1. CONCEPT OF OPERATIONS 18

2.2. GENERAL INSTRUCTIONS..... 18

2.3. LOCAL JURISDICTION AUTHORITY 18

2.4. THE ROLE OF THE DEPARTMENT AND ITS GENERAL ORGANIZATION 19

2.5. LOS ANGELES COUNTY EMERGENCY CONCEPT OF OPERATIONS 19

2.6. THE COUNTY OF LOS ANGELES DEPARTMENTAL SPECIFICS - PARTNER
AGENCIES (AUTHORITIES AND JURISDICTIONS)..... 21

2.7. CONTACT DEPARTMENTS AND SPECIAL DISTRICTS 21

2.8. COUNTY CONTACT DEPARTMENTS/SPECIAL DISTRICTS LIST 22

*Department of Public Health
All-Hazards Emergency Management Plan*

2.9. DEPARTMENTAL LEAD AND SUPPORT AGENCY MATRIX 23

2.10. STATE SEMS CONCEPT OF OPERATIONS GENERAL OVERVIEW 24

2.11. SEMS RESOURCE REQUESTS..... 26

2.12. SEMS INFORMATION REQUESTS 26

2.13. FEDERAL COORDINATION AND THE NATIONAL RESPONSE PLAN 26

2.14. NIMS COMPLIANCE..... 27

3. LAW ENFORCEMENT COORDINATION28

3.1. CONCEPT OF OPERATIONS 28

3.2. GENERAL GUIDELINES 28

3.3. FEDERAL LAW ENFORCEMENT..... 28

3.4. JOINT REGIONAL INTELLIGENCE CENTER (JRIC)..... 28

3.5. TAG..... 28

4. MITIGATION/PREVENTION 30

4.1. CONCEPT OF OPERATIONS 30

4.2. LAC DPH SERVICES MITIGATION 30

4.3. LEGAL/CODE DEVELOPMENT 30

4.4. COUNTYWIDE MITIGATION VIA WORKING GROUPS OR COMMITTEES..... 31

5. PREPAREDNESS 32

5.1. CONCEPT OF OPERATIONS 32

5.3. OPERATIONAL PRIORITIES..... 33

5.4. ROLES AND AUTHORITIES OF LAC DPH 34

5.5. DEPARTMENT LEGAL AUTHORITIES 34

5.6. LAC DPH EMERGENCY MANAGEMENT ORGANIZATION AND STRUCTURE..... 35

5.7. LAC DPH EMERGENCY MANAGEMENT (EM) CONCEPTS..... 35

5.8.1. ICS AND SEMS STRUCTURE and PRINCIPLES..... 35

5.9. DEPARTMENTAL EM STRUCTURE..... 37

*Department of Public Health
All-Hazards Emergency Management Plan*

5.10.	LAC DPH EM BASIC STRUCTURE CHART	38
5.11.	EXECUTIVE LEVEL	39
5.11.4.1.	HEALTH OFFICER (HO)	39
5.11.4.4.	CHIEF DEPUTY DIRECTOR (CDD) LAC DPH.....	40
5.11.4.5.	HO DESIGNEE	40
5.11.4.6.	EXECUTIVE DUTY OFFICER (EDO)	40
5.11.4.7.	SENIOR STAFF	41
5.11.4.8.	DEPARTMENT EMERGENCY COORDINATOR (DEC).....	41
5.11.4.9.	ALTERNATE DEC	41
5.11.4.10.	COUNTY OPERATIONAL AREA OPERATIONS LAC DPH SUPPORT STAFF	
	42	
5.12.	THE DEPARTMENTAL LEVEL	43
•	INCIDENT MANAGER.....	43
5.12.7.1.	INCIDENT COMMAND STAFF.....	43
5.12.7.2.	DEPARTMENT MANAGEMENT STAFF	44
5.13.	THE OPERATIONAL LEVEL	46
5.13.1.	GENERAL OVERVIEW	46
5.13.2.	PROGRAMS	46
5.13.3.	SPA LEVEL ICS STRUCTURE.....	47
5.13.4.	LAC DPH UNIT LEVEL	50
5.13.5.	SPECIALIZED TEAMS	50
5.13.6.	SINGLE RESOURCES	50
5.14.	THE DEPARTMENT OPERATIONS CENTER (DOC).....	51
5.15.	DOC ACTIVATION AUTHORITY	52
5.16.	DOC ACTIVATION INSTRUCTIONS.....	52
5.17.	DEPARTMENT EMERGENCY DESK (DED)	52
5.18.	LAC DPH EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM.....	52
5.19.	THE BUILDING EMERGENCY PROGRAM (BEP).....	54

*Department of Public Health
All-Hazards Emergency Management Plan*

5.19.1.	GENERAL OVERVIEW	54
5.19.2.	THE DEPARTMENT BEC	54
5.19.4.	BUILDING EMERGENCY PLANS AND PH BUILDING EMERGENCY STRUCTURE.....	55
5.19.5.	THE BUILDING EMERGENCY RESPONSE TEAM.....	56
6.	<u>PUBLIC INFORMATION AND RISK COMMUNICATION</u>	57
6.1.	OVERVIEW	57
6.2.	ROLES	57
6.3.	RISK COMMUNICATION RESPONSIBILITIES	57
6.4.	PROCESSES	57
6.5.	FIELD OPERATIONS	59
6.6.	ASSIGNMENT SHEETS	59
6.7.	INFORMATION DISTRIBUTION.....	59
6.8.	EMERGENCY COMMUNICATIONS.....	60
7.	<u>ROLES OF THE PUBLIC HEALTH PROGRAMS</u>	61
7.1.	CONCEPT OF OPERATIONS	61
7.2.	<u>GENERAL OVERVIEW</u>	61
7.3.	<u>KEY LAC DPH HAZARDS</u>	63
7.4.	<u>NATURAL HAZARD EVENTS</u>	65
7.5.	<u>LAC DPH PROGRAMS AND RESPONSIBILITIES</u>	67
7.6.	<u>ALL LAC DPH PROGRAMS</u>	67
7.7.	<u>PROGRAMS WITH SPECIFIED EMERGENCY RESPONSIBILITIES</u>	67
7.7.4.	COMMUNICABLE DISEASE CONTROL AND PREVENTION	67
7.7.5.	COMMUNITY HEALTH SERVICES/ HEALTH DIRECTOR	68
7.7.5.2.	ENVIRONMENTAL HEALTH.....	69
7.7.5.3.	EMERGENCY PREPAREDNESS AND RESPONSE.....	72
7.7.5.4.	CHRONIC DISEASE AND INJURY PREVENTION.....	73

*Department of Public Health
All-Hazards Emergency Management Plan*

7.7.5.5.	ORGANIZATIONAL DEVELOPMENT AND TRAINING	73
7.7.5.6.	PUBLIC INFORMATION/RISK COMMUNICATION	73
7.7.5.7.	LAC DPH INFORMATION SYSTEMS	74
7.7.5.8.	ADMINISTRATION	74
7.8.	<u>NON-DEPARTMENTAL RESOURCE ASSISTANCE AND SUPPORT</u>	75
8.	RESPONSE	79
8.1.	<u>CONCEPT OF OPERATIONS</u>	79
8.2.	<u>OVERVIEW</u>	79
8.3.	<u>GENERAL RESPONSE OPERATING INSTRUCTIONS</u>	79
8.3.1.	<u>INCREASED READINESS</u>	79
8.3.2.	<u>PRE-EVENT</u>	80
8.3.3.	<u>INITIAL EMERGENCY/DISASTER PHASE</u>	80
8.3.4.	<u>IMMEDIATE EMERGENCY</u>	81
8.4.	<u>DECLARATION OF A PUBLIC HEALTH EMERGENCY</u>	81
8.5.	<u>ACTIVATION OF THE PH RESPONSE EFFORT</u>	82
8.6.	<u>COUNTY EOC SUPPORT</u>	86
8.7.	<u>MOBILIZATION AND REPORTING OF PH STAFF</u>	86
8.8.	<u>EMERGENCY OVERTIME AUTHORIZATIONS</u>	88
8.9.	INCIDENT MANAGEMENT GENERAL STRUCTURE	89
8.10.	<u>LAC DPH RESPONSE ACTIONS</u>	90
8.10.1.	<u>GENERAL OVERVIEW</u>	90
8.10.2.	<u>CONCEPT OF OPERATIONS</u>	90
8.10.3.	<u>NORMAL EXTERNAL NOTIFICATIONS</u>	90
8.10.4.	<u>EXTERNAL AGENCY SUPPORT REQUESTS</u>	90
8.11.	<u>INITIATION OF CONTINUITY OF OPERATIONS</u>	91
8.12.	<u>RESOURCE REQUESTS</u>	91
8.13.	<u>LIAISON AGREEMENTS</u>	92

*Department of Public Health
All-Hazards Emergency Management Plan*

8.14.	<u>HOSPITALS</u>	92
8.15.	<u>FACILITY SECURITY</u>	92
8.16.	<u>QUARANTINE AND ISOLATION</u>	93
8.17.	<u>PH LEVELS OF EMERGENCY RESPONSE</u>	94
8.17.1.	<u>LEVEL GREEN- NORMAL OPERATIONS</u>	94
8.17.2.	<u>LEVEL YELLOW- INVESTIGATION</u>	95
8.17.3.	<u>LEVEL ORANGE- STANDBY OR RESPONSE OPERATIONS</u>	100
8.17.4.	<u>LEVEL RED- COUNTY OFFICE OF EMERGENCY MANAGEMENT (OEM) NOTIFICATION REQUIRED</u>	105
8.17.5.	<u>LEVEL BLACK- ADDITIONAL RESOURCES REQUIRED</u>	110
9.	<u>SUSTAINED OPERATIONS AND CONTINUITY OF OPERATIONS</u>	114
9.1.	<u>CONCEPT OF OPERATIONS</u>	114
9.2.	<u>GENERAL OVERVIEW</u>	114
9.4.	<u>LINES OF SUCCESSION</u>	114
9.5.	<u>GENERAL GUIDELINES</u>	115
9.6.	<u>PH CONTINUITY OF OPERATIONS</u>	115
9.7.	<u>PRESERVATION OF VITAL RECORDS</u>	115
9.8.	<u>FATALITY MANAGEMENT</u>	116
9.9.	<u>FAMILY ASSISTANCE (FA)</u>	116
9.11.	<u>MASS WASTE HANDLING</u>	116
9.12.	<u>RADIOACTIVE WASTE MANAGEMENT</u>	116
10.	<u>RECOVERY</u>	117
10.1.	<u>CONCEPT OF OPERATIONS</u>	117
10.2.	<u>GENERAL OVERVIEW</u>	117
10.3.	<u>ASSET MANAGEMENT/RECOVERY</u>	117
10.4.	<u>RECOVERY CASE MANAGER</u>	118
10.5.	<u>RESTORATION</u>	118

*Department of Public Health
All-Hazards Emergency Management Plan*

10.6. **DISASTER CLAIMING** 119

10.7. **HEALTH FACILITIES INSPECTION DIVISION PROTOCOLS**..... 119

10.8. **PATIENT CASE TRACKING** 119

11. **HOMELAND SECURITY THREAT LEVELS CHART** 120

**Department of Public Health
All-Hazards Emergency Management Plan**

Revision Record

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Initial Draft	1	12 Feb 2007	Emergency Preparedness and Response Program (EPRP)
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4 th Draft	4	19 June 2007	Emergency Preparedness and Response Program (EPRP)

**Los Angeles County
Department of Public Health
All-Hazards Emergency Management Plan (ALL HAZ PLAN)**

1. PURPOSE AND INTRODUCTION

1.1. MISSION

- 1.1.1. The Los Angeles County Department of Public Health (LAC DPH) prevents disease, protects health, and promotes the health and well being for all persons in Los Angeles County.
- 1.1.2. LAC DPH must be prepared to detect, control, and prevent morbidity, mortality, and disability resulting from natural or man-made events. Preparation involves strengthening the existing infrastructure for surveillance of infectious diseases; detecting and investigating outbreaks; identifying etiologic agents and modes of transmission; developing prevention and control strategies; and mobilizing and managing the resources necessary to respond to disease outbreaks and other health emergencies.

1.2. DEFINITION OF THE TERM “ALL HAZARD”

- 1.2.1. For the purposes of this plan, the term “ALL HAZARD” denotes that this plan has applicability to all hazards.
- 1.2.2. It does not provide specific instructions for each individual hazard.
- 1.2.3. It does establish general policy, procedures, and processes for the activation, establishment and management of Public Health Emergency Operations.

1.3. PURPOSE

- 1.3.1. The Public Health All-Hazards Emergency Management Plan outlines actions that LAC DPH will take in response to a natural or human -caused event that could impact public health. This plan builds upon and references specific emergency response plans. These plans are listed as annexes to this plan.
- 1.3.2. This plan mandates the use of the Standardized Emergency Management System (SEMS) and maintains compatibility with the National Incident Management System (NIMS) as directed by the State of California guidelines.
- 1.3.3. This plan serves as the overarching guidance for the Department and captures the macro emergency management structure and lists the programs and their responsibilities by scenario type.

1.4. INTRODUCTION

- 1.4.1. While developing this plan; the LAC DPH carefully reviewed its mission and long time public health practices in developing its emergency management structure.
- 1.4.2. Key points that were considered:
 - The nature of public health emergencies;
 - the methods used in determining the scope of a public health incident; and
 - laws, regulations, and pre-established methods regarding public health incidents.
- 1.4.3. This plan reflects the deliberate decisions of the Department to balance the emergency management effort with the daily operations of the Department and to ensure that, when the transition to an emergency management effort is undertaken, the Department will function in an organized and focused manner.

**Department of Public Health
All-Hazards Emergency Management Plan**

1.5. SCOPE

- 1.5.1. This plan applies to all elements of the LAC DPH emergency management organization during all phases of emergency management.
- 1.5.2. It is intended as an operational document for emergency management for the Department.
- 1.5.3. The primary audience of this plan is the employees of the Los Angeles County Department of Public Health.
- 1.5.4. This plan is also a reference for emergency management professionals from surrounding local jurisdictions, the County of Los Angeles, the State of California, along with recognized volunteer agencies.
- 1.5.5. This plan is to be utilized as a base organization and response document during public health emergencies.

1.6. PUBLIC HEALTH EMERGENCY DEFINITION

- 1.6.1. A public health emergency requiring a response effort is defined as:
 - Any outbreak of disease that could affect the population at large of the County of Los Angeles.
 - Any incident or occurrence that could impact the overall health of the citizens of the County.
 - Any incident or occurrence that could impact the health of a specific population of the County.

1.7. ADMINISTRATION AND LOGISTICS OF THE PLAN

- 1.7.1. This maintenance, updating, and editing of the plan is the responsibility of the Department Emergency Coordinator (DEC).
- 1.7.2. The plan must be reviewed annually and changes made as needed.
- 1.7.3. The plan must be reviewed, updated, and reedited every five years.
- 1.7.4. A copy of this plan must be on file in the following locations:
 - Office of the Director of the Los Angeles County Department of Public Health and Health Officer;
 - Office of the DEC;
 - Department Operations Center;
 - Department of Health Services Operations Center;
 - Los Angeles County Operational Area Emergency Operations Center;
 - City of Los Angeles Emergency Operations Center;
 - City of Pasadena Public Health Emergency Operations Center;
 - City of Long Beach Department of Health and Human Services Emergency Operations Center; and
 - Other offices as designated by the DEC or entities and jurisdictions with public health representation.

1.8. AMERICANS WITH DISABILITIES ACT (ADA)

- 1.8.1. Consistent with County policy, LAC DPH will ensure that all permanent, temporary, or emergency specific facilities are ADA compliant.

**Department of Public Health
All-Hazards Emergency Management Plan**

1.9. DEPARTMENTAL RESPONSIBILITIES

- 1.9.1. Depending on the nature of the emergency, LAC DPH may be either the lead agency or one of the support agencies to a lead agency.
- 1.9.2. Regardless of the role LAC DPH may play, its expertise will be represented in the integration of the emergency management structure of the Los Angeles County Operational Area Emergency Operations Center.
- 1.9.3. For the purpose of the LAC DPH All-Hazards Emergency Management Plan, the agencies are being categorized by PH as “primary” and “supporting” to coordinate its responders during an emergency or disaster.

1.10. AGENCIES AFFECTED BY THIS PLAN

- 1.10.1. The following is a list of agencies that are party to or may need to review this Plan:
- 1.10.2. PRIMARY AGENCIES
 - County of Los Angeles Department of Public Health,
 - Department of Health Services–Emergency Medical Services Agency, and
 - Chief Administrative Officer- Office of Emergency Management.
- 1.10.3. OTHER LOS ANGELES COUNTY AGENCIES:
 - Department of Coroner,
 - Department of Public Social Services,
 - Fire Department,
 - Sheriff’s Department,
 - Internal Services Department,
 - Department of Animal Care and Control, and
 - Department of Mental Health.
- 1.10.4. OTHER AGENCIES OR ORGANIZATIONS WITHIN OPERATIONAL AREA:
 - City of Los Angeles,
 - City of Long Beach Health and Human Services Department,
 - City of Pasadena Public Health Department,
 - City of Vernon Health and Environmental Control Department,
 - Los Angeles Joint Regional Information Center,
 - Metropolitan Medical Response System,
 - American Red Cross,
 - City of Los Angeles Emergency Preparedness Department ,
 - City of Los Angeles Police Department, and
 - Los Angeles City Fire Department.
- 1.10.5. STATE OF CALIFORNIA:
 - California Department of Health Services,
 - California Office of Emergency Services–Region,
 - California Environmental Protection Agency, and
 - California Department of Food and Agriculture.

**Department of Public Health
All-Hazards Emergency Management Plan**

1.11. A LISTING OF LOCAL CITIES THAT THIS PLAN SUPPORTS

THE CITIES OF:

Agoura Hills	La Verne
Alhambra	Lawndale
Arcadia	Lomita
Artesia	Long Beach
Avalon	Los Angeles
Azusa	Lynwood
Baldwin Park	Malibu
Bell	Manhattan Beach
Bell Gardens	Maywood
Bellflower	Monrovia
Beverly Hills	Montebello
Bradbury	Monterey Park
Burbank	Norwalk
Calabasas	Palmdale
Carson	Palos Verdes Estates
Cerritos	Paramount
Claremont	Pasadena
Commerce	Pico Rivera
Compton	Pomona
Covina	Rancho Palos Verdes
Cudahy	Redondo Beach
Culver City	Rolling Hills
Diamond Bar	Rolling Hills Estates
Downey	Rosemead
Duarte	San Dimas
El Monte	San Fernando
El Segundo	San Gabriel
Gardena	San Marino
Glendale	Santa Clarita
Glendora	Santa Fe Springs
Hawaiian Gardens	Santa Monica
Hawthorne	Sierra Madre
Hermosa Beach	Signal Hill
Hidden Hills	South El Monte
Huntington Park	South Gate
Industry	South Pasadena
Inglewood	Temple City
Irwindale	Torrance
La Canada	Vernon
La Habra Heights	Walnut
Lakewood	West Covina
La Mirada	West Hollywood
Lancaster	Westlake Village,
La Puente	Whittier

**Department of Public Health
All-Hazards Emergency Management Plan**

1.12. UNINCORPORATED AREAS OF THE COUNTY

Acton	Franklin Canyon	Ravenna
Agoura	Glendora (islands)	Redman
Agua Dulce	Gorman	Roosevelt
Alondra Park	Green Valley	Rowland Heights
Altadena	Hacienda Heights	Santa Catalina Island
Antelope Acres	Hi Vista	Saugus
Avocado Heights	Juniper Hills	Soledad
Athens-West Athens	Kagel Canyon	South San Gabriel
Baldwin Hills	La Crescenta-Montrose	South San Jose Hills
Bandini Islands	Ladera Heights	South Whittier
Bassett	Lakeview	Stevenson Ranch
Big Pines	Lake Los Angeles	Sulphur Springs
Bouquet Canyon	Lake Hughes	Sunland/Sylmar/Tujunga (adjacent)
Calabasas (adjacent)	Lang	Three Points
Calabasas (highlands)	Lennox	Topanga
Canyon Country	Leona Valley	Twin Lakes
Castaic	Littlerock	Universal City
Castaic Junction	Llano	Val Verde
Charter Oak	Long Beach (islands)	Valinda
Citrus	Longview	Valencia
Crystal Lake	Los Cerritos Wetlands	Valyermo
Deer Lake Highlands	Los Nietos	Vasquez Rocks
Del Aire	Malibu Vista	View Park-Windsor Hills
Del Sur	Marina del Rey	Vincent
Desert View Highlands	Mayflower Village	Walnut Park
East Azusa	Mint Canyon	West Arcadia
East Los Angeles	Monte Nido	West Carson
El Camino Village	Neenach	West Chatsworth
East Compton	Newhall	West Compton
East La Mirada	North Claremont	West Pomona (islands)
East Pasadena	North East Whittier	West Puente Valley
East San Gabriel	North El Monte	Westmont
East Whittier	North San Dimas	Whittier Narrows
Elizabeth Lake	Oat Mountain	Windsor Hills
Fairmont	Pear Blossom	Willowbrook
Firestone	Placerita Canyon	Wilsona Gardens
Florence-Graham	Quartz Hill	
Forrest Park	Rancho Dominguez	

**Department of Public Health
All-Hazards Emergency Management Plan**

1.13. PARTNER FEDERAL AGENCIES

1.13.1. The following agencies have a role or responsibility to operate in concert with LAC DPH:

- Department of Health and Human Services,
- Centers for Disease Control and Prevention,
- U.S. Public Health Service,
- Environmental Protection Agency,
- Department of Energy,
- U.S. Nuclear Regulatory Commission,
- Federal Bureau of Investigation,
- U.S. Department of Homeland Security,
- Food and Drug Administration,
- National Disaster Medical System, and
- Other agencies that may be noted in Emergency Support Function #8 of the National Response Plan.

1.14. SITUATIONS

1.14.1. Departmental:

- The Los Angeles County Department Public Health (LAC DPH) has nearly 4,000 employees and is composed of 39 public health programs that address a broad range of health issues, from communicable disease surveillance and control to environmental health.
- The LAC DPH must be prepared to prevent detect, and control morbidity, mortality, and disability resulting from man-made/intentional or natural events. Preparation involves strengthening the existing infrastructure for the surveillance of infectious diseases; detecting and investigating outbreaks; identifying etiologic agents and modes of transmission; developing prevention and control strategies; and mobilizing and managing the resources necessary to respond to disease outbreaks or other health emergencies.
- A crucial step in preparing LAC DPH for responding to emergencies is the creation of all-hazards emergency management and associated response plans. These plans will be regularly updated to ensure that they are current and solidly based on public health governing law and departmental policies, procedures, and practices. They will also reflect new developments in and lessons learned from emergency preparedness and response exercises and actual events.

1.14.2. County:

- The County of Los Angeles is one of the Nation's largest and most diverse counties in the United States, with some 10 million residents in an area of some 4,000 square miles, a quarter of which is mountainous, and has over 80 miles of coastline.
- One in every eight Americans lives in California and two-thirds of those live in either the Los Angeles or San Francisco metropolitan areas.
- Los Angeles is also a major port of entry for travelers and freight into the country, with numerous travelers coming through the Los Angeles International Airport (LAX), making LAX the third busiest airport in the Nation.
- Like other major urban areas in the United States, Los Angeles is vulnerable to terrorism and natural disasters.

Department of Public Health
All-Hazards Emergency Management Plan

- The Los Angeles basin is marked with seismic fault lines and has been the scene of many earthquakes. The City and the County of Los Angeles focus much of their emergency management efforts on earthquake emergency management efforts.

1.14.3. STATE OF CALIFORNIA

- The natural disaster-prone State of California has experienced a number of emergencies that has shaped its first responder community and led it to emerge as a leader in emergency preparation and management nationwide (*e.g.*, Emergency Medical Services Authority , fire and hazardous materials teams, *etc.*).
- The State has established a robust emergency management system that has been tested and is capable of managing major events.

1.15. ASSUMPTIONS

1.15.1. Management of biological disease events and incidents.

- LAC DPH will play a lead role in these events, regardless of the triggering method.

1.15.2. Management of radiological events will require a multi-agency response and coordination.

- LAC DPH will play a lead role in these events.

1.15.3. Management of chemical events will require a multi-agency response and coordination.

- LAC DPH may play a lead role in these responses.

1.15.4. Management of natural disaster countywide events will require a multi-agency response and coordination.

- LAC DPH will play a supporting role in these responses.

1.15.5. Management of man-made events will require a multi-agency response and coordination.

- LAC DPH will play a supporting role in these responses.

1.15.6. Emergency management activities will be accomplished using SEMS.

1.15.7. Emergency activation and response will be best coordinated at the lowest level required.

1.15.8. The LAC DPH emergency management organization will maintain operational control and responsibility for emergency management activities within our area of responsibility, unless otherwise superseded by the Operational Area Command element.

1.15.9. Mutual aid is requested when needed and provided as available.

1.15.10. Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage to property.

1.15.11. Supporting plans and procedures are updated and maintained by the responsible LAC DPH program.

2. THE DEPARTMENT OF PUBLIC HEALTH WITHIN THE EMERGENCY MANAGEMENT STRUCTURE

2.1. CONCEPT OF OPERATIONS

2.1.1. The following key concepts were considered in the development of this structure:

- Use of the Incident Command System.
- Establishing the jurisdictional authority of the Department.
- Determining our place in the hierarchy of the County's emergency management structure.
- Providing a guideline for the external command and control relationships of the Department.
- Our function as a part of the County Emergency Operational Area response effort.

2.1.2. This chapter details the relationships from the Operational Area level up to the Federal level.

2.2. GENERAL INSTRUCTIONS

2.2.1. The Los Angeles County Department of Public Health (LAC DPH) will utilize the Incident Command System (ICS), as delineated within the Standardized Emergency Management System (SEMS), as the method for managing and responding to Los Angeles County PH emergencies, disasters, and events.

2.2.2. SEMS is compliant with the National Incident Management System.

2.3. LOCAL JURISDICTION AUTHORITY

2.3.1. For the purposes of public health related emergencies, the Public Health Officer (HO) of the County of Los Angeles is granted powers under the Health and Safety Code of the State of California. (These powers are detailed in "Chapter XI, Roles and Authorities," of this plan.)

2.3.2. As such, and when exercising these powers, the HO may declare a Countywide public health emergency. This may or may not trigger a State or Nationwide response effort.

2.3.3. The HO serves as the senior public health executive at the County Emergency Management Council and may, when an emergency is declared, serve as part of the overall incident management team for the County at the Operational Area level.

2.3.4. It is determined that, in regard to public health emergency events within the unincorporated areas of the County or cities which do not maintain a public health agency, LAC DPH, is the local jurisdictional authority for public health issues.

2.3.5. When an event affects the Cities of Long Beach, Pasadena, or Vernon, jurisdictional control will be devolved to those respective health agencies. The Department will assist and coordinate aid to these agencies as requested and available.

- Coordination for LAC DPH events will be undertaken according to memorandums of understanding or agreements developed among the affected public health agencies.
- In the event of natural disaster, coordination for public health assistance will be conducted at the Operational Area level.

**Department of Public Health
All-Hazards Emergency Management Plan**

2.4. THE ROLE OF THE DEPARTMENT AND ITS GENERAL ORGANIZATION

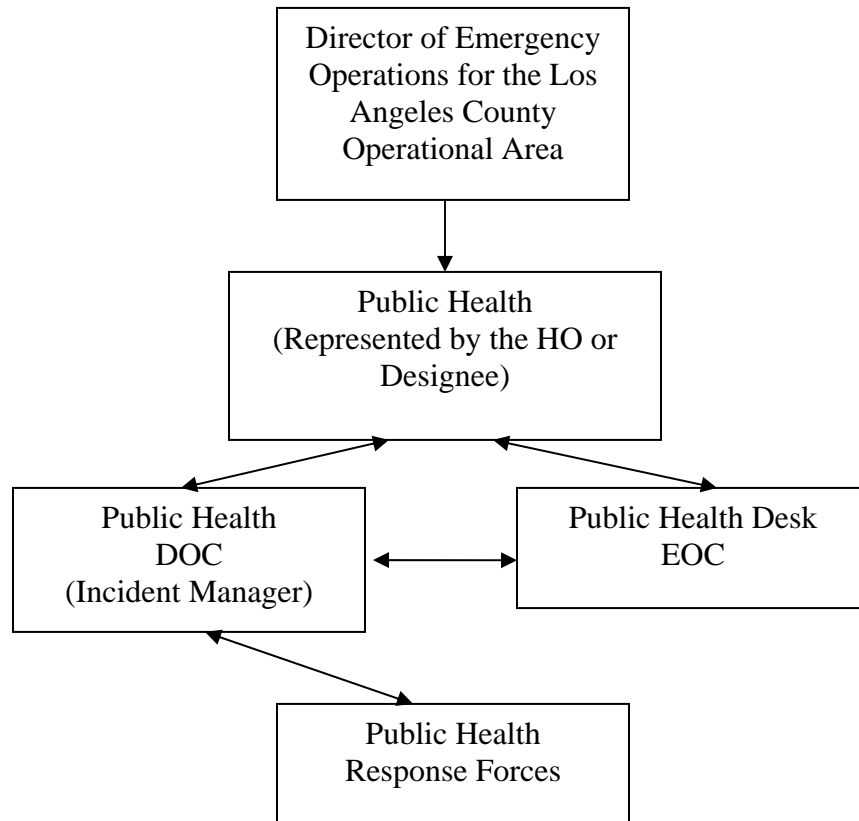
- 2.4.1. During emergencies, the Department is a direct reporting Department to the Los Angeles County Operational Area, Emergency Operations Center and the Operational Area Director.
- 2.4.2. As such we must ensure that our emergency management structure meets criteria established by the Operational Area and stands ready to assist when called upon.
- 2.4.3. For the purposes of response the following is a macro organizational view of the LAC DPH response effort. (Any or all of the below listed areas may be activated as necessary):
 - 2.4.3.1. Executive Level- This function operates at the Department's highest level and is responsible for providing macro- Countywide incident management objectives. This level may manage incidents at the Departmental level. It also functions at the Operational Area level and may manage and/or coordinate information, resources' and priorities among local governments within the Operational Area.
 - 2.4.3.2. Departmental Level- This function operates as the direct managers of the Department during a response effort and is responsible for implementing and achieving macro- County wide incident management objectives. It will develop strategic Department level objectives and provide those to its subordinate units. This function will operate at the Department Headquarters level and may dispatch field forces as needed.
 - 2.4.3.3. Operational Level- This function will serve as the Department's response elements and will be activated as necessary to achieve the Departmental Level issued incident objectives. It will develop tactical level objectives and provide them to its subordinate units if any are assigned.

2.5. LOS ANGELES COUNTY EMERGENCY CONCEPT OF OPERATIONS

- 2.5.1. The following paragraphs detail the structure and reporting relationships of the Operational Area and it includes the Department's role.
 - Emergency response within the State of California is managed using SEMS. The County of Los Angeles, as an independent local jurisdiction, has agreed to function within this structure. LAC DPH, as a Department of the County, will function within SEMS under the control of the Operational Area.
 - The County Operational Area is responsible for coordinating event or incident response across the County of Los Angeles. It will prioritize resource requests, manage the overall incident response, and deploy response forces to the incident with a macro view of the event.
 - In an emergency, the Sheriff of the County of Los Angeles is designated as the Director of Emergency Operations for the Los Angeles County Operational Area. The Director is empowered to coordinate the utilization of County, other local government, State and Federal resources within the Operational Area, and to coordinate operations conducted by the local governments in Los Angeles County.
 - The Operational Area Emergency Operations Center (CEOC) serves as the central authority for Countywide response efforts. It is normally staffed by personnel assigned to the Chief Administrative Office of the County of Los Angeles. During emergencies, or as directed, the EOC is staffed by Departmental personnel who can assist in the coordination effort.

**Department of Public Health
All-Hazards Emergency Management Plan**

- LAC DPH is charged with providing a minimum of two personnel per operational period to staff the Operational Area EOC, PH desk at the onset of a proclamation. At least one of these employees must be empowered to represent the Department at the senior executive level.
- The reporting relationship between the Operational Area and LAC DPH is detailed below:



2.6. THE COUNTY OF LOS ANGELES DEPARTMENTAL SPECIFICS - PARTNER AGENCIES (AUTHORITIES AND JURISDICTIONS)

2.6.1.Purpose: This section details specific authorities and jurisdictions of partner agencies within the Los Angeles County Operational Area. These details are for reference purposes and may be changed as deemed necessary by the Operational Area.

2.6.2.Lead County Departments

2.6.2.1. Lead County Departments are those that are voting members of the County Emergency Management Council. These departments are responsible for developing countywide emergency management policies, plans, and procedures. During an emergency, they play a primary role of ensuring that the county is accomplishing its mission of reducing emergent conditions impacting lives and property, and restoring the delivery of County services to the public. They are responsible for coordinating with their “contact” departments and special districts to:

- Ensure that they are aware of countywide emergency management policies, plans, and procedures.
- Assist them with the implementation of countywide emergency management policies, plans, and procedures.
- Provide a point of contact between the CEOC and those departments and special districts that do not have access to the County’s Emergency Management Information System (EMIS).

2.6.2.2. At present, the Los Angeles County Department of Public Health is considered a “lead” department.

2.7. CONTACT DEPARTMENTS AND SPECIAL DISTRICTS

2.7.1.Contact departments and special districts are agencies that provide services to the public. Under SEMS/NIMS, County government must take all reasonable measures to plan and conduct emergency response operations, and to ensure that speedy restoration of services to the public is accomplished. To accomplish this mandate, the County Emergency Management Council (EMC), through the County Office of Emergency Management (OEM), must have information on the status of contact departments and special districts meeting the requirements of countywide emergency management policies, plans, and procedures. This information will flow through lead departments. Additionally, during an emergency, the CEOC must have information on the status of contact departments and special districts.

2.7.2.The primary means of communications during an emergency is the County’s Emergency Management Information System (EMIS).

2.7.3.Contact departments and special districts with Internet access are encouraged to have three to five staff members registered as EMIS users and trained to use the system. Emergency related communications and reports are accomplished in accordance with the Operational Area’s Disaster Information Reporting Procedures. Contact departments and special districts that do not have EMIS access must coordinate with their lead department to establish an alternate means of communications through the lead department.

**Department of Public Health
All-Hazards Emergency Management Plan**

2.8. COUNTY CONTACT DEPARTMENTS/SPECIAL DISTRICTS LIST

CHIEF ADMINISTRATIVE OFFICE (Lead)	SHERIFF (Lead)
Affirmative Action	Alternate Public Defender
Art Museum	Courts
Auditor Controller	District Attorney
Consumer Affairs	Probation
Executive Office, Board of Supervisors	Public Defender
Natural History Museum	Office of Ombudsman**
Registrar Recorder	Animal Care and Control
Treasurer and Tax Collector	
Human Resources	PUBLIC SOCIAL SERVICES (Lead)
County Counsel	Children and Family Services
	Community and Senior Services
PUBLIC WORKS (Lead)	Office of Education
Assessor	Parks and Recreation
Sanitation	Pubic Library
Regional Planning	Library Districts
Community Development Commission	School Districts
Garbage Districts	Park Districts
Irrigation Districts	Child Support Services
Landscape Districts	
Sanitation Districts	HEALTH SERVICES (Lead)
Special Road Districts	Hospital Districts
Street Lighting Districts	
Water Districts	
	MENTAL HEALTH SERVICES (Lead)
CORONER (Lead)	
Military and Veteran Affairs	INTERNAL SERVICES (Lead)
Cemetery Districts	Chief Information Office
	All Utilities Except Water
PUBLIC HEALTH (Lead)	
Agricultural Commissioner/Weights & Measures	FIRE (Lead)
Mosquito Districts	Beaches and Harbors

**Department of Public Health
All-Hazards Emergency Management Plan**

2.9. DEPARTMENTAL LEAD AND SUPPORT AGENCY MATRIX

Legend

- P = Principal Agency
- S = Support Agency
- R = Potential Resource
- C = Coordination
- L = Liaison

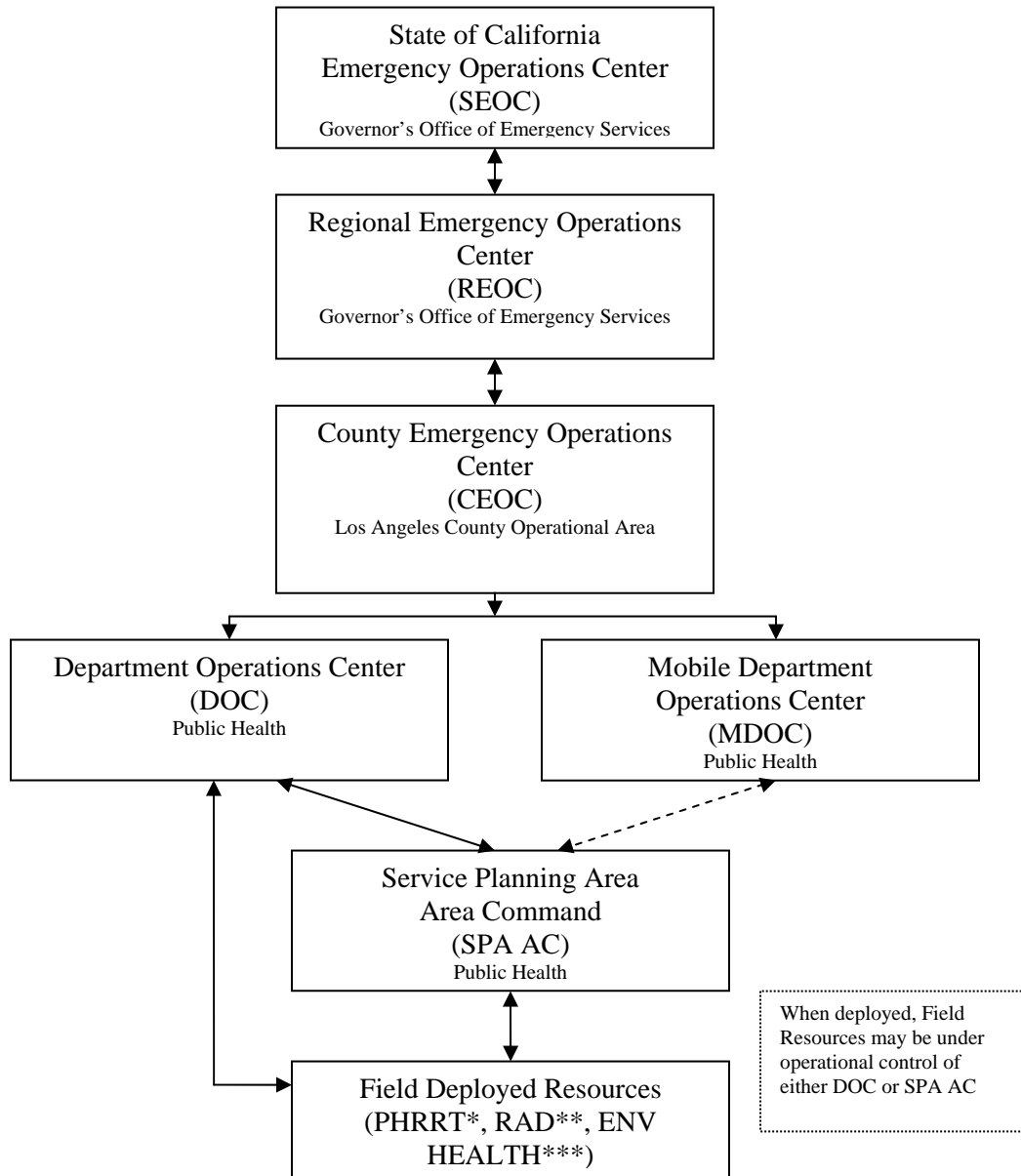
COUNTY DEPARTMENTS/ SPECIAL DISTRICTS/ LOCAL AGENCIES	FUNCTION																					
	ALERTING & WARNING	INFORMATION TECHNOLOGY	DAMAGE ASSESSMENT	MANAGEMENT	EMERGENCY / SITUATION ANALYSIS	RADIOLOGICAL PROTECTION	FIRE & RESCUE	LAW ENFORCEMENT	MEDICAL	PUBLIC HEALTH	CORONER	CARE & SHELTER / HUMAN SERVICES	URBAN SEARCH & RESCUE	CONST / ENGINEERING & RECOVERY	SUPPLY PROCUREMENT	PERSONNEL	TRANSPORTATION RESOURCES	UTILITIES	FINANCE / ADMINISTRATION	HAZARDOUS MATERIALS	STATUS OF COUNTY GOVERNMENT	INITIAL RECOVERY
ADMINISTRATIVE OFFICER, CHIEF	R	S	S										S	S	P			P		P	P	
AGRICULTURE / WEIGHTS & MEAS								S														
ALTERNATE PUBLIC DEFENDER						S																
ANIMAL CARE & CONTROL					R		R	R														
ASSESSOR	R												R									
AUDITOR - CONTROLLER															R							
BEACHES & HARBORS					S						R	S					R					
CHILDREN & FAMILY SERVICES									S													
COMMUNITY DEVELOPMENT COMM															R							S
COMMUNITY / SENIOR SERVICES				R					S													
CORONER			R				R	R	P													
COUNTY COUNSEL													S									
DISTRICT ATTORNEY					S																	
FIRE	R	R	R	R	P	P	R	R	R			P	R									P
HEALTH SERVICES	R	R					P	P	R	R												R
HUMAN RESOURCES																S						
INTERNAL SERVICES	R	R	R		R	R			R	R	R	R	P		C	L						S
MENTAL HEALTH			R		R	R	R	R	R													R
MILITARY & VETERANS									R													
MUNICIPAL COURTS					S																	
PARKS & RECREATION					R			R	S		R	R										
PROBATION					S						R					R						
PUBLIC DEFENDER					S																	
PUBLIC LIBRARY			R						S													
PUBLIC SOCIAL SERVICES									P	S												S
PUBLIC WORKS	R	P	R		R			R	R	R	R	P			R	R						S
RAPID TRANSIT (MTA)											R						S					
REGIONAL PLANNING													S									
REGISTRAR-RECORDER / CO CLERK															R							
SCHOOLS / OFFICE OF EDUCATION	R			R					S							R						
SHERIFF	P	P	R	P	P	R	R	P		R	R	P	R			R						
SUPERIOR COURTS					S																	
TREASURER / TAX COLLECTOR									R						R							
ALL DEPARTMENTS															R		R					R

**Department of Public Health
All-Hazards Emergency Management Plan**

- 2.10. **STATE SEMS CONCEPT OF OPERATIONS GENERAL OVERVIEW**
- 2.10.1. The Operational Area functions within the emergency management system established by the State of California.
 - 2.10.2. Within the State of California, the key concept of the emergency management system is that of local incident management. The State recognizes the need for local control over incidents; therefore, the State emergency management system is designed to ensure that local jurisdictions can be provided with resources when needed. These resources then report to the local incident commander and are used as needed.
 - 2.10.3. SEMS incorporates the use of the ICS, the Operational Area concept, Multi-Agency or Inter-Agency coordination, the California Master Mutual Aid Agreement, and the Cooperative Assistance Agreement. SEMS helps unify all elements of California's emergency management organization into a single integrated system. Its use is required for all State agencies.
 - 2.10.4. The lead for all emergency management in the State is the Governor. He has organized his efforts under the Governor's Office of Emergency Services.
 - 2.10.5. LAC DPH maintains a single line emergency management reporting relationship within the structure of the State SEMS. Within this structure PH may be tasked to provide mutual aid anywhere within the State of California. Conversely, PH may request mutual aid from resources within this chain.
 - 2.10.6. Emergency response within the State of California is managed using SEMS. The County of Los Angeles, as a local jurisdiction has agreed to function within this structure. LAC DPH, as a Department of the County will function within SEMS under the control of the Operational Area during an emergency.
 - 2.10.7. It is important to note the presence of the State's Regional Operations Center as an operations center between the Operational Area and the State Operations Center. This center manages the response effort across an 11 County region. It will prioritize resource requests, manage the overall incident response, and deploy response forces to County's within its region. For the purposes of this plan, LAC DPH is responsive to the Southern region of the State SEMS.

**Department of Public Health
All-Hazards Emergency Management Plan**

2.10.8. The accompanying chart on the following page details this relationship:



*-Public Health Rapid Response Team

**-Radiological Teams

***-Environmental Health

**Department of Public Health
All-Hazards Emergency Management Plan**

2.11. SEMS RESOURCE REQUESTS

2.11.1. Within the structure delineated by the State, resource requests are managed thusly:

- From Agency to Operational Area,
- From Operational Area to Regional Operations, and
- From Regional Operations to State Operations.

2.12. SEMS INFORMATION REQUESTS

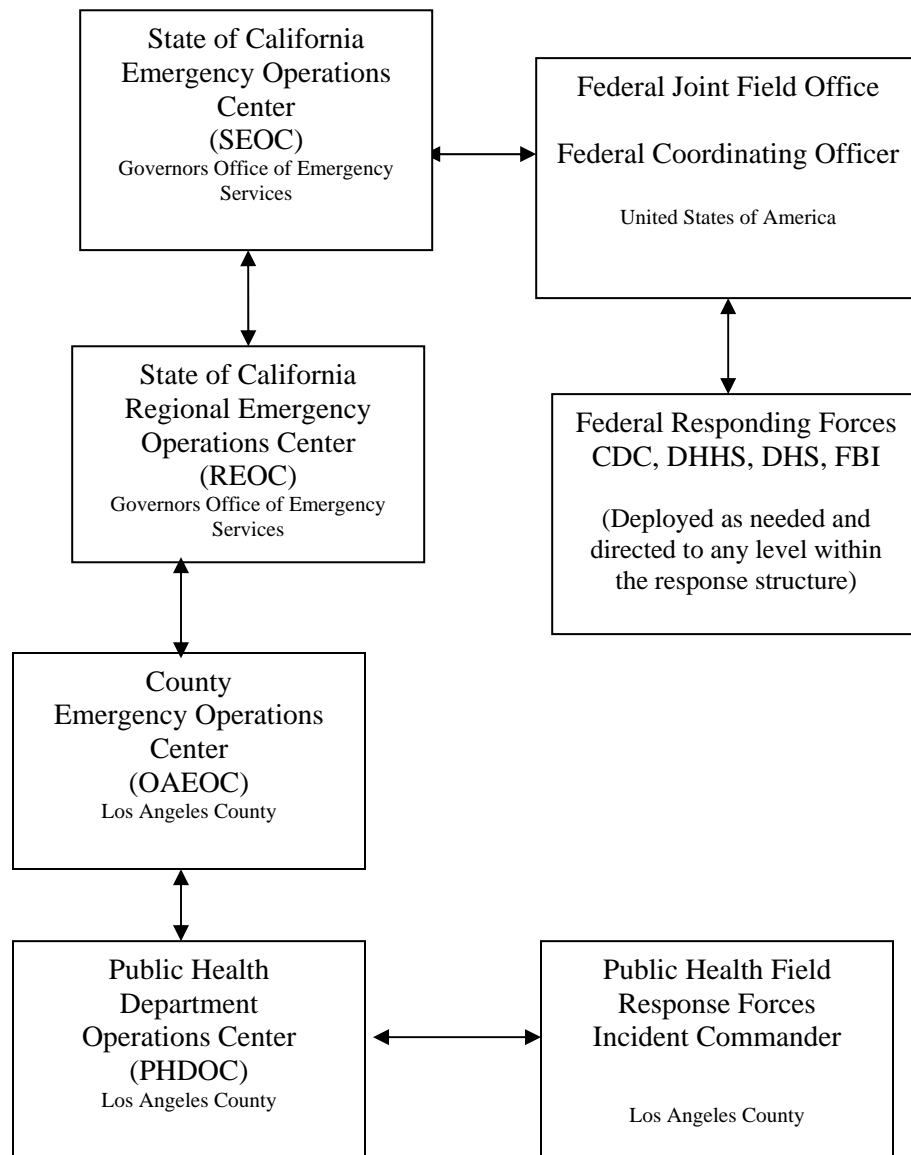
2.12.1. The preferred method is to funnel information requests to an agency is through the SEMS Command Chain. However, LAC DPH recognizes that circumstances may dictate a more direct approach, and LAC DPH personnel are authorized to provide information when requested by Regional or State authorities. However, all information given to these agencies must be vetted through the section chief or incident manager. When skipping an authority level, the request and information provided must be immediately reported to the next higher authority.

2.13. FEDERAL COORDINATION AND THE NATIONAL RESPONSE PLAN

- 2.13.1. Federal resource requests are coordinated by the State of California through the Federal Coordinating Officer assigned to the State.
- 2.13.2. It is important to note that the National Response Plan and the NIMS are directed at Federal agencies and provide direction to those agencies to provide support to local jurisdictions. Federal authorities do not have a command role over local agencies. (The exception being the Department of Justice, as it is the lead investigatory body for terrorist actions within the United States.) The Governor of the State is the lead for all emergency actions within the State.
- 2.13.3. Events may cause the President of the United States (POTUS) to declare an Incident of National Significance. This declaration provides agencies of the Federal government with the authority to provide support to the States needing Federal assistance. A POTUS declaration does not override the authority of the Governor.
- 2.13.4. The coordinating agency for public health issues at the Federal level is the Department of Health and Human Services. It is responsible for coordinating the provision of Federal health and medical assistance to fulfill the requirements identified by the affected State, local, and tribal authorities.

**Department of Public Health
All-Hazards Emergency Management Plan**

2.13.5. Requests for Federal support are managed via SEMS and the deployment of resources is coordinated through the system as needed. The system is detailed below:



2.14. NIMS COMPLIANCE

2.14.1. LAC DPH will be compliant with the NIMS as detailed by the guidance provided by the State of California Office of Emergency Services.

3. LAW ENFORCEMENT COORDINATION

3.1. CONCEPT OF OPERATIONS

3.1.1. The following key concepts were considered in the development of this section:

- Ensure coordination with law enforcement agencies.
- Maintain the confidentiality of patients and clients.
- Maintain the medical relationship between the Department and the residents of the County.

3.2. GENERAL GUIDELINES

3.2.1. For the consideration of this plan, human caused disasters that are considered intentional in nature will require Los Angeles County Department of Public Health (LAC DPH) to serve in a collaborative relationship with the various law enforcement and intelligence agencies within the County of Los Angeles.

3.2.2. LAC DPH will support investigations as needed.

3.2.3. At the Operational Area level the Sheriff of the County of Los Angeles will request LAC DPH support.

3.2.4. LAC DPH personnel will conduct joint investigations with law enforcement as needed.

3.2.5. When needed, LAC DPH will request the support of city police agencies when LAC DPH is functioning within an incorporated and independent city's limits.

3.2.6. LAC DPH personnel will assist the local police agency as requested and will support field personnel with the investigation as needed.

3.3. FEDERAL LAW ENFORCEMENT

3.3.1. LAC DPH will assist Federal Law Enforcement in the assessment and investigation of medical and health related threats that may have a nexus to terrorism.

3.3.2. The Technical Advisory Group (TAG) will also provide LAC DPH with the mechanism for sharing and assessing intelligence information.

3.4. JOINT REGIONAL INTELLIGENCE CENTER (JRIC)

3.4.1. LAC DPH is a partnering agency of the JRIC, a collaborative multidisciplinary effort designed to:

- monitor open source data to identify trends;
- monitor and identify potential threats;
- monitor specific threat information during periods of heightened concern;
- assess potential targets and perform net assessments.

3.4.2. A Public Health staff member is detailed full-time to the JRIC, to support the JRIC mission and serve as the lead within the JRIC Medical Intelligence Unit.

3.5. TAG

3.5.1. The LAC DPH Emergency Preparedness and Response Program will maintain and operate the TAG, the mechanism by which PH and law enforcement share and assess information that may suggest an emerging terrorism threat.

3.5.2. The mission of the TAG is to:

- Recognize, interpret and assess medical and epidemiological intelligence obtained by law enforcement or Public Health, which may suggest an emerging terrorism threat;
- Assist law enforcement in the determination as to the credibility of a threat; and

*Department of Public Health
All-Hazards Emergency Management Plan*

- Recommend further action or strategies that may clarify or mitigate the health or medical aspect of a possible terrorism threat.

4. MITIGATION/PREVENTION

4.1. CONCEPT OF OPERATIONS

- 4.1.1. The following key concepts were considered in the development of this section:
- 4.1.1.1. Maintain the public health tradition of taking actions to mitigate the spread of disease, and to assure the safety of the residents of the County.
 - 4.1.1.2. Harmonize existing public health mitigation efforts into the emergency response elements of the agency.
 - 4.1.1.3. Ensure Los Angeles County Department of Public Health (LAC DPH) participates in disaster mitigation efforts.

4.2. LAC DPH SERVICES MITIGATION

- 4.2.1. Activities that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the impact of a disaster or other emergency are examples of mitigation.
- 4.2.2. LAC DPH mitigation efforts include:
- Monitoring the health status of the population and health risk factors.
 - Controlling disease through surveillance, investigation.
 - Employing intervention and regulatory actions to reduce or eliminate risks.
 - Assisting or advocating the development of health legislation.
 - Promoting healthy lifestyles.
- 4.2.3. Within LAC DPH, mitigation efforts are handled by various offices and functions as a normal part of PH programs. The Department Emergency Coordinator (DEC) should be made aware of these initiatives in order to assess the impact of mitigation efforts on for various scenarios and to assure disaster planning efforts are considered.
- 4.2.4. The DEC will develop and conduct one Public Health disaster related mitigation campaign per year.
- 4.2.5. Specific hazard mitigation plans are prepared following a federally declared disaster. They reflect the current risk analysis and mitigation priorities specific to the declared disaster.
- 4.2.6. Once a disaster has occurred, LAC DPH may be involved in complying with the hazard mitigation requirements of Section 406 of the Federal Disaster Relief Act of 1974.
- 4.2.7. LAC DPH will also be required to develop After Action Reports after exercises and post disasters. Mitigation efforts should be included in these reports.

4.3. LEGAL/CODE DEVELOPMENT

- 4.3.1. LAC DPH has a long history of influencing governmental policy and legislation. With respect to emergency preparedness, the duty of reviewing legislation, influencing policy, and assisting with the development of disaster mitigating legislation is a joint effort affected by the DEC and LAC DPH personnel handling inter-governmental relations.

4.4. COUNTYWIDE MITIGATION VIA WORKING GROUPS OR COMMITTEES

4.4.1. LAC DPH is responsible for developing, maintaining, and participating in numerous committees and working groups to understand the threat environment of the County and to consider mitigation efforts to reduce vulnerabilities as needed.

4.4.1.1. As such, PH will participate as active members in the following groups:

- Los Angeles County Emergency Management Council,
- JRIC, and
- Terrorism Health Hazardous Materials Committee

5. PREPAREDNESS

5.1. CONCEPT OF OPERATIONS

5.1.1. The following key concepts were considered in the development of this section:

5.1.2. Noting activities undertaken in advance of an emergency in accordance with the Emergency Services Act and the State Emergency Plan. These activities will provide operational capabilities and improve effective response to disasters. These actions are such as the following:

- Developing and revising disaster plans and hazard analyses.
- Writing mutual aid operational plans.
- Procuring equipment and developing capability.
- Training response personnel.
- Improving public information and communications systems.
- Conducting exercises to validate the planning process.
- Establishing operational priorities.
- Delineating the roles and responsibilities of the Department.
- Establishing the legal authorities of the Department.
- Establishing the emergency management structure.
- Developing inter-Departmental emergency response programs.

5.2. GENERAL DEPARTMENT PREPAREDNESS ACTIONS

5.2.1. The Los Angeles County Department of Public Health (LAC DPH) management will develop or ensure:

- Specific emergency actions that will designate successors during emergency situations.
- Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
- Provisions to support, maintain, staff, direct and control public health resources during the time of a major emergency/disaster situation.
- Incident Command System personnel notification procedures and the means to execute said notifications.
- A detailed implementation plan for LAC DPH communication systems to support the Department Operations Center (DOC), staff, and field response operations.
- An emergency communication system that provides means of communication to and from the DOC, the Service Planning Area's (SPA), and field response personnel.
- A Department system to manage organizational resources.
- A manned and permanent DOC is available for use during emergencies.
- Mutual aid and other support agreements with appropriate local and state agencies, vendors, and "sister" departments within the County of Los Angeles.
- The collection and reporting of damage assessment information, (i.e. structural, casualties, damage observations, evacuation status, radiation levels, and chemical exposure) to the DOC during an emergency.
- Support of cleanup and recovery operations following emergency/disasters.
- Training of assigned response staff and public health volunteers to augment the performance of emergency functions.

**Department of Public Health
All-Hazards Emergency Management Plan**

- Upon approval of a specific response plan, LAC DPH management will ensure the equipment/resources needed by response personnel in support of said plans are provided.
- 5.2.2. Those individuals and programs assigned emergency responsibilities will participate in developing and maintaining current Standard Operating Procedures and checklists for their programs in support of this plan. Elements of these procedures include:
- Provisions to support, maintain, staff, direct and control LAC DPH resources during the time of a major emergency/disaster.
 - Specific emergency actions that will be assumed by designated successors during emergency situations.
 - Circumstances under which successor emergency authorities would become effective, and when they would be terminated.
 - Current program personnel notification/recall rosters procedures and the means of implementation. These should include the use of LAC DPH communication systems to implement call-out rosters for personnel assigned to the DOC, support functions and field response team.
 - Establishment of a system for communication to the DOC, to field response personnel, and a method to maintain contact with the DOC during emergencies.
 - Use of the applicable departmental systems to manage organizational resources.
 - Reporting of damage assessment information, *i.e.*, casualties, damage observations, evacuation status, radiation levels, and chemical exposure to the DOC during an emergency.
 - Attendance of personnel at training for assigned response staff.

5.3. OPERATIONAL PRIORITIES

- 5.3.1. Special consideration is given to the following priorities when conducting emergency operations:
- Protecting health, property, and the environment.
 - Prevent and minimize morbidity, mortality, disability, and economic loss resulting from an incident.
 - Meeting the immediate emergency needs of the citizens of the County of Los Angeles.
 - Restoring services and facilities that are essential to the health, safety, and welfare of the citizens of the County of Los Angeles, such as sanitation, water, and electricity.
 - Mitigating hazards that pose a threat to health, property, and the environment.
- 5.3.2. This Plan considers the full spectrum of emergency response to a hazardous condition. Some emergencies, preceded by a buildup period, may provide advance warning while other emergencies occur with little or no advance warning. In either event, all available elements of the LAC DPH emergency management organization must respond promptly and effectively to minimize the damage caused to health, property, and operations.
- 5.3.3. LAC DPH will utilize the Incident Command System, as delineated within the Standardized Emergency Management System (SEMS), as the method for responding to Los Angeles County emergencies, disasters, and events.

5.4. ROLES AND AUTHORITIES OF LAC DPH

5.4.1.LAC DPH is responsible for the protection of the public’s health during an emergency, disaster, or other catastrophic event that impacts the health of the community.

5.5. DEPARTMENT LEGAL AUTHORITIES

5.5.1.The authority of Health Officer (HO) is specified by the California law and regulation, and the Los Angeles County Code.

5.5.2.Powers specified by State law and regulation and County Code include:

- The HO shall enforce and observe all orders and ordinances of the board of supervisors pertaining to public health and sanitary matters; and orders including quarantine and other regulations prescribed by the State; and statutes related to public health. HSC § 101030 Enforcement duties.
- The HO has the authority to declare a local health emergency whenever there is an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent. The declared local health emergency is considered a local emergency under the California Emergency Services Act, and must be ratified by the County's Board of Supervisors within seven (7) days. HSC § 101080 (as amended by SB 1430).
- The HO has the authority to issue, and first responders to execute, an order authorizing first responders to immediately isolate exposed individuals that may have been exposed to biological, chemical, toxic, or radiological agent that may spread to others. When served, this order may only be in effect for two (2) hours, and may only be issued if necessary and when it is the least restrictive means possible to prevent further human exposure to the agent(s). HSC § 101080.2 (Also review existing Memorandum of Understanding (MOU) with Operational Area (OA) first responding forces regarding this action.)
- The HO has the authority to take preventive measures during a declared emergency including abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health HSC § 101040
- The HO has the authority to close an area where a risk to public health exists resulting from a disaster. PC § 409.5
- The HO has the authority to take whatever steps deemed necessary for the investigation and control of the disease, condition or outbreak reported. If the HO finds that the nature of the disease and the circumstances of the case, unusual disease, or outbreak warrant such action, the HO shall make or cause to be made an examination of any person who or animal which has been reported to verify the diagnosis, or the existence of an unusual disease, or outbreak, make an investigation to determine the source of infection, and take appropriate steps to prevent or control the spread of the disease. 17 CCR 2501:
- The HO has the authority to investigate and take such measures as in his/her opinion and uncontrolled discretion may be necessary to prevent spread of disease, collect laboratory specimens as may be necessary to determine the diagnosis, source of infection, and possible infection of persons who have been in contact with the source of infection, of said contagious, infectious or communicable diseases, and, when necessary, assure compliance with quarantine or isolation regulations or orders. County Code 11.04.010

5.6. LAC DPH EMERGENCY MANAGEMENT ORGANIZATION AND STRUCTURE

- 5.6.1. This section details the overall organization, reporting relationships, available forces, and leadership roles of the structure of LAC DPH.
- 5.6.2. When the need arises to respond to an emergency or disaster, LAC DPH will respond as a part of the emergency management organization of the County of Los Angeles.
- 5.6.3. As a responding Department organized within the County of Los Angeles Emergency Management Structure LAC DPH will:
 - Maintain the resources necessary to meet its emergency management responsibilities, including:
 - Maintenance of the DOC.
 - Establish an ICS based emergency management model. Slight modifications to reflect the PH realities may be adopted.
 - Communications equipment.
 - Plans, standard operating guidelines/procedures, policies, *etc.* to manage the public health incident
 - Human resources.
 - Response equipment.
 - Technical resources, databases, information management systems.
 - All plans and the incident command organizational structure developed by public health will be in compliance with the SEMS, and meet State guidelines for National Incident Management System (NIMS) compliance.

5.7. LAC DPH EMERGENCY MANAGEMENT (EM) CONCEPTS

- 5.7.1. PH EM allows for a modular and rapid expansion to meet the needs imposed by the incident. PH EM can be used during any serious multi-disciplinary (*e.g.* health, fire, law enforcement, medical) incident/event within a jurisdiction and is particularly useful for any kind of incident involving multiple jurisdictions and agencies.
- 5.7.2. SEMS/ICS will be utilized when LAC DPH activates its DOC, when directed by the Operational Area, or when a local emergency has been declared or proclaimed.
- 5.7.3. During all events requiring the use of EM, the HO, PH Executive Decision Authority, or delegated Incident Manager will determine the extent of activation.

5.8. GENERAL EMERGENCY MANAGEMENT CONCEPTS

5.8.1. ICS AND SEMS STRUCTURE and PRINCIPLES

- ICS is the organizational management system from which SEMS and NIMS operates, utilizing the following concepts:
 - Common Terminology,
 - Manageable Span-of-Control,
 - Unity of Command, and
 - Integration of Communications.
- Accordingly, this organizational structure is based around five principal functions that can be performed at any incident: Command/Management, Operations, Planning, Logistics, and Finance and Administration.

Department of Public Health
All-Hazards Emergency Management Plan

- Specific instructions for implementing the PH EM structure, its components, and responsibilities can be found in Annex 1, Department of PH, and Emergency Operations Plan.

5.8.2. OPERATIONAL AREA

5.8.2.1. At the Operational Area level, LAC DPH is represented at the DOC or at the Emergency Operations Center (EOC).

5.8.3. Local Management

- ICS allows for incidents to be managed at the lowest possible level. PH incidents may require on-scene command, area command, or jurisdiction wide command.
- For LAC DPH, the lowest levels of local management are:
 - SPA: geographically defined areas managed by a single Area Health Officer.
 - Local Program Offices: specialized LAC DPH Programs maintain field offices within the SPA structures. When an incident requires, the field office program manager may be designated as the on scene incident commander.
 - Field Level- personnel assigned to field level operations will be organized using an ICS structure. In cases where LAC DPH personnel are deployed to assist first responders, LAC DPH personnel will be under the command of the on scene Incident Commander.

5.8.4. Field Command-

- LAC DPH field operations are conducted as requested or assigned.
- Field teams will be managed at the scene by the Incident Commander.
- Field Team Incident Commanders are granted permission to modify the teams' organization and any operating procedures in order to meet the mission objectives.
- Some incidents, particularly those involving earthquakes, fires or hazardous materials, can escalate requiring further activation of the emergency management system. In such cases, Incident Command Posts may be established at the incident site to assist in managing emergency operations. In such cases, refer to the incident type Field Operating Guide for instructions.

5.8.5. Modular and Scalable

- Incident Commanders or Managers are to organize their ICS functions into task-oriented modules.
- These modules may be stood up or excluded from the operational chart based on the mission requirements by the Incident Commander.

5.8.6. Measurable Objectives

- 5.8.6.1. Regardless of size, all LAC DPH ICS organizations must develop incident management objectives for each mission. These include:
- **Strategic Objectives:** These are overarching objectives developed at the EOC or DOC level. These define Departmental goals for an incident and are to be completed at regular intervals during declared emergencies. (Ex: Provide mass prophylaxis for the County's residents in 2 weeks.)
 - **Departmental Tactical Level Objectives:** These objectives are developed in support of the strategic objectives. They define the role of the Department during an incident response. (Ex: SPA 1 will provide mass prophylaxis for 550,000 residents.)

**Department of Public Health
All-Hazards Emergency Management Plan**

- **Incident Objectives:** These are objectives narrow in scope and relate specifically to an individual incident. Specialized teams and field level operations develop them. (Ex: The PHRRT will investigate the spread of plague in a facility.)
- 5.8.6.2. **Incident Action Planning-**
- 5.8.6.2.1. An integral part of EM response is the use of Incident Action Plans (IAP) to establish objectives and direct activities within a specified operational period of time.
 - IAPs are a product of the EM Planning section. They are developed in coordination with the Operations Branch and direct the operational and the support actions associated with the incident.
 - IAPs are approved by the Incident Manager/ Commander and are directive in nature.
 - LAC DPH has adopted the IAP planning cycle as the method for establishing tactical objectives during an operational period.
 - The procedure for developing IAPs is detailed within Annex 1 Emergency Operations Plan; Appendix 2- IAP Development Manual.
- 5.8.6.3. **Minimal Disruption**
- 5.8.6.3.1. When possible, LAC DPH EM functions must minimize the impact of an EM activation on the Department.
- 5.8.6.4. **Application**
- 5.8.6.4.1. PH EM structures must utilize checklists, plans, and easily understood instructions to meet incident objectives.
- 5.8.6.5. **Terminology**
- 5.8.6.5.1. PH EM must ensure that terms used are common and easily understood by other responding agencies. Under this heading:
 - **Functions-** All functions must be named and their mission must be defined.
 - **Resources-** All resources must have common names. Resources should be typed according to National Response Plans/SEMS standards.
 - **Facilities-** Facilities used to manage an incident must be designated and those designations will carry from the onset of an event until the closing of the incident.

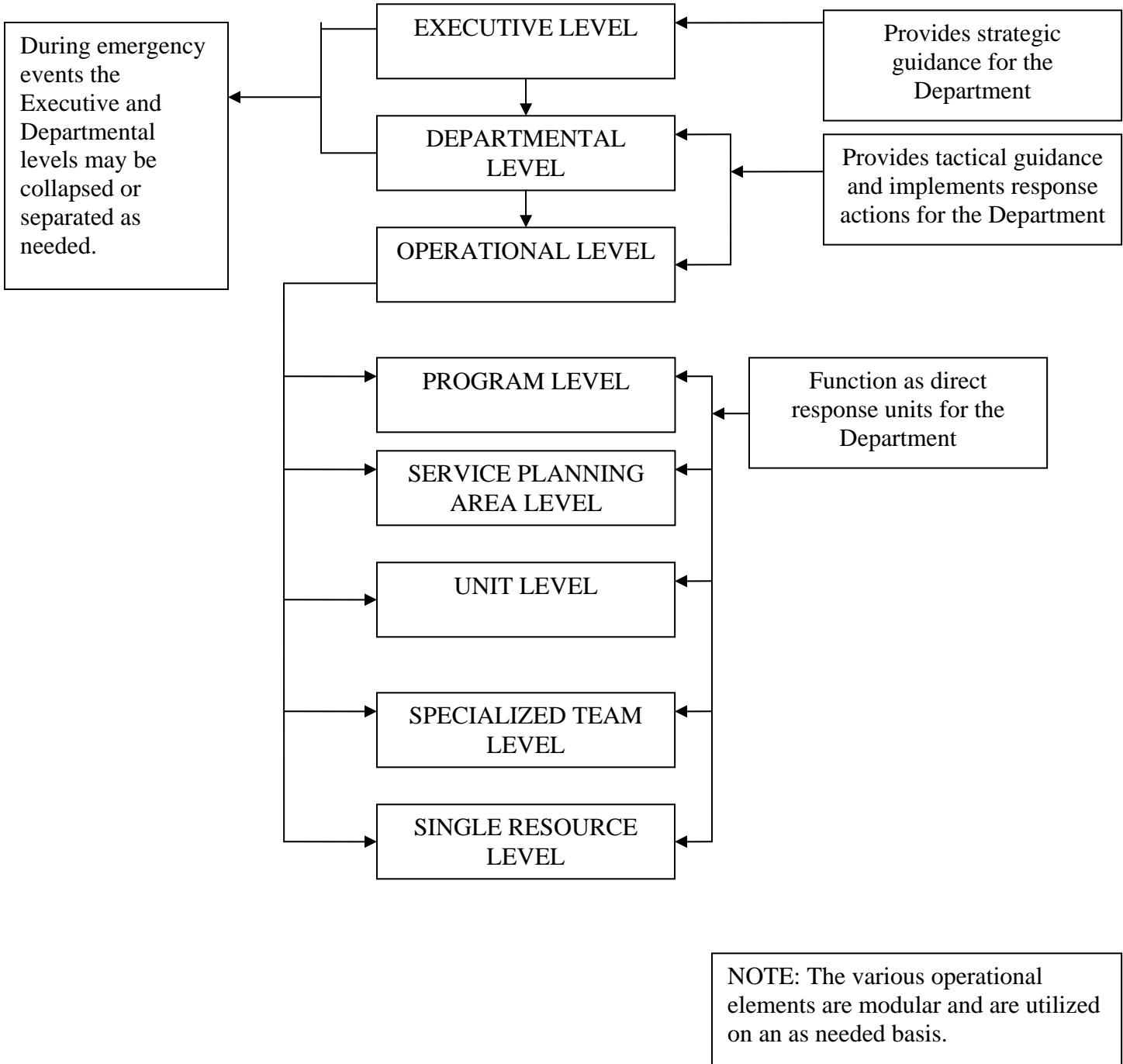
5.9. DEPARTMENTAL EM STRUCTURE

- 5.9.1. The following provides a guideline for establishing the LAC DPH EM Structure.
- 5.9.2. In an emergency, programs and units of the Department will be aligned into either lead or support functions within the EM structure.
- 5.9.3. Programs and units will be divided among three major functional classifications:
 - **Executive Level-** This function operates at the Department's highest level and is responsible for providing macro- Countywide incident management objectives. This level may manage incidents at the Departmental level.
 - **Departmental Level-** This function operates as the direct managers of the Department and is responsible for implementing and achieving macro- County wide incident management objectives. It will develop strategic Department level objectives and provide those to its subordinate units. This function will operate at the Department Headquarters level and may dispatch field forces as needed.
 - **Operational Level-** This function will serve as the Department's response elements and will be activated as necessary to achieve the LAC DPH Level issued incident objectives. It will develop tactical level objectives and provide them to its subordinate units if any are assigned.

-37-

9/17/2008

5.10. LAC DPH EM BASIC STRUCTURE CHART



**Department of Public Health
All-Hazards Emergency Management Plan**

5.11. EXECUTIVE LEVEL

5.11.1. This level functions at the County Emergency Operations Center and functions as the most senior level of the public health effort during declared emergencies.

5.11.2. The LAC DPH Executive staff is comprised of the top leadership of the Department. LAC DPH Executive Staff is responsive to the requests and instructions of the Board of Supervisors.

5.11.3. They provide County level strategic objectives to the LAC DPH Incident Management staff during declared emergencies.

5.11.4. The Executive level consists of:

5.11.4.1. **HEALTH OFFICER (HO)**

- The HO is designated within California Health and Safety Code as having the overall responsibility for the protection of the health of the public.
- In the emergency management structure of LAC DPH, the HO is the agency lead.
- The HO may be seated at the Operational Area EOC or may elect to personally manage the incident at the DOC.
- The HO is a voting member of the Emergency Management Council.
- The Health Officer is responsible for coordinating key LAC DPH personnel and response assets to meet the health and medical needs resulting from a disaster. The HO must direct the appropriate personnel to:
 - Organize,
 - Mobilize,
 - Coordinate, and
 - Direct LAC DPH resources in disaster mitigation, preparedness, response, and recovery

5.11.4.2. The spectrum of LAC DPH responsibilities include:

- epidemiology,
- LAC DPH laboratory,
- immunizations and mass prophylaxis services,
- water and food safety,
- environmental health,
- radiation management,
- PH education, and
- vital records.

5.11.4.3. The HO:

- Ensures that the response effort is directed to protecting health, property, and the environment.
- Prevents and minimizes morbidity, mortality, disability, and economic loss resulting from an incident.
- Meets the immediate emergency needs of the citizens of the County of Los Angeles.
- Restores services and facilities that are essential to the health, safety, and welfare of the citizens of the County of Los Angeles, such as sanitation, water, and electricity.
- Mitigates hazards that pose a threat to health, property, and the environment.
- Specifies the authority, responsibilities, functions, and operations of PH programs during all phases of an emergency/disaster.

**Department of Public Health
All-Hazards Emergency Management Plan**

- Prevents and minimizes morbidity, mortality, disability, and economic loss resulting from an incident.
- Provides for the identification and control of PH issues, including environmental health concerns.
- Ensures the appropriate collection and analysis of health-related data in the disaster area and establishes proper response procedures to mitigate health-related problems.
- Ensures proper sanitation services in food handling and mass feeding at emergency facilities.
- Identifies and provides preventive health services, as necessary.
- Coordinates PH -related activities among other local public response agencies or groups.
- Ensures adequate training of staff, public awareness and education, and availability of sufficient resources to cope with disasters.

5.11.4.4. **CHIEF DEPUTY DIRECTOR (CDD) LAC DPH**

- In the absence of the HO, the CDD LAC DPH shall assume the administrative responsibilities of the HO.

5.11.4.5. **HO DESIGNEE**

- This person if qualified to perform HO functions is designated to assume the role and responsibilities of the HO on a delegated and as needed basis.

5.11.4.6. **EXECUTIVE DUTY OFFICER (EDO)**

- This is a duty position that is rotated among senior executive staff on a schedule and basis set by the Executive team. This duty requires an executive staff member be available to serve as the Incident Manager at the Departmental level on an as notified basis.
- This position carries the following responsibilities:
 - Determines the need to establish an emergency management structure within the Department.
 - Determines the need to activate the DOC.
 - Serves as the initial Incident Manager for reported events and incidents.
 - Consults with the HO to determine the need to notify County EM structure.
 - Initially manages the DOC during emergency notifications.

**Department of Public Health
All-Hazards Emergency Management Plan**

5.11.4.7. **SENIOR STAFF**

- The Health Officer may name senior staff members to assist with the overall management of the event.
- These senior staff members will be direct reports to the Health Officer.

5.11.4.8. **DEPARTMENT EMERGENCY COORDINATOR (DEC)**

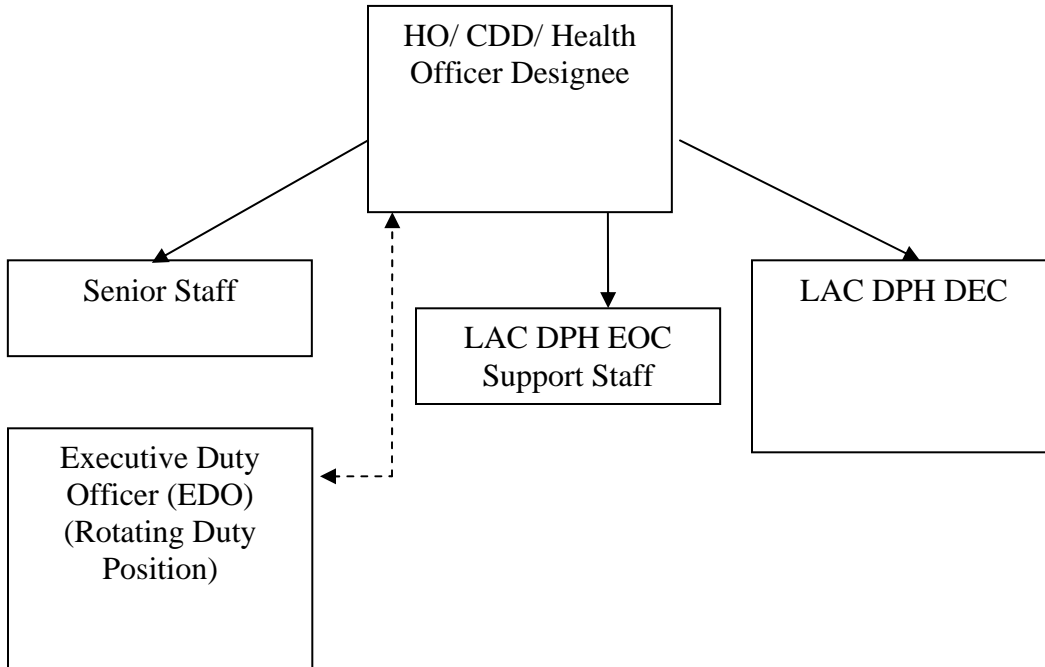
- The appointment of a DEC by the Department head is a requirement of the County Administrative Office's, Office of Emergency Management (OEM).
- The DEC is delegated by the Department head to lead the emergency response effort of LAC DPH.
- The DEC represents and is responsible for seeing to the Executive level emergency management interests of the Department are represented at the Operational Area level.
- The DEC is responsible for ensuring the Department has developed and maintains an emergency management plan. The DEC is also responsible for ensuring the plan meets the requirements of OEM.
- The DEC will be responsible for ensuring the Department has established policies, procedures, and processes to coordinate its emergency response activities with those of OEM.
- Within the Mitigation and Preparedness phases of the emergency management effort, all memorandums of understandings with external and County agencies must be submitted to the DEC for authorization.
- The DEC will also coordinate emergency response training.
- The DEC also serves as the executive level manager for the DOC.
- The DEC will ensure the development of the Department's Building Emergency Plan.
- The DEC will appoint Building Emergency Coordinators and ensure that Building Emergency Response teams are established.
- The DEC may delegate duties as required and as necessary.

5.11.4.9. **ALTERNATE DEC**

- This person is designated to assume the role and responsibilities of the DEC on an as needed basis.

5.11.4.10. COUNTY OPERATIONAL AREA OPERATIONS LAC DPH
SUPPORT STAFF

- The HO will designate two individuals, per operational period, to represent the Department at the Operational Area EOC during events or incidents when the EOC is activated.
- The executive level structure is detailed below:



5.12. THE DEPARTMENTAL LEVEL

- 5.12.1. The Department of Public Health (DPH) Incident Management level is comprised of managers and staff of the Department. It is where objectives, strategies, deployments, and actions are developed and directed for the Department.
- 5.12.2. During non-declared public health emergencies this level is directed by Department executives.
- 5.12.3. During declared emergencies this level is responsive to the executives at the County EOC. (However, the HO may elect to remain at the Department level.)
- 5.12.4. The DPH Incident Management Staff is composed of PH staff trained and qualified to manage the incident at the Departmental level.
- 5.12.5. They provide incident objectives to the responding forces.
- 5.12.6. The DPH Incident Management Staff is organized using the ICS model, under the leadership of a senior Departmental manager who assumes the role of the Incident Manager.
- 5.12.7. The DPH Incident Management Staff consists of the following:

- **INCIDENT MANAGER**

- Using objectives delegated from the Executive level, the Incident Manager is the overall manager of the Department's response effort. The Incident Manager is seated at the DOC.
 - He/she will:
 - Manage the PH response;
 - Request program support;
 - Direct the establishment of outreach programs;
 - Approve PH specific public messages;
 - Manage the ICS sections as required by the scope of the incident;
 - Communicate and direct staff to carry out department level objectives.

- 5.12.7.1. **INCIDENT COMMAND STAFF**

- These personnel are assigned to assist the Incident Manager directly by assuming specific responsibilities on behalf of the Department.
 - Included among the command staff is:
 - **Public Information Officer (PIO)**- Assigned to the DOC Incident Command Staff, the PIO will be the only conduit for information released to the public. The PIO may be deployed to the County level Joint Information Center as needed.
 - **Liaison Officer**- Assigned to the DOC, the Liaison Officer works directly in ensuring coordination efforts with supporting agencies.
 - **Safety Officer**- Assigned to the DOC, the Safety Officer is responsible for ensuring PH personnel operating at all levels are provided with the proper personal protective equipment, given incident specific safety instructions, serves as the investigating authority for safety incidents, and ensures personnel are not needlessly placed in harms' way.
 - **DOC Coordinator**- This person is responsible for ensuring the DOC is functional and operational. S(he) is responsible for maintaining DOC equipment and communication links.

**Department of Public Health
All-Hazards Emergency Management Plan**

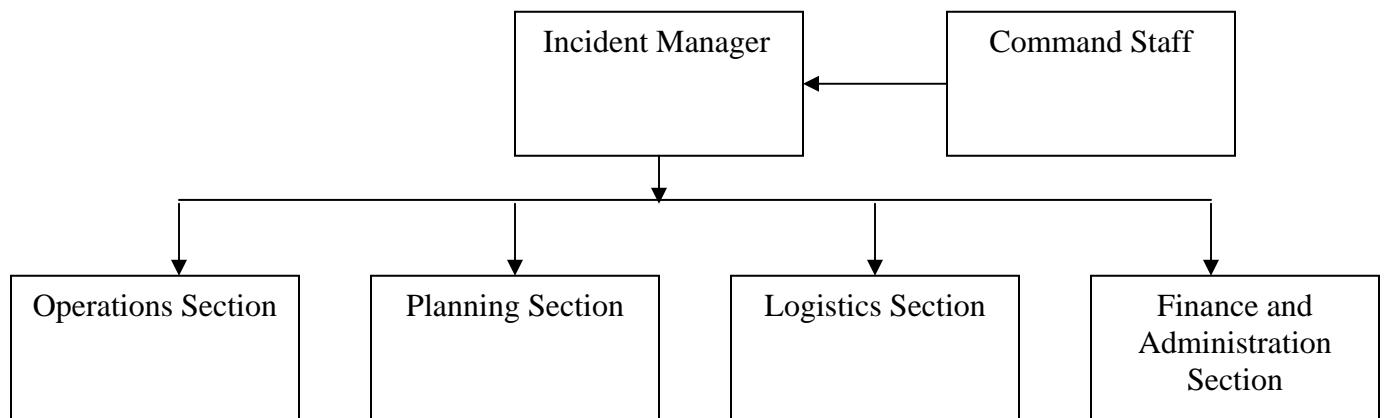
- The DOC Coordinator also has a responsibility to ensure the supplies needed by DOC staff are available and on hand.
- The DOC Coordinator also manages the Department Emergency Desk (DED).

5.12.7.2. **DEPARTMENT MANAGEMENT STAFF**

- The personnel assigned to the Department Management Staff represent the direct operational forces available to the Department. Working as a unified team, focused on common objectives and goals, the Department Management Staff is divided into four sections each with specific roles.
- These sections are staffed according to the need of the incident:
 - **Operations Section Chief-** The overall responsibility for the direct actions related to the incident is delegated to the Operations Section Chief, who ensures personnel are tasked with objectives that will have a positive impact on containing an incident or event. It is the norm within LAC DPH to assign the most expert senior manager to assume the role of the Operations Chief.
 - **Planning Section Chief-** The responsibility for using the County level strategic objectives as a guide, the Planning Chief develops incident response objectives for the Department.
 - The Plans Chief ensures the Operations Section is provided with the objectives for the next period of operations and ensures the objectives are modified based on the realities encountered by Department personnel in the field.
 - The Plans Chief also manages and maintains current incident information and maintains all documentation related to the incident.
 - **Logistics Section Chief-** The responsibility for providing material, personnel, and equipment support to the direct actions related to the incident is delegated to the Logistics Section Chief, who ensures the Operations Section is outfitted and is not lacking in the materials needed to carry out incident objectives.
 - **Finance and Administration Section Chief-** The responsibility to ensure the Department meets all the fiduciary requirements of the County, State, and Federal EM structure is delegated to the Finance and Administration Section Chief.

**Department of Public Health
All-Hazards Emergency Management Plan**

- **Department Management Staff General Instructions-** Each section shall utilize the Emergency Operations Plan (Annex 1) or specific hazard annex, and accompanying instructions/charts will be used to develop the specific organizational structure for incidents.
 - Each section is responsible for assigning staff as needed.
 - Each section is authorized to develop or modify protocols and processes for the management of the event as needed.
 - Specific charts and diagrams detailing the PH managerial structure at the DOC can be found in Annex 1, Emergency Operations Plan.
 - Incident Command General Instructions- Each section shall utilize the Emergency Operations Plan (See specific Field Operation Guide for the specific incident plan) its accompanying instructions and charts to develop specific organizational structure for incidents.
 - Each section is responsible for assigning staff as needed.
 - Each section is authorized to develop or modify protocols and processes for the management of the event as needed.
 - The following chart summarizes the key positions at the Department Level:



5.13. THE OPERATIONAL LEVEL

5.13.1. GENERAL OVERVIEW

- The Operational Level constitutes the Department's direct response role. It is comprised of modular and scalable elements of the LAC DPH structure.
- These elements are deployable based on the need presented by the specific scenario or event.
- They will be organized using ICS when providing emergency response functions.
- It is the duty of the Incident Manager to determine the correct mix of response elements needed for response.
- The elements are as follows:
 - Programs
 - The LAC DPH programs may deploy personnel, render assistance, or provide technical assistance as necessary.
 - Service Planning Area (SPA)
 - The SPA's are involved and manage field staff, direct care clinics, and outreach programs throughout their geographical areas.
 - The SPA level may function as the Departments' Area Command during emergencies.
 - During emergencies, the Area Command will establish an ICS structure that will manage the field operations of the Area.
 - Unit Level
 - LAC DPH individual units may serve as direct responders or technical advisors.
 - Specialized Teams
 - Specialized teams may be deployed when requested or on a pre-arranged condition.
 - Single Resources
 - LAC DPH may dispatch personnel to assist or investigate events as needed.

5.13.2. PROGRAMS

- LAC DPH programs may deploy personnel, render assistance, or provide technical assistance as necessary.
- LAC DPH programs function as a response element within the ICS structure.
- A Program Manager may be designated as the Operations Chief and structures their organization as needed to respond to the event.
- The program will utilize the following guidelines for response:
 - **PROGRAM CHIEF:**
 - Will be the individual best equipped to ensure the tasks and objectives for the event can be executed.
 - Receives objectives, direction and maintains coordination from the Incident Manager.
 - Establishes plans, processes, and instructions for field operations.
 - Establishes and maintains a command and control element for their direct field command.

**Department of Public Health
All-Hazards Emergency Management Plan**

- Ensures an emergency communication network exists and is functioning between the program and the DOC.
- The Program Chief may delegate roles as needed. These personnel will:
 - Supervise and manage LAC DPH field forces;
 - Request program support;
 - If necessary, direct the establishment of a field level ICP;
 - Assist in procuring LAC DPH specific public information messages for their field operation; and
 - Manage the ICS sections as required by the established scope of the incident.

5.13.3. SPA LEVEL ICS STRUCTURE

5.13.3.1. SPAs are tasked to:

- Manage and coordinate the overall emergency response and recovery efforts within their jurisdiction and may serve as the Area Command structure for the Department.
- Provide overall leadership of the area through an Area Health Officer (AHO), Area Medical Director, Nurse Manager, or personnel designated as such.
- Designate personnel to serve as the Department's Agency Representative at incident sites.
- Develop an area specific Emergency Operations Plan.
- Develop an area specific incident management structure.
- Develop and maintain an area command operations center that will establish and maintain a communication link with the DOC.
- Establish and maintain a resource management structure for deployment and employment of resources within its area.
- Develop IAPs based upon the macro level objectives provided by the DOC or County level EOC.
- Use the ICS model, under the leadership of the AHO or designee who, if necessary, assumes the role of the Area Commander.

5.13.3.2. **AREA COMMAND**

5.13.3.2.1. When an area command is activated it will consist of:

5.13.3.2.2. **AREA COMMANDER**

- The AHO or designee will function as the LAC DPH Area Commander.
- As a norm, each Area is comprised of two SPAs. AHOs have the authority to establish a separate single area command for the individual SPAs under their purview. As such, they:
 - Receive objectives, direction, and maintain coordination from the Operations Section at the Departmental Level.
 - Ensure Departmental objectives are carried out and will develop and provide objectives to PH Field Operations under their purview.
 - Establish plans, processes, and instructions for Area emergency response operations.
 - Establish and maintain a command and control element for their area.

Department of Public Health
All-Hazards Emergency Management Plan

- Ensure that an emergency communication network exists and is functioning between the Area Command level Incident Command Post (ICP) and the DOC.
- The AHO's may delegate their roles as needed. Delegated personnel will:
 - Manage LAC DPH forces;
 - Request program support;
 - Direct the establishment of outreach programs;
 - Assist in the development of LAC DPH specific public messages;
 - Manage the ICS sections as required by the established scope of the incident;
 - Communicate and direct staff to carry out department level objectives; and
 - Provide a cadre of LAC DPH personnel who can serve as Agency Representatives.

5.13.3.2.3. AREA COMMAND STAFF

- These positions mirror the Departmental command staff.
- For the purposes of the SPA, these positions are scalable and will be staffed as needed and assist the Area Commander.

5.13.3.2.4. AREA COMMAND MANAGEMENT STAFF

- The personnel assigned to the Area Command Management Staff manage the direct operational forces available to the Department. Working as a unified team, focused on common objectives and goals, the Area Command Management Staff is divided into four sections each with specific roles. These sections are staffed according to the need of the incident. They are:
 - Operations Section Chief- The overall responsibility for the direct actions related to the incident is delegated to the Operations Section Chief who ensures personnel are tasked with objectives that will have a positive impact on containing an incident or event. It is the norm within LAC DPH to assign the most incident specific experienced personnel to assume the role of the Operations Chief.
 - Planning Section Chief- The responsibility for using the Department level objectives as a guide is assigned to the Planning Chief who develops incident response objectives for the Area Command.
 - The Plans Chief ensures the Operations Section is provided with the objectives for the next period of operations and ensures the objectives are modified based on the realities encountered by Area Command personnel in the field.
 - The Plans Chief also manages and maintains current incident information and maintains all documentation related to the incident.

Department of Public Health
All-Hazards Emergency Management Plan

- Logistics Section Chief- The responsibility for providing material, personnel, and equipment support to the direct actions related to the incident is delegated to the Logistics Section Chief, who ensures the Operations Section is outfitted and is not lacking in the materials needed to carry out incident objectives.
- Finance and Administration Section Chief- The responsibility to ensure the Area Command meets all the fiduciary requirements of the County, State, and Federal EM structure is assigned to the Finance and Administration Section Chief.
- Area Command Staff General Instructions- Each section shall utilize the Area Emergency Operations Plan and accompanying instructions/charts to develop specific organizational structure for incidents.
 - Each section is responsible for assigning staff as needed.
 - Each section is authorized to develop or modify protocols and processes for the management of the event as needed.

**Department of Public Health
All-Hazards Emergency Management Plan**

5.13.4. LAC DPH UNIT LEVEL

- 5.13.4.1. LAC DPH units may deploy personnel, render assistance, or provide technical assistance as necessary.
- 5.13.4.2. LAC DPH units function as response elements within the ICS structure. The Unit Supervisor will be designated as the Operations Chief and structures their organization as needed to respond to the event.
- 5.13.4.3. The program will utilize the following guidelines for response:
 - Unit Supervisor:
 - Will be the individual best equipped to ensure that the tasks and objectives for the event can be executed.
 - Receives objectives, direction and maintains coordination from the Incident Manager.
 - Establishes plans, processes, and instructions for field operations.
 - Establishes and maintains a command and control element for his/her direct field command.
 - Ensures that an emergency communication network exists and is functioning between the program and the DOC.
 - May delegate roles as needed. These personnel will:
 - Supervise and manage PH field forces;
 - Request program support;
 - If necessary, direct the establishment of a field level ICP;
 - Assist in procuring PH specific public information messages for their field operation;
 - Manage the ICS sections as required by the established scope of the incident.

5.13.5. SPECIALIZED TEAMS

- 5.13.5.1. The Specialized Team level is comprised of personnel, as assigned by the AHO or the LAC DPH level with specific field operation responsibilities.
- 5.13.5.2. The field operations are specific in nature and singular in purpose.
- 5.13.5.3. Field teams will:
 - Ensure that Departmental objectives are carried out and will report progress as needed.
 - Be organized using the ICS model, under the leadership of the Team Leader or Incident Commander as the situation requires. It is important to remember the span of control and delegation of duties at an incident may require personnel to perform various duties on an as needed basis.

5.13.6. SINGLE RESOURCES

- 5.13.6.1. The Single Resources level is comprised of personnel, as assigned by the any of the above listed levels with specific field operation responsibilities.
- 5.13.6.2. The field operations are specific in nature and singular in purpose. Single Resources will:
 - Be tasked with specific objectives and ensure that they are carried out and will report progress as needed.

**Department of Public Health
All-Hazards Emergency Management Plan**

5.14. THE DEPARTMENT OPERATIONS CENTER (DOC)

- 5.14.1. As identified in the Operational Area Response plan and other County Emergency Management guidelines, each Department must develop and maintain a DOC.
- 5.14.2. LAC DPH, which has a specific role in the County Emergency Response Plan, will maintain a permanent DOC to fulfill this mandate.
- 5.14.3. The DOC will be organized using SEMS functions and will comply with all Los Angeles County OEM requirements for a DOC.
- 5.14.4. The LAC DPH DOC is an integral part of the response plan and is responsible for the following:
- 5.14.5. Central Location for LAC DPH Response Actions- the DOC will serve as the central location wherein the Department, as an organization, shall gather to manage emergency actions or events that may significantly impact the operations of the Department or the overall health of the County.
- 5.14.6. Decision Making Authority- During emergencies; the DOC will be staffed by the requisite LAC DPH staff. Decisions regarding the overall public health will be made by qualified staff organized using the ICS structure, under SEMS/NIMS guidelines, and will be empowered by the Department Head to make response operations decisions.
- 5.14.7. Coordination- the DOC has the authority to coordinate emergency response operations across the spectrum of the roles of LAC DPH. When necessary the DOC will also coordinate the efforts of the Department as required by the direction of the Operational Area EOC. This coordination effort must ensure PH responds to events and incidents in an organized method.
- 5.14.8. Communications- The DOC is charged with establishing, equipping, maintaining and updating as necessary communications links with the following agencies:
 - The County of Los Angeles Department of Health Services, Medical Alert Center;
 - The County of Los Angeles OEM/ EOC;
 - The State of California Office of Emergency Services Operations Center; and
 - The State of California Department of Health Services Emergency Preparedness Office.
- 5.14.9. The DOC must also establish, equip, maintain and update as necessary the following internal communications links:
 - Staff notification,
 - Staff recall, and
 - SPA Emergency Operations Centers
- 5.14.10. The DOC must also establish, equip, maintain and update as necessary the following partner agency communications links:
 - United States Department of Health and Human Services, Centers for Disease Control and Prevention Emergency Operations Center;
 - County of Orange Health Care Agency Emergency Operations Center;
 - County of San Bernardino;
 - County of Riverside;
 - County of Ventura;
 - County of San Diego;
 - City of Los Angeles;
 - City of Long Beach; and
 - City of Pasadena

**Department of Public Health
All-Hazards Emergency Management Plan**

- 5.14.11. The DOC will be staffed to carry out its functions as required to implement and execute the tasks it is responsible for as indicated in this and other Departmental emergency plans.
- 5.14.12. The DOC will utilize and manage the Department's system for the deployment of resources, including the field deployment of PH personnel.
- 5.14.13. The DOC will track all Departmental responses and maintain files and records of all event response actions and resources allocated during said responses.
- 5.14.14. The DOC will be responsible for monitoring external events and will make an Executive Team member of events that may have an impact on the Department.

5.15. DOC ACTIVATION AUTHORITY

- 5.15.1. The authority to fully activate and staff the DOC is limited to only:
 - 5.15.1.1. The HO;
 - 5.15.1.2. The Deputy Director;
 - 5.15.1.3. The EDO.

5.16. DOC ACTIVATION INSTRUCTIONS

- 5.16.1. The activation process is detailed in Annex 1, Emergency Operations Plan; Appendix 1: DOC Activation Plan Manual

5.17. DEPARTMENT EMERGENCY DESK (DED)

- 5.17.1. During day-to-day operations, the Department Emergency Desk will assist PH personnel by serving as an information conduit, coordination center, and central location for staff notification.
- 5.17.2. Its responsibilities are detailed in Annex 1, Emergency Operations Plan.

5.18. LAC DPH EMERGENCY PREPAREDNESS AND RESPONSE PROGRAM

- 5.18.1. The LAC DPH Emergency Preparedness and Response program is the responsible program for developing and implementing emergency response actions.
- 5.18.2. The LAC DPH Operational Readiness unit is a direct reporting unit to the Director of the Emergency Preparedness and Response Program.
- 5.18.3. It is the unit charged with assuring the readiness of the Department in preparation for an emergency or disaster.
- 5.18.4. It is charged with the general oversight and management of the daily operation of the Departments EM Structure.
- 5.18.5. It will work with other programs and units as needed to provide technical expertise and guidance in the development of operational response plans.
- 5.18.6. In an oversight role:
 - It will review, collaborate and approve EM work projects.
 - It will serve as the Departments liaison with ranking disaster/emergency preparedness representatives from other agencies to collaborate in emergency/disaster services, preparedness and response. (This does NOT include the most senior executives of other agencies at the Emergency Management Council.)
 - It is responsible for the main components of the operational phases and preparedness of the emergency and disaster related functions of the department.
 - It coordinates, develops and maintains plans pertaining to the operational readiness and response aspect of the department. These include:
 - Notification and alerting plans;
 - Response aspects of the all hazards plan;

Department of Public Health
All-Hazards Emergency Management Plan

- Departmental response forces operational plans; and
 - Emergency communications plans.
- 5.18.7. In a preparedness role it is responsible for:
- The logistical preparedness of the emergency and disaster related functions of the department.
 - Maintaining DOC readiness by ensuring that all equipment is operational at all times, including:
 - Maintaining the disaster communications cache;
 - Ensuring that the Mobile Incident Command Post (MICP) is maintained;
 - Writing specifications for emergency/disaster preparedness and response related equipment;
 - Working with other programs and units to provide technical expertise and guidance for developing specifications and purchasing of disaster/emergency response equipment to ensure meeting interoperable and interagency needs;
 - Investigating the best-suited and most appropriate funding sources for purchasing disaster/emergency related equipment;
 - Maintaining inventory lists of emergency/disaster equipment; and
 - Maintaining lists or copies of lists detailing all emergency communications equipment issued to personnel.
 - Maintaining an exercise program which will:
 - Become the coordinating agency for ALL Public Health exercises.
 - Assist with the internal development of exercises for the Emergency Preparedness and Response Program.
 - Meet with other programs, units and SPA as needed to assist in the development of their exercises.
 - Provide technical expertise and guidance in the development and evaluation of exercises.
 - Coordinate exercises by arranging for Operational Readiness Unit to support exercise with appropriate equipment, MICP or DOC support.
 - Become the repository of completed After Action Reports for both exercises and actual events.
 - Coordinate “Lessons Learned” developed from the After-Action Reports and move to correct deficiencies.
 - Managing the Building Emergency Coordinators (BEC) program to ensure compliance with the County’s Building Emergency Plan.
 - Ensuring that H buildings have emergency/disaster preparedness supplies.
 - Train emergency response teams within the BEC program.

5.19. THE BUILDING EMERGENCY PROGRAM (BEP)

5.19.1. GENERAL OVERVIEW

- 5.19.1.1. Each County Department must establish and maintain a BEP. This program details the actions needed to ensure the survivability of the Departments infrastructure and personnel in the event of an emergency at LAC DPH facilities.
- 5.19.1.2. This program will be administered by the DEC.
- 5.19.1.3. The program calls for the appointment of a Department Building Emergency Coordinator, Facility Building Emergency Coordinator, a disaster response plan, and the development of a building survivability package.
- 5.19.1.4. The objective of the program is to ensure the facilities maintained by the Department have the ability to quickly reestablish operations after an event and provide a method to ensure the safety of PH staff and the visiting public.
- 5.19.1.5. Specifics may be found in Annex 8, Public Health Building Emergency Program.

5.19.2. THE DEPARTMENT BEC

- 5.19.2.1. The DEC will appoint a Department BEC.
- 5.19.2.2. The Department BEC is responsible for ensuring that PH facilities have plans, are equipped, and are capable of quickly reestablishing the mission of each facility.
- 5.19.2.3. The Department BEC will monitor and serve as the administrator for the BEC program.

5.19.3. FACILITY BEC

- 5.19.3.1. A PH Facility BEC will be appointed at each facility that houses PH personnel.
- 5.19.3.2. The BEC will be appointed from amongst the staff at each facility. The BEC will appoint an alternate to assist and assume the responsibility in the absence of the BEC.
- 5.19.3.3. The BEC is responsible for developing the Facility Emergency Plan in cooperation with the Operational Readiness Unit and will:
 - Establish an evacuation plan for their facility. This plan must detail the method utilized for a post event roll call, provide for establishing evacuation safe areas, and for establishing communications with the DOC.
 - Gather information on the facility and assess the number of exits, number of personnel assigned, work centers assigned to the facility, names of supervisors, and will develop an evacuation plan for the facility.
 - Survey the local area and develop a safe zone plan. The plan will assign floors, work centers, or general facility areas to a safe place near the facility where a roll call will be taken following an evacuation.
 - Compile an overall facility roll call and in a post disaster environment report the results to the DOC.
 - BEC's will also provide the DOC with a cursory evaluation of their buildings damage following an event.

**Department of Public Health
All-Hazards Emergency Management Plan**

5.19.4. BUILDING EMERGENCY PLANS AND PH BUILDING EMERGENCY STRUCTURE

- 5.19.4.1. Each BEC is responsible for the development and maintenance of a Building Emergency Plan for their facility.
- 5.19.4.2. BEC's at leased facilities may conduct their program utilizing the guidelines provided by the building owner if they exceed LAC DPH program requirements.
- 5.19.4.3. These plans must include the following elements:
- **Mitigation-** Each building plan must include a report on the following items:
 - Earthquake Safety Compliance- Evaluated by the Facilities Maintenance program.
 - Fire Safety Compliance- Evaluated by the local Fire Marshall
 - Security Compliance- Evaluated by the LA County Police
 - **Preparedness-** Each building must prepare its staff to survive an event and then begin operations as soon as safely possible. Therefore, the plan must address the need to prepare the facility to function on a stand-alone basis for 24-48 hours.
 - Each BEC will work with the Department's Operational Readiness unit and develop a building survivability plan. Copies of the plan will be maintained at the DOC.
 - As such, the following elements must be procured or prepared by the BEC:
 - Essential survival package (water, food, and other necessary items).
 - Building disaster staffing matrix which details staff disaster assignments.
 - Radios and essential communication gear.
 - Checklists and roll call sheets.
 - Identifying or unique clothing (hardhats, vests, etc.).
 - **Response-** Each PH facility is considered an essential part of the countywide response effort.
 - Each BEC will consider how its location may be utilized by any responding agency that may utilize its space during a disaster affecting the County.
 - BEC's will function as a part of the SPA ICS response structure.
 - BEC's may be included in the Logistics section of the PH ICS structure as determined by the Facilities Branch Chief.
 - **Recovery-** BEC's will develop plans to ensure their facilities are fully operational as soon as feasible following a disaster.
 - BEC's should prepare a recovery plan for their facilities after each event. This plan should include repair priorities, estimated costs, and an estimate of completion time.

**Department of Public Health
All-Hazards Emergency Management Plan**

5.19.5. THE BUILDING EMERGENCY RESPONSE TEAM

- 5.19.5.1. Each BEC must develop a structured building emergency response process, and all members of LAC DPH are considered a member of their own Building Emergency Response Team. Each person has a responsibility to help assure the safety and security of each of their work area colleagues.
- 5.19.5.2. When needed, the BEC may delegate or appoint an employee on the spot to assist with the safety effort at a facility.
- 5.19.5.3. By establishing a structured building emergency response team, each facility can quickly manage evacuations, fire response, and other emergent events. This portion of the plan details the structure of the LAC DPH Building Emergency Plan.
- 5.19.5.4. Each BEC is named as the lead of the Building Emergency Response Team.
- 5.19.5.5. Each BEC will name an Area Warden who will be responsible for assisting the BEC in the emergency response effort.
- 5.19.5.6. The Area Wardens will be assigned to an area in each PH facility and will conduct an assessment on:
 - Number of personnel assigned,
 - Locations of exits, and
 - Best exit routes from facility.
 - Develop roll call sheets for their areas and will conduct the roll calls at a safe area once the facility has been evacuated.
 - Area Wardens will develop plans for evacuating their areas of responsibility.
 - Area Wardens will also designate personnel who will be responsible for assisting special need employees in evacuating the building.

6. PUBLIC INFORMATION AND RISK COMMUNICATION

6.1. OVERVIEW

- 6.1.1. An integral part of emergency preparedness is the ability of Los Angeles County Department of Public Health (LAC DPH) to proactively communicate vital information with the citizens of the County prior to an event. The lack of concise, user-friendly, and essential information can lead to misinformation and panic.
- 6.1.2. External and internal communication efforts prior, during, and after an event are key components to the PH emergency preparedness and response effort. The communication actions listed below are primarily in response to an event, they can also be applied to the preparedness effort.

6.2. ROLES

6.2.1. Public Information Officer (PIO)

- The primary Public Health PIO for incidents and events will be appointed by the Health Officer.
- The primary may appoint deputy PIO's as necessary to assist in the communication effort.

6.2.2. Deputy PIO's

- Deputy PIO's represent the Department at incident sites, LAC DPH facilities, or when designated by the PIO, at specific events.
- Deputy PIO's are designated by and report directly to the PIO LAC DPH.
- Deputy PIOs will receive training and be provided with equipment necessary to support deployments or field operations.
- Deputy PIO's will maintain communication links with the LAC DPH PIO during incidents.

6.3. RISK COMMUNICATION RESPONSIBILITIES

6.3.1. ALL LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH PERSONNEL

- At no time may any LAC DPH personnel speak, issue quotes, or provide insight to the conduct of emergency operations unless specifically authorized by an officially designated PIO of the Department.
- The following personnel are pre-authorized to speak to the media during emergency events:
 - Health Officer
 - Chief Deputy Director
 - Director of External Relations
 - Department Emergency Coordinator

6.3.2. PIO's are responsible for:

- Promulgating the "official" Public Health message during events and incidents.
- Ensuring requests from media are followed up on.
- Authorizing other LAC DPH personnel to speak to media.
- Coordinating the Public Health PIO effort with partner agencies.
- Staffing any Joint Information Centers (JIC) requiring a LAC DPH presence.

6.4. PROCESSES

- 6.4.1. **Notification** - PH has a risk communications notification system through two mechanisms: 1) the Critical Incident Reports and 2) the Acute Communicable

Department of Public Health
All-Hazards Emergency Management Plan

Disease Control (ACDC) Outbreak Summary Logs. Through our notification guidelines, protocols outside the department have been developed concerning communicable disease outbreaks to ensure that the appropriate parties are made aware of these events. Delineation of six levels of internal and external notification are:

- Level 1: PH Medical Director;
- Level 2: Director of PH and PH Chief of Operations;
- Level 3: Director of Department of Health Services (DHS) and Health Services Chief of Operations;
- Level 4: Board of Supervisors;
- Level 5: Media; and
- Level 6: Public.

6.4.2. **Approvals** - Any written information to be distributed or released to the media or the public will be approved by the Director of External Relations or other designee on behalf of the Director of Public Health (this includes Web page postings). Whenever possible, pre-approved materials including but limited to, news releases, health alerts, news advisories, and fact sheets will be used. Detailed content approval will not be required for secured web communications through the Health Alert System Training and Education (HASTEN) to the medical community.

6.4.3. **Information Verification** - All information compiled for distribution must have source information verified by the Operations Section Chief. Prior to releasing information regarding the possible or confirmed agent in a bioterrorism event, confirmed laboratory results must be reviewed by the appropriate PH staff. Information regarding number of cases, geographical areas impacted, etc., must also be confirmed.

6.4.4. **Categories of public messages** - the Public Health Communications Office disseminates six categories of public health messages to the public. The different communiqués relate different types of information to the public, with different implications and potential outcomes. If a public health emergency is imminent or in-process, ensure that all aspects of communication are covered. Use them in order of priority as listed below:

- **News Advisory:** Announces an event, such as an award ceremony, press conference, video or photo opportunity, walk/run, etc. (A news release is distributed to the media via e-mail or fax or at the event.)
- **News Release:** Announces new data, programs, issues, rankings, reports, awards, changes in leadership, position clarifications, etc. A news release should not be used to relate time-sensitive information or information that requires or requests an action by the public or health professionals. A news release should not be used to alert the public or health professionals of the presence of a disease, suspected disease outbreak, product recall, or other health threat.
- **Health Watch:** Asks the public to watch out for something (such as dead birds or hypothermia/heat stroke symptoms during high temperatures), or when there might be the potential for something to happen during a specific time frame. Health Watches are time-limited, and a time frame for the duration of the watch should be indicated in the document. In the event that the end date of the watch is unknown, the watch should state “until further notice,” and a statement ending the Health Watch should be issued at a later date.

Department of Public Health
All-Hazards Emergency Management Plan

- **Health Advisory:** Indicates the presence of a health trend or disease and useful information to protect the public from aforementioned trend or disease. This could be an air quality advisory, a warning against eating fish from certain streams and eating certain foods, recalls, food service closures, etc.
- **Health Alert:** Alerts the public to issues that may involve risk to a certain portion of the population. The message may include specific risks and how to prevent or report the occurrence of an incident, such as a boil or a chemical spill, or a bacterial infection outbreak in a hospital, nursing home, or among a specific demographic (e.g. eating similar food product).
- **Health Warning:** Provides substantial information to the general public on avoiding certain activities of travel to certain areas due to suspected bioterrorism, severe outbreaks, *etc.* Health warnings indicate a serious situation, are used sparingly and are reserved for conditions/situations in which severe threats to the public's health are imminent or in progress.

6.5. FIELD OPERATIONS

- During field operations, PIO's assigned to the incident will ensure the risk communication effort reflects the Departments message.
- PIO's assigned to the incident are responsible for ensuring staff members are aware of their responsibility as listed in section 6.3.1 of this plan.
- PIO's assigned to an incident scene will be assigned by the on scene incident commander. Direction will provided by the designated PIO at the scene.
- PIO's at incident scenes must maintain communication with the LAC DPH PIO.
- Deputy PIO's will coordinate with field JIC's when designated.

6.6. ASSIGNMENT SHEETS

6.6.1. In a public health emergency, use designated assignment sheets to make sure all aspects of communication are covered. They may be found in ANNEX 5 of this Plan. Use them in order of priority as listed below:

- Leadership (follow instructions in grid)
- Government Communication (use for State and local government agencies)
- Content and Clearance (*e.g.* news releases and health alerts; also use for public risk communication pieces) ,as well as other public information materials
- Spokesperson(s) materials
- Clinician Communication
- Media
- Partners/Stakeholders
- Community Health Education
- Hotline
- Web site
- Communication Monitoring and Research

6.7. INFORMATION DISTRIBUTION

6.7.1. **External Communications** - Once the messages/content have been approved and sent to all the appropriate notifications, activity shifts from internal to external communications focusing on the public, media, and stakeholders.

6.7.2. **Information Dissemination** - The PIO or other designated office/person will be responsible for disseminating the approved news release(s), alerts or other materials. Dissemination will occur primarily via fax but may also be e-mailed to specific media outlets.

**Department of Public Health
All-Hazards Emergency Management Plan**

6.7.3. Distribute health information and other materials to partners and stakeholders.

- Information will disseminated as follows:
 - First responders,
 - Community-based organizations,
 - Hospitals,
 - Clinics

6.7.4. Distribution Methods

- ReddiNet. Utilize Emergency Management Service (EMS) to distribute written information to hospitals.
- Lists. Use partner lists and databases and work to disseminate information to other public, private, and non-profit agencies.
- Other Agencies. Use Los Angeles County Office of Education and Los Angeles Unified School District for broad dissemination of information to primary and secondary schools. Include community colleges and local university PIOs as appropriate in blast faxes or e-mails of information. Disseminate information to other county agencies, such as Department of Public Social Services, Mental Health, Children and Family Services, Department of Community and Senior Services, and Parks and Recreation.

6.7.5. Press Conferences

- The designated PIO will consult with the Health Officer and other agency PIOs to determine whether a press conference is needed.
- The PIO will coordinate the time, location, participants, messages, and visuals if a press conference is necessary.

6.7.6. Media spokespersons

- The PIO or a deputy will identify and confirm the availability of spokespersons for an event.
- Additional foreign language PIO's will designated. At a minimum the following languages will be designated a spokesperson:
 - Spanish
 - Chinese (Mandarin)
 - Most suitable language for the affected region or population.
- The final list of spokespersons must be approved by the Director of External Relations and the Health Officer.

6.8. EMERGENCY COMMUNICATIONS

- Emergency Communications preparedness is delegated to the Operational Readiness Unit. Specific plans are included in Annex 2, Emergency Communications Plan. It is responsible for developing a plan that will include:
 - A listing of all established communication links.
 - A matrix of communications tools.
 - Methods for communicating in austere or diminished capacity environments.
 - A listing of all partners the Department is expected to communicate with during a PH emergency.
 - A listing of the methods used to notify and alert all PH personnel.
 - The emergency communications plan will become an appendix to the Emergency Operations Plan upon completion.

7. ROLES OF THE PUBLIC HEALTH PROGRAMS

7.1. CONCEPT OF OPERATIONS

7.1.1. The following key concepts were considered in the development of this section:

7.1.1.1. The Department must identify emergencies or disasters in which it takes a lead role.

7.1.1.2. The Department must establish general emergency response roles for all Department personnel.

7.1.1.3. The Department's subordinate programs must highlight their responsibilities as mandated by code or law.

7.1.1.4. The Department must establish a general listing of resources that may be needed during events where it is the lead agency.

7.2. GENERAL OVERVIEW

7.2.1. This section details the overall organization, reporting relationships, available response forces, and leadership roles of the emergency response structure of the Los Angeles County Department of Public Health (LAC DPH).

7.2.2. LAC DPH will maintain the resources necessary to meet its emergency management responsibilities, including:

- Training of personnel;
- Use of the Incident Command System (ICS) system;
- Acquisition of emergency response equipment;
- Review of existing response plans;
- Development of new plans;
- Integration into the Emergency Management structure;
- Participation in the notification protocols; and
- Participation in scheduled and relevant exercises.

**Department of Public Health
All-Hazards Emergency Management Plan**

7.3. KEY LAC DPH HAZARDS

- 7.3.1. In the events and emergencies listed below, PH will take a lead role in the response effort.
- 7.3.2. Initially the incident will be handled at the Department level until such time it is determined, by the Incident Manager, to request assistance from other County agency or Operational Area resources.
- 7.3.3. A Lead PH Division will assume the role of the Operations Section at the Department Level.
- 7.3.4. The emergency management of the organization will be aligned with the structures detailed in Chapter IV “Response” of this plan.

EVENT	RESPONSE TYPE	LEAD LAC DPH DIVISIONS	PROGRAMS/UNITS PERFORMING RESPONSE	PROGRAMS/UNITS SUPPORTING RESPONSE
Disease Outbreak	Surveillance and investigation	Communicable Disease Control Prevention	Acute Communicable Disease Control PH Laboratory Veterinary PH Area Health Offices Environmental Health <ul style="list-style-type: none"> • Food Inspection • Housing Inspection • Environmental Protection Threat Assessment	Organization Training and Development Public Information/Risk Communication PH Information Systems Administration Emergency Preparedness and Response
	Investigation, containment, and prophylaxis	Community Health Services	Area Health Offices PH Investigation PH Pharmacy Nursing Administration Mass Prophylaxis Unit Strategic National Stockpile	
	Assuring safe food, water, indoor air, and housing	Environmental Health	Environmental Health <ul style="list-style-type: none"> • Consumer Protection • District Environmental Services • Environmental Protection 	

**Department of Public Health
All-Hazards Emergency Management Plan**

EVENT	RESPONSE TYPE	LEAD LAC DPH DIVISIONS	PROGRAMS/UNITS PERFORMING RESPONSE	PROGRAMS/UNITS SUPPORTING RESPONSE
Radiological Event	Detection and Control	Environmental Health	Environmental Health <ul style="list-style-type: none"> • Radiation Management • Environmental Protection • Food Inspection • Housing Inspection Area Health Offices PH Investigation PH Pharmacy Strategic National Stockpile Threat Assessment Toxics Epidemiology	Organization Training and Development Public Information/Risk Communication Administration Emergency Preparedness and Response

**Department of Public Health
All-Hazards Emergency Management Plan**

7.4. NATURAL HAZARD EVENTS

7.4.1. In the events and emergencies listed below, LAC DPH will principally take a support role in the response effort.

7.4.2. The incident will likely be managed by the lead Departments identified by the Operational Area.

7.4.3. LAC DPH Department, through its representatives at the Emergency Operations Center and through the Incident Manager at the Department Operations Center, will advocate the LAC DPH role at the appropriate time in the response effort.

7.4.4. The emergency management of the organization will be aligned with the structures detailed in Chapter IV “Response” of this plan.

EVENT	RESPONSE TYPE	LEAD LAC DPH DIVISIONS	PROGRAMS/UNITS PERFORMING RESPONSE	PROGRAMS/UNITS SUPPORTING RESPONSE
Earthquake Wildfire Flooding	Surveillance and investigation	Communicable Disease Control Prevention	Acute Communicable Disease Control LAC DPH Laboratory Veterinary Public Health Area Health Offices Environmental Health <ul style="list-style-type: none"> • Food Inspection • Housing Inspection • Consumer Protection • Environmental Protection • Threat Assessment 	Organizational Development and Training Public Information/Risk Communication Administration Emergency Preparedness and Response
	Investigation, containment, prophylaxis, and community assessment	Community Health Services	Area Health Offices PH Investigation PH Pharmacy Nursing Administration Mass Prophylaxis Unit Strategic National Stockpile	
	Assuring safe food, water, indoor air, and housing	Environmental Health	Environmental Health <ul style="list-style-type: none"> • Food Inspection • Housing Inspection • Environmental Protection 	

**Department of Public Health
All-Hazards Emergency Management Plan**

EVENT	RESPONSE TYPE	LEAD LAC DPH DIVISIONS	PROGRAMS/UNITS PERFORMING RESPONSE	PROGRAMS/UNITS SUPPORTING RESPONSE
Chemical Hazardous Materials	Surveillance and investigation	Chronic Disease and Injury Prevention	Toxics Epidemiology Environmental Health <ul style="list-style-type: none"> • Food Inspection • Housing Inspection • Environmental Protection 	Organizational Development and Training Public Information/Risk Communication
	Community assessment	Community Health Services	Area Health Offices PH Investigation Nursing Administration	Administration Emergency Preparedness and Response
	Assuring safe food, water, and housing	Environmental Health	Environmental Health <ul style="list-style-type: none"> • Food Inspection • Housing Inspection • Environmental Protection 	

7.5. LAC DPH PROGRAMS AND RESPONSIBILITIES

- 7.5.1.LAC DPH has identified key emergency response programs based on the likelihood of their involvement in an emergency.
- 7.5.2.These programs will provide the most needed services during a LAC DPH emergency.
- 7.5.3.Programs that are not listed here will be placed in a standby mode and will be utilized, as needed, to support the event.

7.6. ALL LAC DPH PROGRAMS

- 7.6.1.All LAC DPH Programs during emergencies or disasters have the responsibility to:
 - Protect health, property, and the environment.
 - Prevent and minimize morbidity, mortality, disability, and economic loss resulting from an incident.
 - Mitigating hazards that pose a threat to health, property, and the environment.
 - Verify, during duty hours and to the best extent possible during non-duty hours, employee availability.
 - Ensure the safety of facilities for clients and employees.
 - Self-report to the LAC DPH emergency structure, when it is clear that an incident requiring a PH response will be needed.

7.7. PROGRAMS WITH SPECIFIED EMERGENCY RESPONSIBILITIES

- 7.7.1.Many LAC DPH programs and units perform mandated functions to protect the health of the citizens of the County.
- 7.7.2.Many of these functions become critical during emergent events.
- 7.7.3.The following LAC DPH programs/ units and their respective tasks will likely need to be accomplished as part of a natural hazard event response:

7.7.4.COMMUNICABLE DISEASE CONTROL AND PREVENTION

- 7.7.4.1. During an emergency organized using ICS the programs and units under the Communicable Disease Control and Prevention Division will be prepared to employ the following:

- 7.7.4.1.1. The Acute Communicable Disease Control Program will:
 - conduct surveillance for over 60 diseases and disease syndromes;
 - maintain disease surveillance liaisons with Long Beach and Pasadena health agencies;
 - investigate disease outbreaks and recommend control measures;
 - set policy and make procedure recommendations for Department activities related to infectious and communicable diseases;
 - interpret and enforce State and federal laws and regulations
 - interface with other local (cities, universities), state, national agencies;
 - serve as a consultant to the medical community on issues of communicable and infectious diseases;
 - provide professional education to doctors, nurses, and other medical professionals;
 - educate and address concerns and inquiries of the news media on communicable disease.

7.7.4.1.2. The Public Health Laboratory will:

- Support all disease control and environmental health laboratory activities within LAC DPH.
- Support epidemiologic investigations and programs to prevent and control infectious disease and pollution of air, water, and food.
- Provide laboratory services for county public health and personal health centers, county hospitals, county environmental management and veterinary units, and private providers.
- Provide information and consultation to private laboratories and the medical community.
- Provide laboratory services not generally available locally.

7.7.4.1.3. The Veterinary Public Health unit will:

- Monitor animal disease to include zoonoses.
- Provide guidance during disasters regarding pets, sheltering of pets, and evacuation of pets.

7.7.5. COMMUNITY HEALTH SERVICES/ HEALTH DIRECTOR

7.7.5.1. During an emergency organized using ICS, the programs and units under the Community Health Services Division will be prepared to employ the following:

7.7.5.1.1. Establish an ICS system incorporating SPA's as area command elements.

7.7.5.1.2. Establish necessary field operations.

7.7.5.1.3. The Area Health Offices will:

- Perform communicable disease and outbreak investigations.
- Provide public health nursing services to including disease management, health education and resource coordination to individuals and families.
- Provide clinical services for tuberculosis and sexually transmitted diseases.
- Provide medical consultation to private sector physicians.
- Provide investigation and enforcement in the areas of communicable disease control, TB, STDs; and conduct outreach programs.

7.7.5.1.4. Public Health Investigation will:

- Assist the Health Officer to enforce public health laws and ordinances.
- Conduct investigations to locate communicable disease cases and, when medically indicated, their contacts, and make appropriate referrals for medical care.
- Apply legal interventions to assure compliance up to and including arrest and incarceration when essential to protect the public health.
- Provide counseling regarding the nature and control of disease.
- Serve orders of the Health Officer on patients in their homes, hospitals, designated isolation or quarantine facilities or detention facilities, isolating cases and quarantining contacts of communicable disease in private homes or institutions.

**Department of Public Health
All-Hazards Emergency Management Plan**

- Place restrictions on infected individuals employed in sensitive occupations such as food handling.
- Assist in food poisoning investigations.
- Coordinate case management of persons potentially exposed during widespread outbreaks of communicable disease.
- Through the Operational Area Emergency Operations Center , coordinate the transport of patients in connection with the enforcement of legal orders pertaining to the isolation of such patients in a hospital or detention facility, or to facilitate the medical care and treatment of patients infected with a communicable disease.
- Investigate cases of quarantine violations and refusal or failure of persons to comply with health laws, ordinances and regulations.

7.7.5.1.5. The Public Health Pharmacy will:

- Assist the Health Officer in the procurement and distribution of medications.
- Provide consultation to the Health Officer.

7.7.5.1.5.1. Nursing Administration will:

- Manage the assignment, deployment, employment, and recovery of the PH nursing staff.

7.7.5.2. ENVIRONMENTAL HEALTH

7.7.5.2.1. During an emergency and organized using ICS the Environmental Health Bureaus will be prepared to employ the following:

7.7.5.2.1.1. The Bureau of Housing Inspection will organize its various units to:

- Provide enforcement of the California health and Safety Code, Los Angeles County Code, Title 11 and California Administrative Code, Title 25.
- Inspect multiple-family dwellings and health violations such as vermin, maintenance, and lead hazards.
- Inspect temporary shelters.
- Inspect public assembly locations.
- Inspect hotels, motels, boarding homes, day cars, private schools, and detention facilities.
- Survey public use areas and other regions of the county where wild animal populations exist to determine potential human exposure to vector-borne disease.
- Work closely with the Acute Communicative Disease Unit to investigate confirmed and presumptive human cases of locally acquired vector-borne disease to determine the source and conditions of transmissions.
- Organize preventive control activities in areas where potential disease transmission capabilities exist.
- Provide emergency control measures in the event of an epizootic or when there is an outbreak of vector-borne disease.

**Department of Public Health
All-Hazards Emergency Management Plan**

- Coordinate interagency services in the event of a vector-borne disease outbreak.
- Maintain an inventory and conduct regular investigations of confirmed rodent infestation sites and apply effective rodent control measures when necessary.
- Perform specialized rodent surveys.
- Conduct in-depth inspections of licensed livestock and poultry ranches and enforce relevant laws.
- Investigate livestock facilities for rodent and fly control, pesticide use, manure storage and disposal, public health licensing requirements, animal welfare conditions, drainage conditions, toilet facilities, and sewage disposal.

7.7.5.2.1.2. The Bureau of Food Inspection will organize its various units to:

- Liaison with the Federal Food and Drug Administration, United States Department of Agriculture, California State Department of Food and Drug, and the California Department of Agriculture in regards to Food safety.
- Provide enforcement of the California Retail Food Code, Sherman Food, Drug, and Cosmetic Law, and Title 11 Health and Safety Code.
- Inspect retail food facilities for adulteration of foods, storage practices, food temperature requirements, equipment condition, and general sanitation.
- Inspect temporary feeding sites.
- Investigate possible contamination or adulteration of foods that have been exposed to fire, flood, accidents or any preparation or transportation complications.
- Coordinate activities involving recall and control of hazardous foods.
- Conduct field inspections of Mobile Food Facilities to ensure compliance with approved food handling techniques as mandated by California Retail Food Code and Title 11 Health and Safety Code.
- Inspect commissaries and other approved servicing facilities.
- Conduct sweeps of illegal street food vendor.
- Respond to complaints regarding possible contamination or adulteration of foods.
- Conduct joint investigations of alleged food poisoning incidents with Communicable Disease Control Program.
- Enforce the section of the California Retail Food Code on closures when an immediate danger to the public health and safety is present.

7.7.5.2.1.3. The Bureau of Environmental Protection will organize its various units to:

- Conduct field surveys of industrial, commercial and medical facilities to ensure that no hazardous conditions exist between plant equipment.
- Respond to complaints regarding large and small public water systems.
- Perform field inspections and surveys in connection with establishing new sewer districts.
- Inspect septic tank pumping vehicles, chemical toilet pumping vehicles and toilet rental agencies.
- Conduct field inspections and record searches to provide assessments of existing private sewage disposal systems.
- Collect water samples in certain food processing establishments to provide potability assurance to the Department of Agriculture.
- Inspect sewage treatment and water reclamation plants.
- Ensure that all solid waste facilities are operating under a valid permit.
- Ensure that all solid waste facilities are operating in conformance with applicable regulations.
- Ensure compliance with the California Environmental Quality Act for solid waste operations.
- Respond to environmental hygiene complaints from the public, such as noise, odors, asbestos and other chemical hazards.
- Sample indoor air and evaluate to determine if contaminant levels are safe.
- Inspect sources of ionizing radiation and ensure compliance with safety standards established by the California Radiation Control Regulations.
- Inspect X-ray and radioactive material users in Los Angeles County including medical, dental research and industrial to assure compliance with Federal and State standards.
- Assure all users of X-ray equipment and radioactive materials are properly licensed as required.
- Investigate incidents of radiation overexposure respond to emergency incidents.
- Conduct inspections at locations that use radioisotopes to ensure that these radioisotopes are used, stored, and disposed of in accordance with State regulations.
- Revoke the license to use radioactive materials at any establishment upon verifying that the radioisotopes are not being used or handled properly.
- Conduct routine, follow-up, complaint and public health license waiver inspections of garment manufacturing establishments, commercial laundries, laundry vehicles, wiping cloth business, unlicensed commercial buildings and a variety of other establishments within the Apparel Industry.
- Inspection of commercial laundries that handle hospital linen to ensure that established infectious waste control measures are adhered to.
- Inspections of commercial laundries to ensure that hot water temperature and exposure times are maintained to properly disinfect and sanitize hotel,

restaurant, occupational and hospital linens, garments, uniforms, wiping cloths, etc.

7.7.5.3. EMERGENCY PREPAREDNESS AND RESPONSE

7.7.5.3.1. During an emergency organized using ICS it will conduct the following:

- Assure the emergency management elements of the Department's emergency response effort and certain elements of disease outbreak response.
- Its sections provide the following services during emergent events:
 - Supporting LAC DPH Emergency Field Operations.
 - Provide and staff the Mobile Incident Command Post.
 - Provide communications support.
 - As needed, respond with on-scene rapid command and communications vehicle.
 - Open and staff the Department Operations Center to levels necessary for the mission.
 - If minimal impact to the Department of LAC DPH, the Emergency Operations Unit staff may be called upon through the Emergency Management Mutual Aid Program or other mutual aid/assistance by hire request to support other departments or agencies in their response or recovery efforts.

7.7.5.3.1.1. The Strategic National Stockpile (SNS) unit will:

- Perform receipt and distribution functions for use of national stockpile assets consistent with the SNS plan (ANNEX 6)
- Coordinating with Federal, State and local agencies.

7.7.5.3.1.2. The Threat Assessment Unit will:

- Coordinate with Federal, State, and local law enforcement and intelligence agencies.
- Coordinate the Technical Advisory Group (TAG).
- Handle sensitive information, and take action to facilitate the sharing, joint analysis, and investigation of threat intelligence that may pose a risk to the health of the public.
- Provide threat awareness to decision makers.

7.7.5.3.1.3. The Mass Prophylaxis Unit will:

- Provide decision-analysis and logistical support to perform mass prophylaxis operations.
- Coordinate the operation of Mobilization Centers to organize staffing resources for mass prophylaxis operations.
- Perform actions to access volunteer assistance through local Medical Reserve Corps and other volunteer agencies.

7.7.5.3.1.4. The LAC DPH Rapid Response Team Coordinator will:

- Perform actions to provide an on-scene presence and to assist in coordinating LAC DPH functions during a multi-agency terrorism response
- Perform actions to provide surge capacity and assistance to DPH programs and operations in the investigation of public health emergencies and disasters.

7.7.5.4. CHRONIC DISEASE AND INJURY PREVENTION

7.7.5.4.1. During an emergency and organized using ICS it will conduct the following:

7.7.5.4.1.1. Toxics Epidemiology will:

- Provide analysis of the effects of toxic material release.
- Assist in the determination of toxic type and classification.
- Provide treatment recommendations.
- Provide recommendations regarding long term treatment and recovery efforts of a toxics release.

7.7.5.5. ORGANIZATIONAL DEVELOPMENT AND TRAINING

7.7.5.5.1. During an emergency organized using ICS, it will conduct the following:

- Perform just-in-time training for DPH, County, and volunteer personnel in support of DPH response operations. Personnel involved with or supporting this plan will require periodic or recurring training to support the actions called for in this plan.
- Public Health Organizational Training and Development (PH ODT) will be the office that shall secure and coordinate emergency event training needed.
- Public Health Emergency Operations Unit will assist PH ODT when requested.

7.7.5.6. PUBLIC INFORMATION/RISK COMMUNICATION

7.7.5.6.1. During an emergency organized using ICS, it will conduct the following:

- Coordinate the development and dissemination of public health information related to the event.
- Manage DPH media affairs related to the event.

7.7.5.7. LAC DPH INFORMATION SYSTEMS

7.7.5.7.1. During an emergency organized using ICS, it will conduct the following:

- Provide technologic and communications support to LAC DPH response operations

7.7.5.8. ADMINISTRATION

7.7.5.8.1. LAC DPH Finance is responsible for managing all fiscal aspects of LAC DPH incidents.

7.7.5.8.2. LAC DPH Human Resources will serve as the personnel manager for incidents requiring the temporary assignment of public health personnel.

7.7.5.8.3. Materials Management will ensure County emergency event or standard procurement procedures are complied with.

7.7.5.8.4. Facilities Management is responsible for the maintenance, inspection, and upgrades of LAC DPH facilities that may fill a role during an emergent event.

**Department of Public Health
All-Hazards Emergency Management Plan**

7.8. NON-DEPARTMENTAL RESOURCE ASSISTANCE AND SUPPORT

7.8.1. In the event of any of the above listed events, LAC DPH may be requesting support from the County Operational Area.

7.8.2. Below are listed the types of support LAC DPH anticipates will be needed.

EVENT	SUPPORT NEEDED	DEPARTMENT REQUESTED TO ASSIST	ADDITIONAL SUPPORT AGENCIES
Disease Outbreak Event	Security	LA County Sheriff	<ul style="list-style-type: none"> • City Police Departments • National Guard (As deployed by the Sheriff Emergency Operations Bureau)
	Traffic Control	LA County Public Works	<ul style="list-style-type: none"> • City Public Works • California Highway Patrol • Cal Trans • Associated law enforcement agencies
	Grief Counseling	LA County Mental Health	<ul style="list-style-type: none"> • Medical Reserve Corps
	Shelter and Food Assistance	LA County Department of Social Services	<ul style="list-style-type: none"> • American Red Cross
	Administrative and Staff Support	All County Agencies	<ul style="list-style-type: none"> • Volunteers
	Emergency Medical Services	LA County Department of Health Services	<ul style="list-style-type: none"> • Private ambulances (As managed by DHS/MAC)

**Department of Public Health
All-Hazards Emergency Management Plan**

EVENT	SUPPORT NEEDED	DEPARTMENT REQUESTED TO ASSIST	ADDITIONAL SUPPORT AGENCIES
Radiological Event	Initial Response Elements	LA County Fire Health Haz Mat (Depending on release method.)	<ul style="list-style-type: none"> • City Haz Mat Teams
	Security	LA County Sheriff	<ul style="list-style-type: none"> • City Police Departments • National Guard (As deployed by the Sheriff EOB)
	Traffic Control	LA County Public Works	<ul style="list-style-type: none"> • City Public Works • California Highway Patrol • Cal Trans • Associated Law enforcement agencies
	Grief Counseling	LA County Mental Health	<ul style="list-style-type: none"> • Medical Reserve Corps
	Shelter and Food Assistance	LA County Department of Social Services	<ul style="list-style-type: none"> • American Red Cross
	Administrative and Staff Support	All County Agencies	<ul style="list-style-type: none"> • Volunteers
	Emergency Medical Services	Los Angeles County Department of Health Services	<ul style="list-style-type: none"> • Private ambulances (As managed by DHS/MAC)
	Plume Modeling	Associated State and Local Radiation Management Assets	<ul style="list-style-type: none"> • NARAC
	Isotope Identification	Associated State and Local Radiation Management Assets	<ul style="list-style-type: none"> • DOE Triage
	Aerial Measurement System	LA County Sheriff LA City Police LA City Fire	<ul style="list-style-type: none"> • DOE AMS (4-8 hr deployment)
	Medical Advice	LA County Department of Health Services	<ul style="list-style-type: none"> • DOE REAC/TS

**Department of Public Health
All-Hazards Emergency Management Plan**

EVENT	SUPPORT NEEDED	DEPARTMENT REQUESTED TO ASSIST	ADDITIONAL SUPPORT AGENCIES
	Monitoring Teams	Associated State and Local Radiation Management Assets	<ul style="list-style-type: none"> • DOE RAP TEAM (2-6 hr deployment) • DOE/DOD NEST TEAM
	Remediation/Recovery	Associated State and Local Radiation Management Assets	<ul style="list-style-type: none"> • EPA
	WMD Hazmat Team	<ul style="list-style-type: none"> • LA County OEM (To request from State, CST 9 support) • Associated State and Local Radiation Management Assets 	<ul style="list-style-type: none"> • Civil Support Team 9-California Army National Guard
Food, Water and Housing Event	Initial Response Elements	LA County Agricultural Commissioner/Weights & Measures	<ul style="list-style-type: none"> • Grocers Associations
EVENT EXAMPLES: Food Tampering Water Tampering	Security	LA County Sheriff	<ul style="list-style-type: none"> • City Police Departments • National Guard (As deployed by the Sheriff EOB)
	Traffic Control	LA County Public Works	<ul style="list-style-type: none"> • City Public Works • California Highway Patrol • CalTrans • Associated Law enforcement agencies
	Grief Counseling	LA County Mental Health	<ul style="list-style-type: none"> • Medical Reserve Corps
	Shelter and Food Assistance	LA County Department of Social Services	<ul style="list-style-type: none"> • American Red Cross
	Administrative and Staff Support	All County Agencies	<ul style="list-style-type: none"> • Volunteers
	Emergency Medical Services	LA County Department of Health Services	<ul style="list-style-type: none"> • Private ambulances (As managed by DHS/MAC)

8. RESPONSE

8.1. CONCEPT OF OPERATIONS

8.1.1. The following key concepts were considered in the development of this section:

- The Los Angeles County Department of Public Health (LAC DPH) must establish baseline-operating instructions for its response operations.
- LAC DPH must establish general instructions for the declaration of a public health emergency.
- The Department must establish general emergency management structure activation instructions.
- The Department will establish a system to allow a gradual increase in the response structure.
- The Department must establish a general method for requesting resources that may be needed during events.

8.2. OVERVIEW

8.2.1. The response of LAC DPH emergency resources is unique from those of fire, law, and emergency medical services. In traditional disaster services organizations, the triggering event will most likely be evident. In many public health scenarios, presenting information provides only clues and may not be indicative of the actual causes of the event.

8.2.2. As such, portions of the response plan have been adjusted to meet the realities of the PH response effort while not comprising the principles of common language, flexibility, and integration required by the Standardized Emergency Management System.

8.2.3. Therefore, the following is the anticipated actions to be taken by Public Health as the event unfolds.

8.3. GENERAL RESPONSE OPERATING INSTRUCTIONS

8.3.1. INCREASED READINESS

8.3.1.1. LACDPH will take appropriate action to increase readiness.

8.3.1.2. Actions taken during the buildup of a crisis situation are designed to increase LAC DPH's ability to respond effectively to a disaster. Actions to be accomplished during this phase include but are not limited to:

- Inspections of critical facilities.
- Reviewing and updating emergency plans and Standard Operating Procedures.
- Briefing staff/ management on shortfalls or limiting factors.
- Updating resource lists.
- Mobilizing resources.
- Testing warning and communications systems.
- Disseminating accurate, timely, emergency public information.
- Recruiting of additional staff and Disaster Services Workers.

8.3.2. PRE-EVENT

- 8.3.2.1. When the LAC DPH Emergency Management (EM) organization recognizes the likelihood of a possible emergency or disaster, actions will be taken to prevent and minimize morbidity, mortality, disability, and economic loss resulting from an incident. The response phase is activated to coordinate emergency response activities.
- 8.3.2.2. The level of response necessary will be determined to meet the pending emergency.
- 8.3.2.3. The EM system will be immediately activated when:
- The Operational Area activates the Emergency Operations Center (EOC)
 - The County of Los Angeles Board of Supervisors declares an emergency.
 - Other triggers manifest a need for activation.
 - The Health Officer (HO), Chief Deputy Director, or Executive Duty Officer so directs.
- 8.3.2.4. Actions that may be carried out:
- Disseminating a notification statement to staff.
 - Issuing emergency public information, other advice and action instructions, as necessary.
 - Surveying and evaluating the emergency situation.
 - Marshaling, allocating, and positioning personnel and equipment.
 - Mobilizing necessary resources.
 - Activating the Department Operations Center (DOC) using established guidelines.
 - Evacuating LAC DPH facilities, if necessary.

8.3.3. INITIAL EMERGENCY/DISASTER PHASE

- 8.3.3.1. This phase is defined as the period of time immediately following an emergency or natural disaster.
- 8.3.3.2. Actions that may be carried out:
- Understanding the situation and potential public health consequences.
 - Consideration of possible responses.
 - Report availability of personnel.
 - Damage Assessment reporting.
 - Activating Service Planning Area (SPA) Incident Command Posts and the DOC.
 - Issuing emergency instructions to the public health community at large.
 - Senior managers respond to a DOC directed roll call.

8.3.4. IMMEDIATE EMERGENCY

- 8.3.4.1. If an emergency occurs without warning, the DOC will be activated as rapidly as conditions permit.
- 8.3.4.2. The LAC DPH Operational Readiness Unit is charged with establishing the communications and coordination functions of the Department within 30 minutes of the disaster notification.
- 8.3.4.3. If a public health emergency is proclaimed, a proclamation will be issued by the HO or designee. The Los Angeles County Board of Supervisors, through the County Administrative Officer will issue a local emergency declaration.

8.4. DECLARATION OF A PUBLIC HEALTH EMERGENCY

- 8.4.1. The declaration of public health emergencies remains under the purview of the HO.
- 8.4.2. Declarations will be coordinated with the Office of Emergency Management.
- 8.4.3. Dependant on the nature of the emergency the HO may request an activation of the Operational Area Emergency Operations Center.
- 8.4.4. The HO or his/her designee has the authority under HSC § 101040 and County Code section 2.68.110 "Local emergency -- Authority to proclaim to declare a Public Health Emergency".
- 8.4.5. A local emergency must be declared by the Board of Supervisors, or if not in session, these personnel, in the following order: the Chair, the County Chief Administrative Officer (CAO), or the Sheriff. The HO is empowered to declare a health emergency within his/her jurisdiction. In the case of a public health event, the declaration of an emergency, the above-mentioned individuals will consult with the HO, Public Health executive staff, or when activated, the DOC Management Staff.
- 8.4.6. Upon the decision to declare a public health emergency, the HO will consult with the Director of Emergency Operations (The Sheriff of the County of Los Angeles) and determine the extent of the emergency.
- 8.4.7. Once declared, the overall emergency is managed at the Operational Area level. The PH portions are managed within the response management structure established at the DOC.
- 8.4.8. The specific actions required for the proclamation of a PH emergency are contained within Annex 1- Emergency Operations Plan.

8.5. ACTIVATION OF THE PH RESPONSE EFFORT

8.5.1. GENERAL OVERVIEW

8.5.1.1. The activation of the PH response effort is a directed action in response to an event or incident where public health of the County is in jeopardy.

8.5.1.2. The detailed actions for activation are listed in Annex 1- Emergency Operations Plan. This annex includes organizational charts, checklists, and processes for activating the response effort.

8.5.1.3. The response effort can be initiated in the following methods:

- **Event Notification-** In this case, an event occurs in the County and is noted by PH *via* any number of indicators. Senior Executives in PH determine the need for the Department to respond. The executives issue instructions as needed.
- **HO Directed-** In this case, the HO possessing information that must be acted upon directs the activation of the PH response effort.
- **Detection System Activation-** In this case, a passive detection system indicates an event may have occurred and triggers a notification.
- **County, State, or Federally Directed Response-** In this case, PH receives notification of a significant event calling for the activation of the PH response effort.

8.5.2. ACTIVATION AUTHORITY

8.5.2.1. The Department’s response capabilities may be activated within any level of the Department’s response concept of operations.

8.5.2.2. It will be considered fully activated when the Department crosses from Level C to an Office of Emergency Management (OEM) Notification 1 event.

8.5.2.3. Response level activations are delegated as follows:

Incident Type Level	Activation Authority Level
LEVEL “GREEN”- Day To Day Operations	No activation required
LEVEL “YELLOW”- Event Notification or Investigation	HO Chief Deputy Director Executive Duty Officer (EDO)
LEVEL “ORANGE”- Stand By or Response	HO Chief Deputy Director EDO
LEVEL “RED”- OEM NOTIFICATION	HO Chief Deputy Director EDO
LEVEL “BLACK”- ADDITIONAL RESOURCES REQUIRED	HO Chief Deputy Director

**Department of Public Health
All-Hazards Emergency Management Plan**

8.5.2.4. Additionally, at times the Department will be responsive to the County EM structure. The following matrix applies in this case:

Incident Type Level	Activation Authority Level
ALL INCIDENTS AS DIRECTED BY OEM	Health Officer Chief Deputy Director EDO
WHEN REQUESTED TO SUPPORT	Health Officer Chief Deputy Director

8.5.2.5. Activation of the PH system will be based on need, and the structure will be scaled accordingly.

8.5.3. ACTIVATING THE PH INCIDENT COMMAND SYSTEM (ICS)

8.5.3.1. Assumptions:

- Alerting and notification checklists have been developed and implemented.
- The DOC is not impacted by the disaster.

8.5.3.2. Procedures:

- A complete LAC DPH Response System Activation Checklist is located in Annex 1, Emergency Operations Plan.

8.5.3.3. Key Tasks:

- A program in the Department will receive a notification of an event.
- The program will notify a senior executive or the EDO as soon as possible.
- An executive level manager or the EDO determines need to activate the response system.
- The HO or the EDO determines the need to use the ICS system.
- The senior executive or EDO will determine the level of response actions to be taken and will provide the DOC with instructions.
- The DOC will implement the appropriate checklist.
- The DOC will be on standby until further instructions are received.
- Notification is sent to applicable staff.
- An activation notification is forwarded to the DOC.
- The DOC carries out instructions and implements checklists.
- The situation is monitored.
- An emergency is proclaimed
- Response forces are dispatched.

8.5.3.4. Secondary Actions:

- Notification of staff takes place.
- Section Chiefs determine Branches and Divisions to be stood up.

8.5.4. INITIATION OF EM SYSTEM

8.5.4.1. The EM System for LAC DPH is deemed to be “activated” when the Department:

- Enters LEVEL ORANGE of its Emergency Management Concept of Operations Plan as described in this plan, Chapter 8.17.3 and the Emergency Operations Plan, Annex 1.
- Is activated by the HO, Executive Team Member, or EDO.
- Activation is requested by the Operational Area EOC.

8.5.4.2. The LAC DPH Response Organization, also known as the “ICS Charts,” for each possible event is detailed in event scenario specific annexes.

8.5.5. DEPARTMENT ALERTING AND NOTIFICATION

8.5.5.1. The methods for the receipt and distribution of emergency event information are to be detailed in a separate Annex 2, Emergency Communications.

8.5.5.2. This Annex contains the following:

- The methods for receiving emergency information.
- The methods for notifying management.
- The methods for notifying needed staff.
- The methods for communicating with partner agencies.
- The systems presently being utilized within the Department.

8.5.6. RESPONDING PERSONNEL

- ***FOR THE PURPOSE OF THIS PLAN AND SUBSEQUENT ANNEXES, ALL PERSONNEL RESPONDING TO THE FIELD, WHO HAVE CONTACT WITH PATIENTS, HAVE CONTACT WITH RESIDENTS, ARE ACTIVELY CONDUCTING PH TASKS, OR ARE ASSIGNED TO ASSIST OTHER COUNTY AGENCIES ARE CONSIDERED RESPONDING PERSONNEL.***
- Responding personnel will receive specific reporting instructions upon assignment.
- Applicable programs, teams, or sections must develop Field Operating Guides containing instructions for Field deployed personnel.

8.5.7. EVENT NOTIFICATION

8.5.7.1. The Department's method for receiving notifications is detailed in Annex 2, Emergency Communications Plan.

8.5.8. MANAGEMENT NOTIFICATION

8.5.8.1. It is incumbent upon each program to alert its Program Director when an alert is received or an event is noted.

8.5.8.2. Methods for such are detailed in Annex 2, Emergency Communication Plan.

8.5.9. INTRA-DEPARTMENTAL NOTIFICATION

8.5.9.1. Program Directors will determine the necessity to notify the HO or the DOC Coordinator and to pass on relevant information to LAC DPH personnel.

8.5.9.2. When notifying the DOC, the Program Manager will provide the following:

- Whom shall be notified.
- What s (he) will be told or instructed to do.
- Who is in charge of the incident.
- In turn ,the DOC Coordinator will:
 - Carry out the instructions of the program manager.
 - Act as the communications link between the program manager and the organization.
 - Relay messages to the organization.

8.5.10. DOC STAFFING

8.5.10.1. When the DOC is activated, programs must delegate personnel to:

- Represent their specific programs or area of responsibility;
- Authorize making decisions for the level to which they are assigned; and
- Deploy or task program resources.

8.5.10.2. Whenever possible, programs should designate the personnel who will be assigned to the DOC.

8.5.10.3. DOC personnel, once assigned, are to report to the DOC within 1 hour of notification.

8.5.10.4. When personnel are pre-assigned to the DOC, they are responsible for the following:

- Maintaining the Department designated notification system;
- Maintaining a method for contacting the DOC; and
- Ensuring coverage if not able to perform their assigned DOC duties.

8.6. COUNTY EOC SUPPORT

- 8.6.1. When requested, the County EOC manages and provides resources to support LAC DPH operations.
- 8.6.2. The HO may be required to report to the county EOC for assignment.
- 8.6.3. The EOC may require additional PH staff to support Operational Area requirements. LAC DPH must be supportive of these efforts.
- 8.6.4. The LAC DPH representative desk at the County EOC must have redundant communications links with the DOC.

8.7. MOBILIZATION AND REPORTING OF PH STAFF

- 8.7.1. LAC DPH personnel are considered an integral part of the County's emergency response resources and are subject to immediate mobilization when notified via official channels.
- 8.7.2. LAC DPH personnel responsibilities are listed below:

- ***Individual:***

- Contact work area or program;
- Carry out pre-established emergency operations tasks;
- Report to duty station; or
- Await instructions, such as the following:

**ADVISORY: Upon recall, personnel, who are the first to arrive at the work place, program, SPA, or DOC, are responsible for the function until relieved by higher authority. **

- ***Duty Assignment***

- Designated LAC DPH staff will be assigned to duty assignments or reporting points consistent with their emergency job responsibilities and geographic coverage area (SPA).
- Duty assignments are designated by the employee's immediate supervisor.
- Inability to respond to the designated duty assignment must be communicated to the employee's direct supervisor or team leader immediately upon activation.

- ***Supervisors:***

- Establish work center operations.
- Prepare staff to respond to disaster requests.
- Await instructions.
- Contact the LAC DPH DOC.
- Report availability of personnel.
- Report damage assessment.
- LAC DPH personnel will respond and assist in response operations until relieved, as needed.

8.7.2.1. At the Operational Level the following guidelines apply:

- **Area Health Officers must ensure that procedures, policies, and instructions are developed to ensure that the following actions will be executed:**
 - Establish area command level operations.
 - Establish area command level ICS structure.
 - Contact the LAC DPH DOC.
 - Prepare staff to respond to disaster requests.
 - Establish communications with SPA personnel.
 - Report availability of personnel.
 - Conduct damage assessment reporting.
 - Respond and assist in LAC DPH operations until relieved, as needed.
 - Await instructions.

- **At the Program Level, program directors must ensure that procedures, policies, and instructions are developed to ensure that the following actions will be executed:**
 - Establish command level operations.
 - Establish program specific ICS structures.
 - If necessary, establish contact with the LAC DPH DOC.
 - Prepare staff to respond to disaster requests.
 - Establish communications with personnel.
 - Report availability of personnel.
 - Conduct damage assessment reporting.
 - Respond and assist in operations until relieved, as needed.
 - Await instructions.

- **At the Unit Level, managers or supervisors must ensure that procedures, policies, and instructions are developed to ensure that the following actions will be executed:**
 - Support program specific ICS structures.
 - If necessary, establish contact with the LAC DPH DOC.
 - Prepare staff to respond to disaster requests.
 - Establish communications with personnel.
 - Report availability of personnel.
 - Conduct damage assessment reporting.
 - Respond and assist in LAC DPH operations until relieved, as needed.
 - Await instructions.

- **At the Specialized Team Level, designated team leaders must ensure that procedures, policies, and instructions are developed to ensure that the following actions will be executed:**
 - Establish contact with the LAC DPH DOC or applicable program manager.
 - Prepare team members to respond to disaster requests.
 - Develop team communications processes.
 - Report availability of team personnel.
 - Respond and assist in LAC DPH operations until relieved, as needed.
 - Await instructions.

- *At the Single Resource Level, individuals must ensure that procedures, policies, and instructions are executed upon request:*
 - If necessary, establish contact with the PH DOC.
 - Report availability.
 - Conduct cursory damage assessment reporting.
 - Respond and assist in PH operations until relieved, as needed.
 - Await instructions.

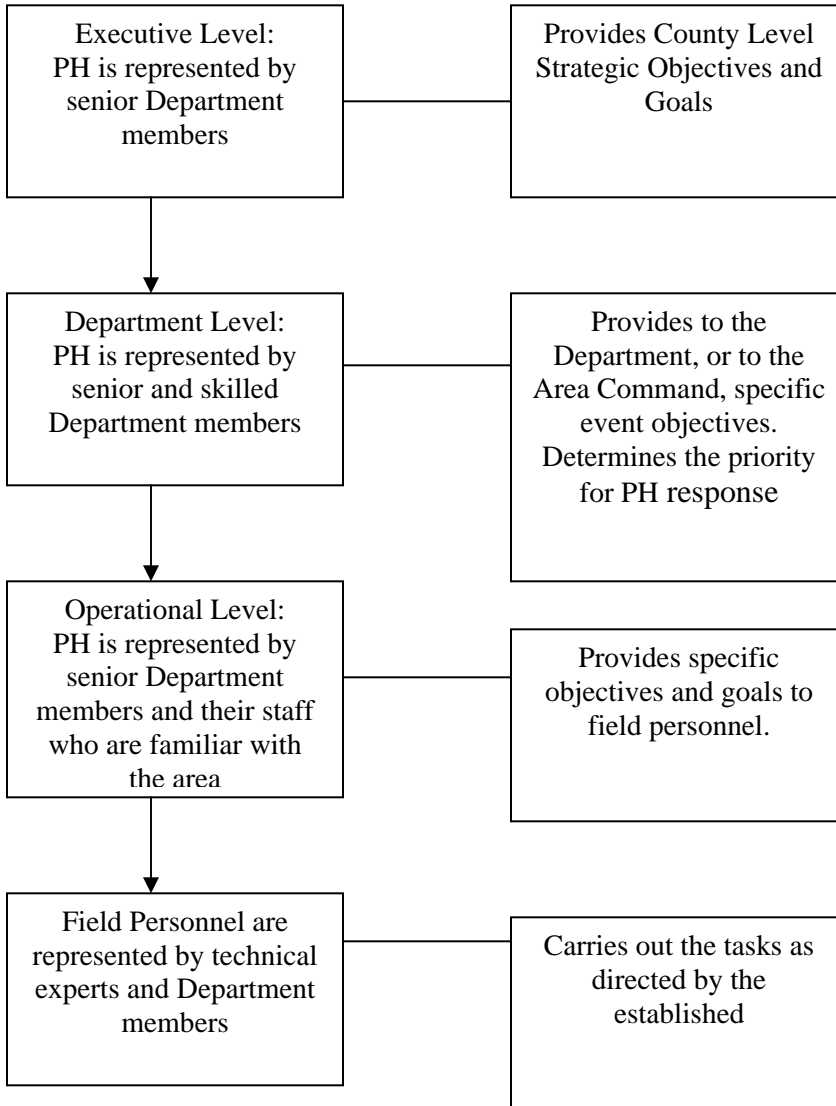
- *The Department Emergency Coordinator must ensure that procedures, policies, and instructions are developed to ensure that the following actions will be executed:*
 - Establish communications with the EOC.
 - Contact HO or designee.
 - Establish PH Level ICS organization.
 - Gather and report availability of personnel to the Incident Manager and to the EOC.
 - Gather and conduct damage assessment reporting.

8.8. EMERGENCY OVERTIME AUTHORIZATIONS

- 8.8.1. When an emergency response to an event is determined as necessary, the Logistics Chief in consultation with the Finance and Administration Chief will determine the need for authorizing overtime for PH personnel and forward a recommendation to the Incident Manager.
- 8.8.2. A letter, from the Incident Manager, detailing the authorization of overtime must be promulgated as soon as feasible and may be retroactive to the beginning of the incident.

8.9. INCIDENT MANAGEMENT GENERAL STRUCTURE

8.9.1.1. The overall management of PH events is organized as follows:



8.10. **LAC DPH RESPONSE ACTIONS**

8.10.1. **GENERAL OVERVIEW**

- This section details response actions to be carried out within LAC DPH organization.
- Where a specific program or managerial position is NOT named, this action is to be carried out by the DOC Staff.

8.10.2. **CONCEPT OF OPERATIONS**

- LAC DPH, in an effort to organize its response efforts, has developed a tiered response system. This system allows for programs to continue their investigations and focus on the problem at hand without having to implement an ICS structure across the organization.
- It also places the responsibility to implement the ICS system at the LAC DPH Executive level.
- By phasing the public health emergency response, LAC DPH is implementing a system similar to that of the other emergency response organizations.

8.10.3. **NORMAL EXTERNAL NOTIFICATIONS**

- In the public health structure of the State, certain events require notification be forwarded to State Health authorities. The EM structure excludes those notifications.
- These notifications are left to the programs to support as required by law or pre-established procedures.

8.10.4. **EXTERNAL AGENCY SUPPORT REQUESTS**

- 8.10.4.1. When requested, LAC DPH may provide specialized teams or single resources response efforts to external agencies.
- 8.10.4.2. These requests will be received at the Emergency Desk and forwarded to the EDO for execution.
- 8.10.4.3. The LAC DPH Emergency Preparedness and Response Program is responsible for:
 - Personnel accountability when they are deployed to assist external agencies.
 - Providing the EDO with updates and reports as needed.

8.11. INITIATION OF CONTINUITY OF OPERATIONS

- 8.11.1. Senior managers not assigned to the DOC are responsible for implementing Department Continuity of Operations Plans as needed.

8.12. RESOURCE REQUESTS

8.12.1. GENERAL INSTRUCTIONS

- 8.12.1.1. **Resource requests will be a function of the Logistics Section and specifics are contained within Annex 9, Public Health Emergency Response Resources Plan.**
- 8.12.1.2. **All requests will be forwarded to the appropriate section within Logistics and forwarded to the Logistics Section Chief for approval.**
- 8.12.1.3. This includes:
- Medication, equipment, and supplies; and
 - Requests for Mutual Aid to include:
 - Cooperative Assistance Agreements,
 - Strategic National Stockpile,
 - Cities Readiness Initiatives,
 - Activation of Memorandums of Understanding regarding all other resources.
- 8.12.1.4. Specific instructions, authorizations, and agreements may be found in the Resource Management Plan, Annex 9 of this plan.

8.12.2. PERSONNEL POOL

- 8.12.2.1. Due to the circumstances surrounding the disaster, it is anticipated that some assigned employees will not be able to report to their designated duty station.
- 8.12.2.2. The Logistics Section of the LAC DPH DOC will establish a pool of available personnel, closely matching skills to vacant positions.

8.12.3. LOS ANGELES COUNTY DISASTER WORKER PROGRAM

- 8.12.3.1. When required by the circumstances of the event, LAC DPH will request the Chief Administrative Office to authorize the use of County employees under provisions of the County Disaster Worker Program.

8.12.4. ADDITIONAL NON-COUNTY RESOURCES/VOLUNTEERS

- 8.12.4.1. Volunteers and the inclusion of non-County resources will be coordinated through the Liaison Officer and managed by the Logistics Section.
- 8.12.4.2. The Department must develop a Non-County Resource and Volunteer Resource guidelines.

8.12.5. MEDICAL RESERVE CORPS

- 8.12.5.1. The Medical Reserve Corps (MRC) of Los Angeles will provide assistance in the case of a public health emergency.
- 8.12.5.2. The MRC is composed primarily of retired physicians, nurses, and physician assistants who are also registered as Disaster Service Workers (see 10.6.4).
- 8.12.5.3. The MRC is activated by the LAC DPH Medical Director.

8.12.6. DISASTER SERVICE WORKER VOLUNTEER REGISTRATION

- 8.12.6.1. The California Emergency Services Act requires that volunteers providing emergency services for the county of Los Angeles be registered in accordance with the rules and regulations adopted by the California Emergency Council.
- 8.12.6.2. Volunteer registration is the responsibility of the public health volunteer coordinators, operating under the LAC DPH DOC.
- 8.12.6.3. PH personnel will notify the DOC regarding volunteer service worker needs.

8.12.7. FEDERAL/STATE SOURCES OF EMERGENCY WORKERS

- 8.12.7.1. Responding forces from outside of the County will be subordinated into the LAC DPH response structure and assigned as needed or matching to their skills.
- 8.12.7.2. Responding forces assigned in a liaison role are the responsibility of the Liaison Officer.

8.12.8. ASSISTANCE BY HIRE

- 8.12.8.1. The Department may develop agreements with vendors to provide assistance on a “hired” basis. This indicates the provider will function under contractual agreements with the Department as needed.
- 8.12.8.2. This portion of Mutual Aid will be governed by the Departments Procurement Section and managed during an emergency by the Logistics Branch of the EM Structure.

8.12.9. ADDITIONAL COUNTY RESOURCES

- 8.12.9.1. The need to utilize additional County resources will be a coordinated effort managed at the Operational Area (OA) level.
- 8.12.9.2. Incident commanders/managers will forward requests for support to the DOC, and LAC DPH agency representatives at the OA, will coordinate the receipt and employment of additional County resources.

8.13. LIAISON AGREEMENTS

- 8.13.1. LAC DPH may agree to maintain a representative at partner agency operations centers.
- 8.13.2. Personnel who are detailed to perform this duty must have knowledge of Department Operations.
- 8.13.3. Plans, processes, and procedures that detail the type of assistance to be provided by the Department must be developed.

8.14. HOSPITALS

- 8.14.1. The DOC will establish and maintain communication with all hospitals in the county over the Hospital Emergency Administrative Radio (HEAR)/ReddiNet[®] systems and request regular situation reports within the purview of LAC DPH needs.
- 8.14.2. Coordination with hospitals and the healthcare systems will occur at the Department of Health Services DOC. PH will monitor to the level needed to assist with the management of the event.

8.15. FACILITY SECURITY

- 8.15.1. Public health personnel are required to display the standard issue public health identification badge to obtain access to the LAC DPH DOC, their respective duty station, or an emergency scene.

8.15.2. LAC DPH staff will challenge any person in an emergency or staff area not displaying the required identification badge.

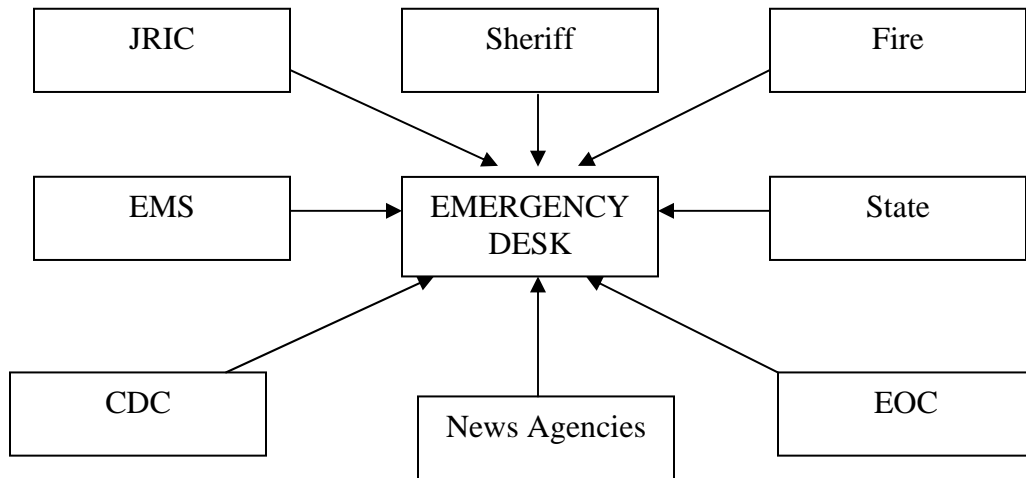
8.16. QUARANTINE AND ISOLATION

- 8.16.1. Quarantine and isolation procedures will be performed as authorized by the HO the HO's designee to protect the public health.
- 8.16.2. Voluntary compliance with quarantine and isolation orders is the most prudent path in a catastrophic emergency. The HO shall make a good faith effort to gain voluntary compliance, and appropriately document these efforts, before implementing mandatory and enforceable isolation and quarantine measures. All persons subject to a mandatory order of the HO must be afforded due process as guaranteed by the Fourteenth Amendment to United States Constitution.
- 8.16.3. Mandatory compliance is a security- and support-intensive activity that should only be utilized in a catastrophic bio-event when less restrictive measures have proven unsuccessful. Such actions should be coordinated with law enforcement elements of the Operational Area EOC as described in Annex 11.
- 8.16.4. Specific information regarding these actions may be found in ANNEX 11, OPERATIONAL PLAN FOR IMPLEMENTATION AND ENFORCEMENT OF ISOLATION AND QUARANTINE MEASURES.

8.17. PH LEVELS OF EMERGENCY RESPONSE

8.17.1. LEVEL GREEN- NORMAL OPERATIONS

- During this phase the Department's programs function as normal.
- The ICS structure consists of the Department Emergency and staff.
- The Emergency Desk is monitoring external notification systems, such as Fire, Law Enforcement, Joint Regional Intelligence Center (JRIC), and other public service agencies for any information that may be pertinent to the PH response effort.
- Available members of the Executive Team are considered on standby.
- A thumbnail of the monitoring effort is listed below:



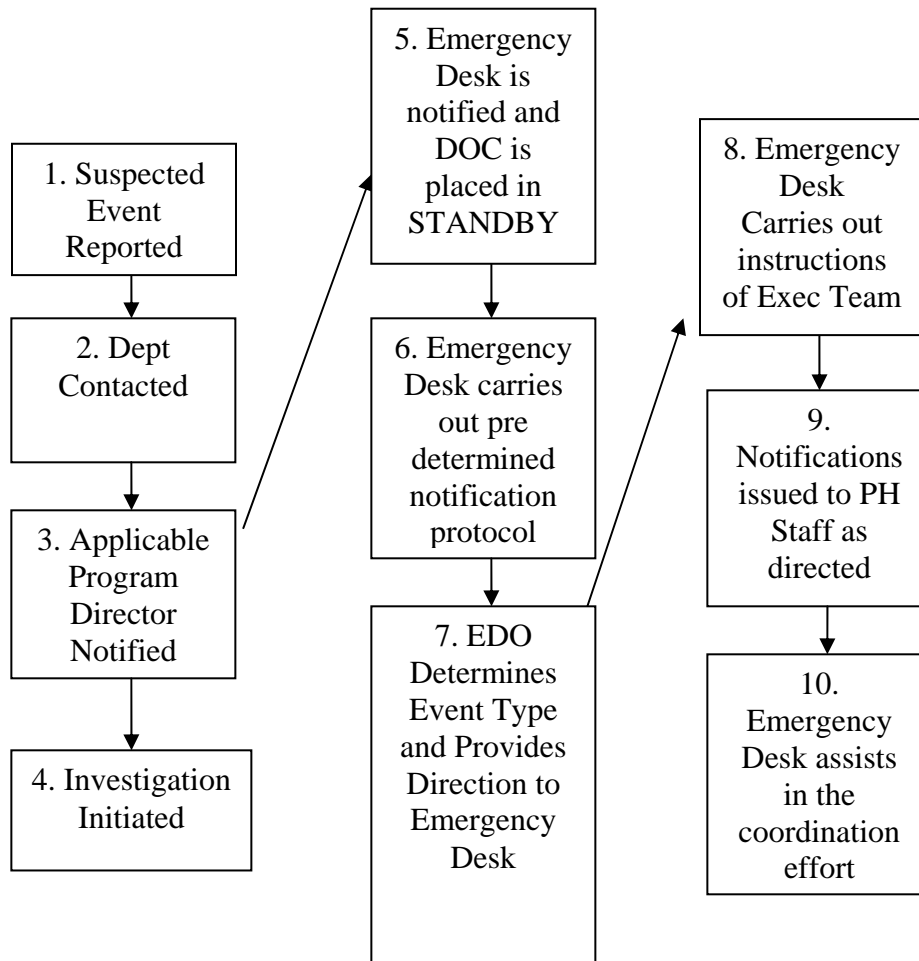
8.17.2. LEVEL YELLOW- INVESTIGATION

8.17.2.1. General Overview

- This phase is triggered when the Department receives an indicator or becomes aware of a situation that may expand and become a public health incident or severely impact the normal operations of the Department.
- This phase allows the Department time to review and analyze the situation. As information is received, it is processed and up-channeled to an executive staff member who will decide what course of action the Department will take.
- Events are reported through various channels and into the Department. In this section are charts and matrices which detail the anticipated flow of information, notifications, and alerting statuses.
- The overall process flow is listed below:
 - An event is reported to the Department either:
 - Internally from a program, or
 - Externally from an outside agency.
 - The notified Executive Team member becomes the interim “Incident Manager.”
 - An event protocol is executed by the Emergency Desk. (The DOC will be considered in STANDBY at this point.)
 - Affected programs are notified, and they continue as they see fit.
 - The Department and its subordinate programs enter an “analysis” phase.
 - The Executive Team member receives event/incident updates and information.
 - The Executive Team member decides the course of action for the Department.

8.17.2.2. **NOTIFICATIONS WITHIN LEVEL YELLOW**

- Processes exist within LAC DPH that are tried and true systems for disease reporting and event notification. They are systems which are understood well within PH and lend themselves to the emergency management role in a near seamless way.
- The LAC DPH EM system integrates existing systems while ensuring that County requirements and Departmental needs are met.
- Below is a chart detailing the Internal Notification process and the simultaneous Emergency Response effort:



**Department of Public Health
All-Hazards Emergency Management Plan**

8.17.2.3. **PROCESS FLOW**

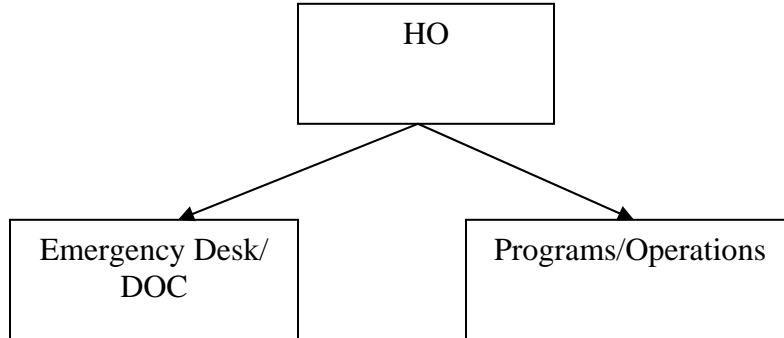
1	The event is reported.
2	The Department receives the information.
3	The report is forwarded to the program manager or a contact within the program.
4	The program manager begins to investigate the event to determine its reliability.
4a	The program investigates the event as a routine event.
4b	As a result of step 3, the program notifies the Emergency Desk, which readies the DOC.
5	The Emergency Desk notifies the EDO.
6	The Emergency Desk carries out the predetermined protocol.
7	The EDO determines the needed actions and may provide the Emergency Desk with instruction to: Complete an applicable checklist to: <ul style="list-style-type: none"> • Notify personnel that are pre-identified on said checklist; • Notify additional personnel, as needed; • Provide the Emergency Desk with the message content, including: • The name of the person responsible for managing the incident, and • The incident type and particulars.
8	The Emergency Desk carries out the instructions provided.
9	Notifications are forwarded.
10	The Emergency Desk assists the program manager and EDO in coordinating the response effort by: <ul style="list-style-type: none"> • Ensuring that LAC DPH personnel do <u>NOT</u> respond unless directed. • Ensuring that LAC DPH programs do not begin response actions without coordinating through the responsible program manager. • Answering questions from staff regarding the incident by: <ul style="list-style-type: none"> • Relaying question to the program manager; • Informing staff to await instructions; and • Coordinating and monitoring field response resources.

8.17.2.4. **ROLES IN LEVEL YELLOW**

- **EXTERNAL AGENCY-** Reports incident or event to the DOC Coordinator.
- **EMERGENCY DESK-** Assists in coordination effort, serves as information conduit, and notifies staff, as needed.
- **PROGRAM DIRECTOR-** Manages the investigation, directs resources, and determines the need to notify senior managers.
- **FIELD ELEMENTS-** Primarily considered as SPA staff, these personnel may have a direct contact responsibility.
- **INCIDENT MANAGER -** Assists in the investigation, determines the need to notify the organization, provides direction to the DOC Coordinator, and determines next emergency management steps to be executed by the Department.

8.17.2.5. **LEVEL YELLOW MANAGEMENT STRUCTURE**

- The management structure consists of the Emergency Desk/ DOC Coordinator, Programs involved in the initial investigation, and any field elements required for the response.
- Below the management structure for Level B is detailed



- It is important to note; the structure is minimally staffed because the Department is still in the investigatory phases of the event.

8.17.3. **LEVEL ORANGE- STANDBY OR RESPONSE OPERATIONS**

8.17.3.1. This phase is triggered when the Department receives an indicator or becomes aware of a situation that has a high probability of expanding and becoming a public health incident and will severely impact the normal operations of the Department.

8.17.3.2. Events are reported through various channels and into the Department. In this section are charts and matrices that detail the anticipated flow of information, notifications, and alerting statuses.

8.17.3.3. **PLACING THE DEPARTMENT IN A STANDBY OR RESPONSE MODE**

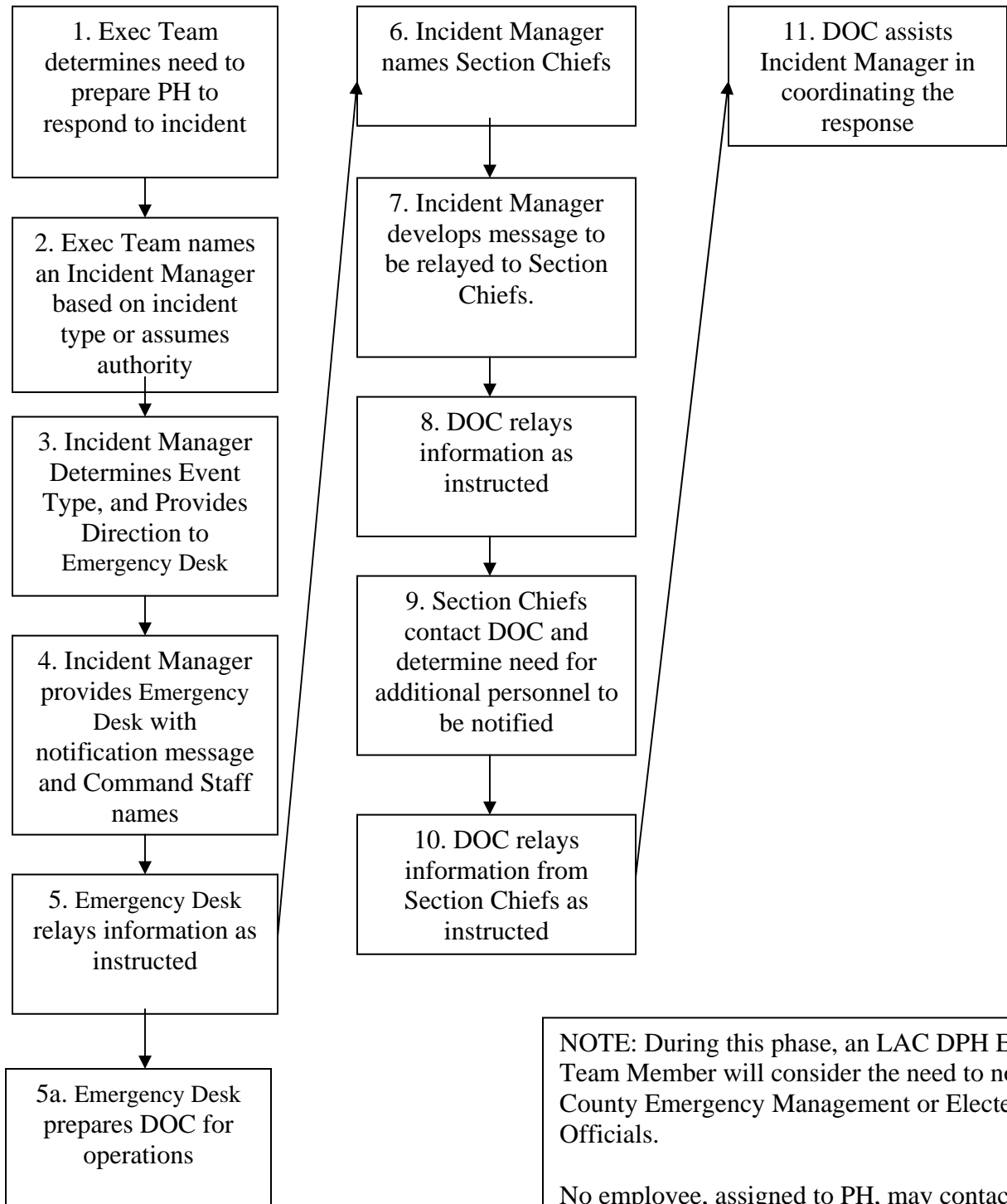
8.17.3.3.1. The next step up in the EM process prepares the Department to coordinate an emergency response effort by organizing itself, deploying forces, and warning staff as LAC DPH considers a switch from normal operations to emergency operations.

8.17.3.3.2. It is generally determined that when the Department is in Level C, the event can be handled within the LAC DPH organization, and no outside assistance is necessary.

8.17.3.4. **ONGOING EXTERNAL NOTIFICATIONS**

8.17.3.4.1. In the public health structure of the State, certain events require that notification be forwarded to State Health authorities. Those notifications are to continue unfettered by the EM Structure.

8.17.3.4.2. Below is a chart detailing the warning process and the simultaneous Emergency Response effort:



NOTE: During this phase, an LAC DPH Executive Team Member will consider the need to notify County Emergency Management or Elected Officials.

No employee, assigned to PH, may contact County Emergency Management or Elected Officials without the direct instruction of an Executive Team member.

8.17.3.5. ACTIVATION AND NOTIFICATION PROCESS FLOW

1	The HO, Chief Deputy Director, or EDO determines the event may warrant the dedication of organizational resources to the event. (This group is hereafter designated the “Activation Authority.”)
2	The Activation Authority names an Incident Manager who becomes responsible for organizing the Department’s Response effort.
3	The Incident Manager receives a briefing, determines event type, and assumes control of the DOC. The Incident Manager determines type of event and provides direction as needed.
4	The Incident Manager provides the names of personnel to be assigned to the Command Staff ICS positions, and instructions to be communicated to them.
5	The Emergency Desk relays the information as directed.
5a	Emergency Operations Unit staff prepares the DOC for response operations.
6	The Incident Manager names personnel to staff the various ICS Section Chief positions. (It is generally determined that the Operations Chief is named from the program which is the best fit for the incident.)
7	The Incident Manager develops a warning message to the Section Chiefs. This message should contain: Incident Name (EX: VERDUGO HILLS S/POX RULE OUT). Incident Manager Name. Message: You have been named to serve as a Section Chief in response to an incident. Contact the DOC ASAP for further instructions.
8	DOC relays information and instructions
9	Upon call in or when reporting (as per the Incident Manager) the Section Chiefs receive a briefing and determine the need to request additional staff.
10	DOC relays Section Chief information and instructions to personnel and may: <ul style="list-style-type: none"> • Notify personnel that are pre-identified. • Notify additional personnel as needed’
11	The DOC Coordinator assists the Incident Manager in coordinating the response effort by: <ul style="list-style-type: none"> • Ensuring that LAC DPH personnel do <u>NOT</u> respond unless directed. • Ensuring that LAC DPH programs do <u>NOT</u> begin response actions without coordinating through the Incident Manager. • Assisting the Incident Manager in completing the ICS structure. • Assisting the Incident Manager in developing plans and checklists.

8.17.3.6. **ROLES IN LEVEL ORANGE**

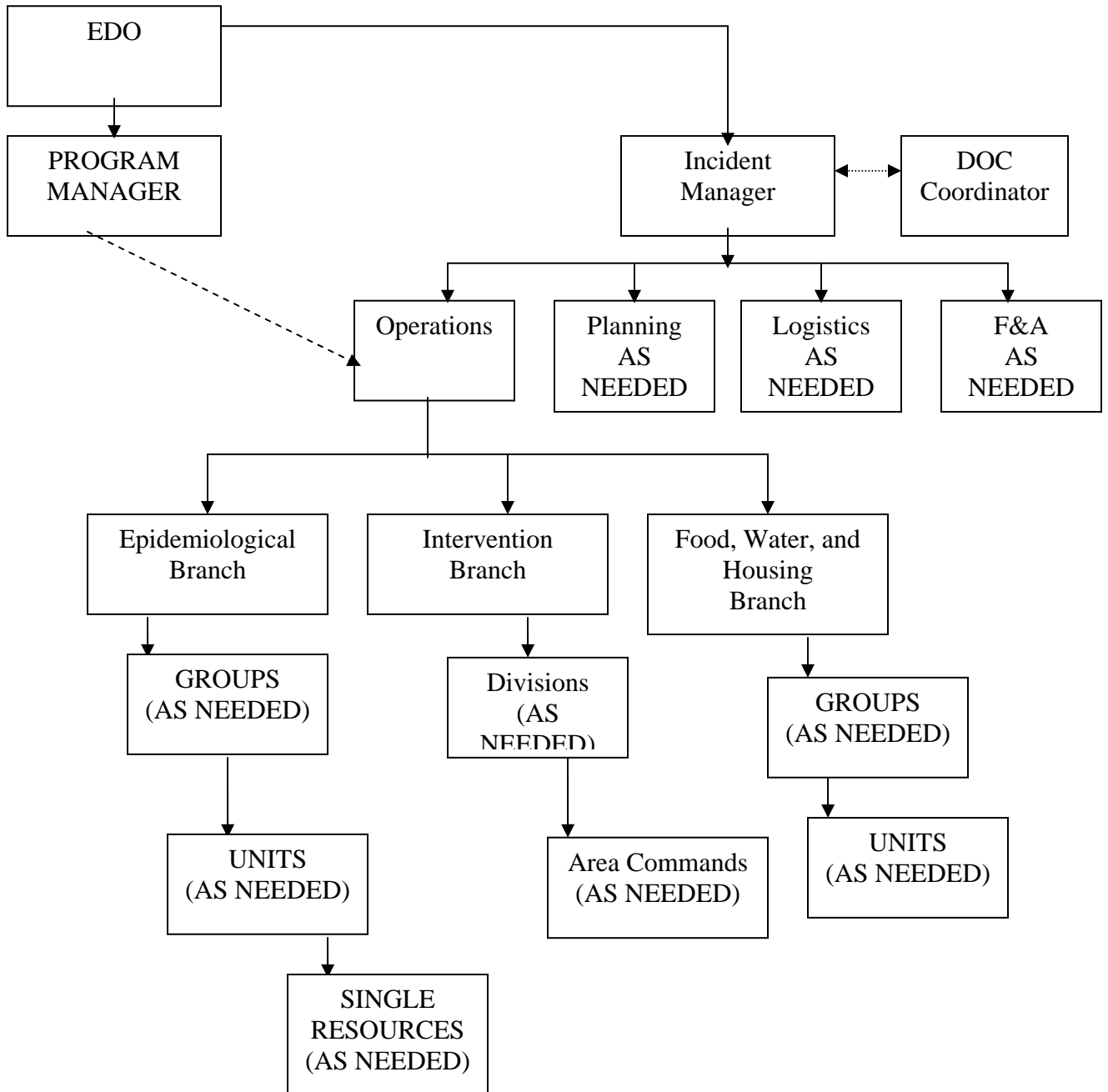
- **PROGRAM DIRECTOR-** Continues to manage the investigation, directs field resources, determines the need to notify senior managers and briefs the senior manager or executive. If an Incident Manager is named, the Program Director will provide him/her with a briefing on the event or incident. .
- **PH ACTIVATION AUTHORITY -** Assists in the investigation, determines the need to notify the organization, provides direction to the DOC Coordinator, and determines the next emergency management steps for the Department.
- **INCIDENT MANAGER-** Manages and staffs the Department's ICS structure as a precaution to an incident or event. Assumes responsibility of the ICS structure and controls the DOC.
- **DOC COORDINATOR-** Assists in coordination effort, serves as info conduit, and notifies staff as needed.
- **SECTION CHIEFS-** Are named by the Incident Manager, receive briefing by the appropriate authority, and begin to consider the response actions to be carried out by their respective sections. Consider the need to staff additional ICS positions.

8.17.3.7. LEVEL ORANGE ICS STRUCTURE

8.17.3.7.1. The ICS structure consists of the Incident Manager, Operations Section Chief, and other Section Chiefs as needed.

8.17.3.7.2. Below is detailed the ICS structure for Level C

8.17.3.7.3. It is important to note: The ICS structure now integrates the epidemiological activity that is on going within the program. For details see ANNEX 1, Emergency Operations Plan.



**8.17.4. LEVEL RED- COUNTY OFFICE OF EMERGENCY MANAGEMENT
(OEM) NOTIFICATION REQUIRED**

8.17.4.1. This phase is triggered when the Department determines the event or incident will expand and become a PH incident that:

- Could impact overall County operations, or
- Will significantly impact the normal operations of the Department, and
- Requires the Department to notify the County's EM Structure in preparation for an expanded response effort.

8.17.4.2. In this level, the Department deems the event can be managed by PH staff without invoking any mutual aid or requests to other County agencies, but is advising County OEM to provide preparation time.

8.17.4.3. **It is assumed the ICS structure is established, and the minimal staffing of the Section Chief positions has been completed.**

8.17.4.4. In this section are charts and matrices which detail the anticipated flow of information, notifications, and alerting statuses.

8.17.4.5. **LEVEL RED OVERVIEW AND PROCESS**

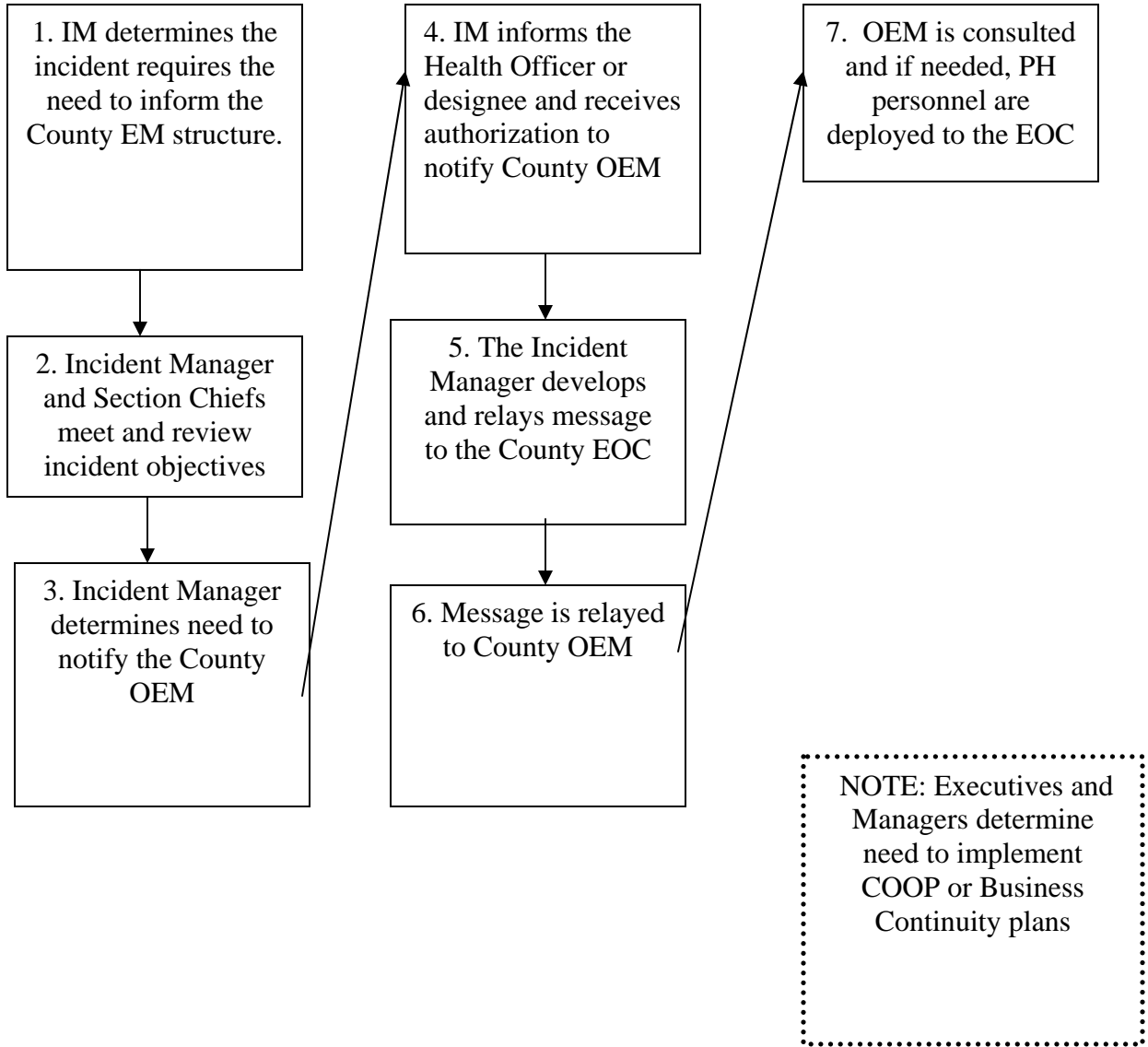
- This level moves LAC DPH to an activated ICS state and requires the Department to inform the County EM structure about the event.
- The Incident Manager is responsible for all aspects of the response effort.
- It is generally determined that when the Department is at this level, the event can be continue to be handled within the PH organization, and no outside assistance is needed.
- The notification of OEM is to provide warning notification to other County agencies.

A PH Executive Team Member will consider the need to notify County EM or Elected Officials.

No employee, assigned to LAC DPH, may contact County EM or Elected Officials without the direct instruction of an Executive Team member

**Department of Public Health
All-Hazards Emergency Management Plan**

Below is a chart detailing the OEM Notification Process:



**Department of Public Health
All-Hazards Emergency Management Plan**

8.17.4.6. **ACTIVATION AND NOTIFICATION PROCESS FLOW**

1	Incident Manager determines need to notify the County Office of Emergency Management.
2	The Incident Manager and Sections Chiefs meet and review incident objectives.
3	Based on the scope of the incident and resources required to manage it, the Incident Manager determines the need to notify the County Office of EM.
4	The Incident Manager forwards a request to the HO or designee to inform the County EM structure of a potential incident or event.
5	Upon approval: The Incident Manager develops an emergency notification message for the County EM structure detailing: Incident Name (EX: VERDUGO HILLS WHITE POWDER); Incident Commander Name; Message: PH has determined a reported Bio Terror event has credibility and is standing up its response effort to manage the incident. At this time, no County assets are needed, and the incident can be handled by PH.
6	The message is relayed to the County OEM.
7	Managers at the OEM are consulted and if necessary PH personnel may be deployed to the County EOC

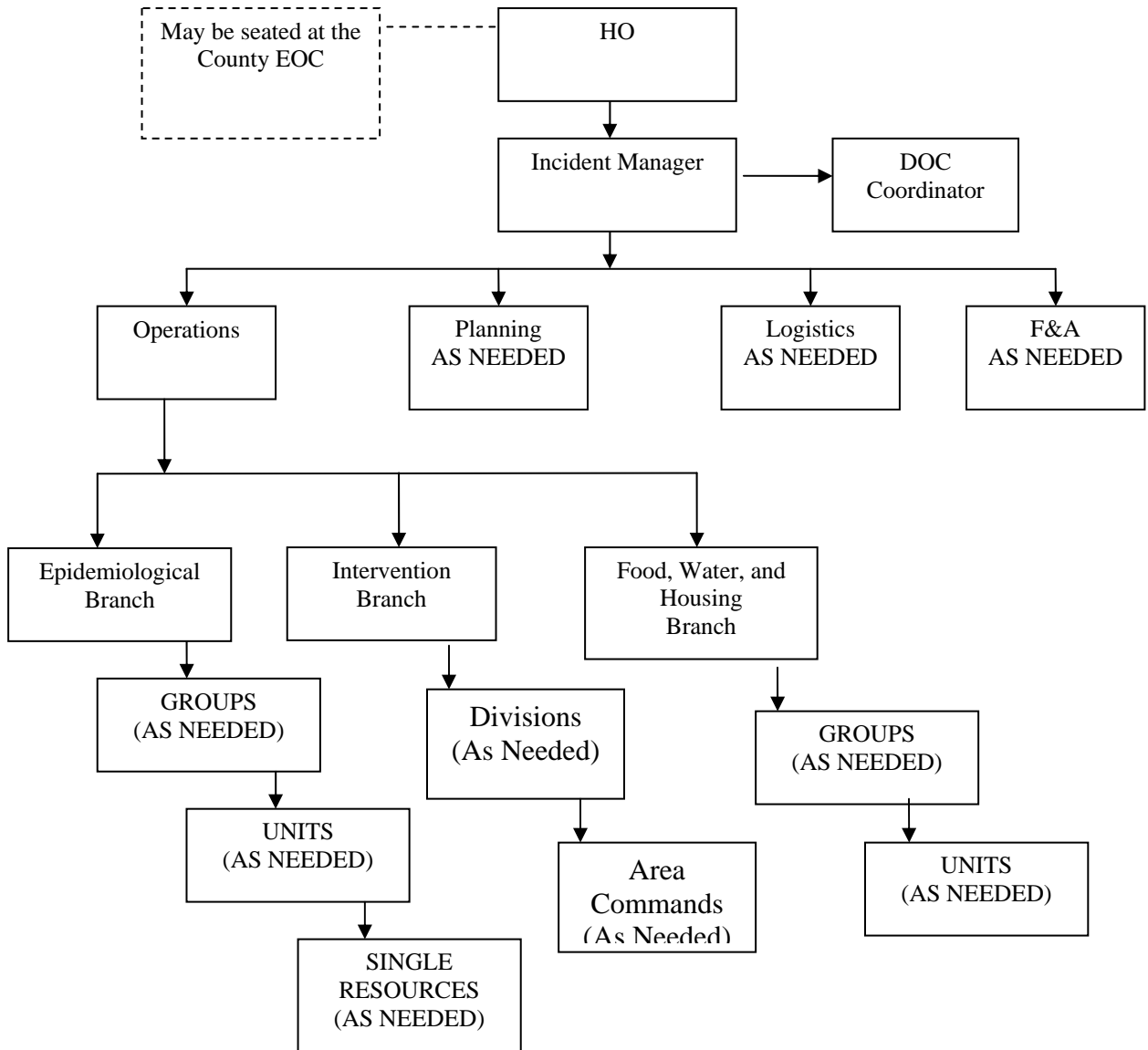
8.17.4.7. **ROLES IN LEVEL RED**

- **INCIDENT MANAGER-** Assumes complete control of the incident response. Manages and staffs the Department's ICS structure. Assumes responsibility of the ICS structure and controls the DOC. Serves as the voice to the County EOC.
- **HO -** Assists in the investigation, determines need to notify the organization, and determines next emergency management steps for the Department. May deploy to the County EOC and assume responsibility at the Executive Level.
- **SECTION CHIEFS-** Staff the DOC and assume control over their respective areas.
 - **OPERATIONS CHIEF-** Manages the personnel performing tasks related directly to the incident.
 - **PLANNING CHIEF-** Coordinates the development of direct response plans and actions with the Operations Chief.
 - **LOGISTICS CHIEF-** Manages the direction of material and personnel support to the Operations Section.
 - **FINANCE AND ADMINSTRATIVE CHIEF-** Coordinates and manages all fiscal activities related to the incident.
- ***NOTE: All Section Chiefs consider and staff needed support positions within their areas.***
 - **DOC COORDINATOR-** Ensures DOC systems remain operational.

8.17.4.8. ICS STRUCTURE IN LEVEL RED

8.17.4.8.1. The ICS structure consists of the Incident Manager, Section Chiefs, and necessary support staff.

8.17.4.8.2. Below is a macro view of the ICS structure for events requiring OEM notification.



8.17.5. **LEVEL BLACK- ADDITIONAL RESOURCES REQUIRED**

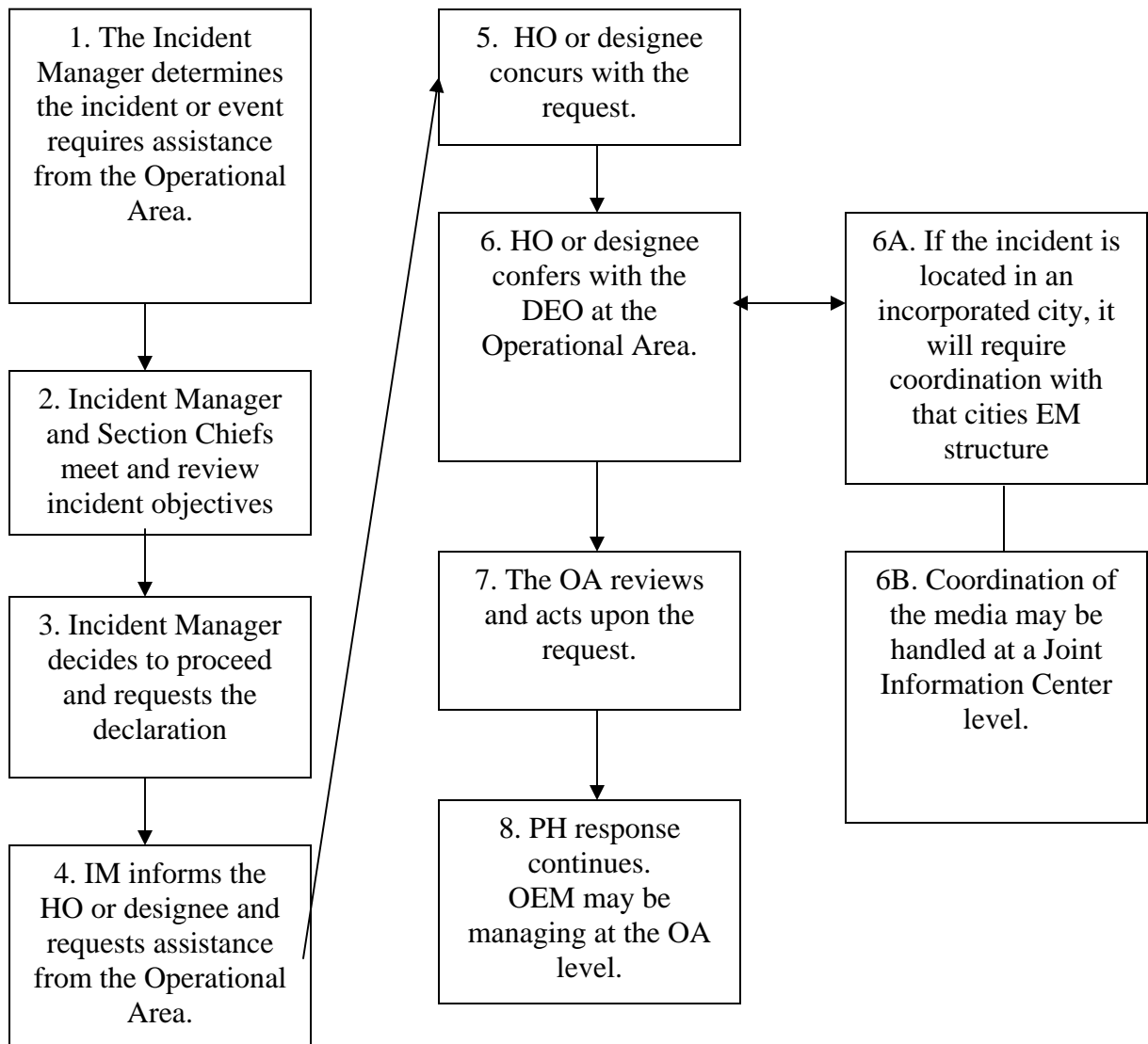
- 8.17.5.1. This phase is triggered when the Department determines that the event or incident will expand, have a significant impact on the Department, and requires the assistance of the Los Angeles Operational Area.
- 8.17.5.2. In this phase, LAC DPH is just one of the agencies responding to the incident. It may be rolled into a Unified ICS Command Structure with a City or County agency.
- 8.17.5.3. Response efforts into an incorporated city where the local jurisdiction is required to assist in the effort will mandate a notification to the County's EM Structure, which may choose to coordinate the response effort from the EOC. This type of event aligns with the OEM defined Level 1.
- 8.17.5.4. In this phase, the Department deems the event to require more than the Department response effort allows. It may or may not be solely managed by staff without invoking any mutual aid or requests to other County agencies.
- 8.17.5.5. If the Operational Area EOC is active, LAC DPH staff (generally on the executive level.), may be seated at the County EOC (CEOC) and will represent the Department.
- 8.17.5.6. The HO may or may not be seated at the CEOC depending on the need of the Director of Emergency Operations (DEO).
- 8.17.5.7. This type of response may also be directed from the OA to the Department.
- 8.17.5.8. In this section are charts and matrices that detail the anticipated flow of information, notifications, and alerting statuses.

8.17.5.9. **LEVEL BLACK EVENT PROCESS**

8.17.5.9.1. This level moves PH to an Operational Area function and requires the Department to maintain a seat at the Operational Area EOC.

8.17.5.9.2. At this point the Incident Manager is coordinating the specific PH response and is receiving strategic level guidance from the OA EOC.

8.17.5.9.3. Below is a chart detailing a portion of this process:

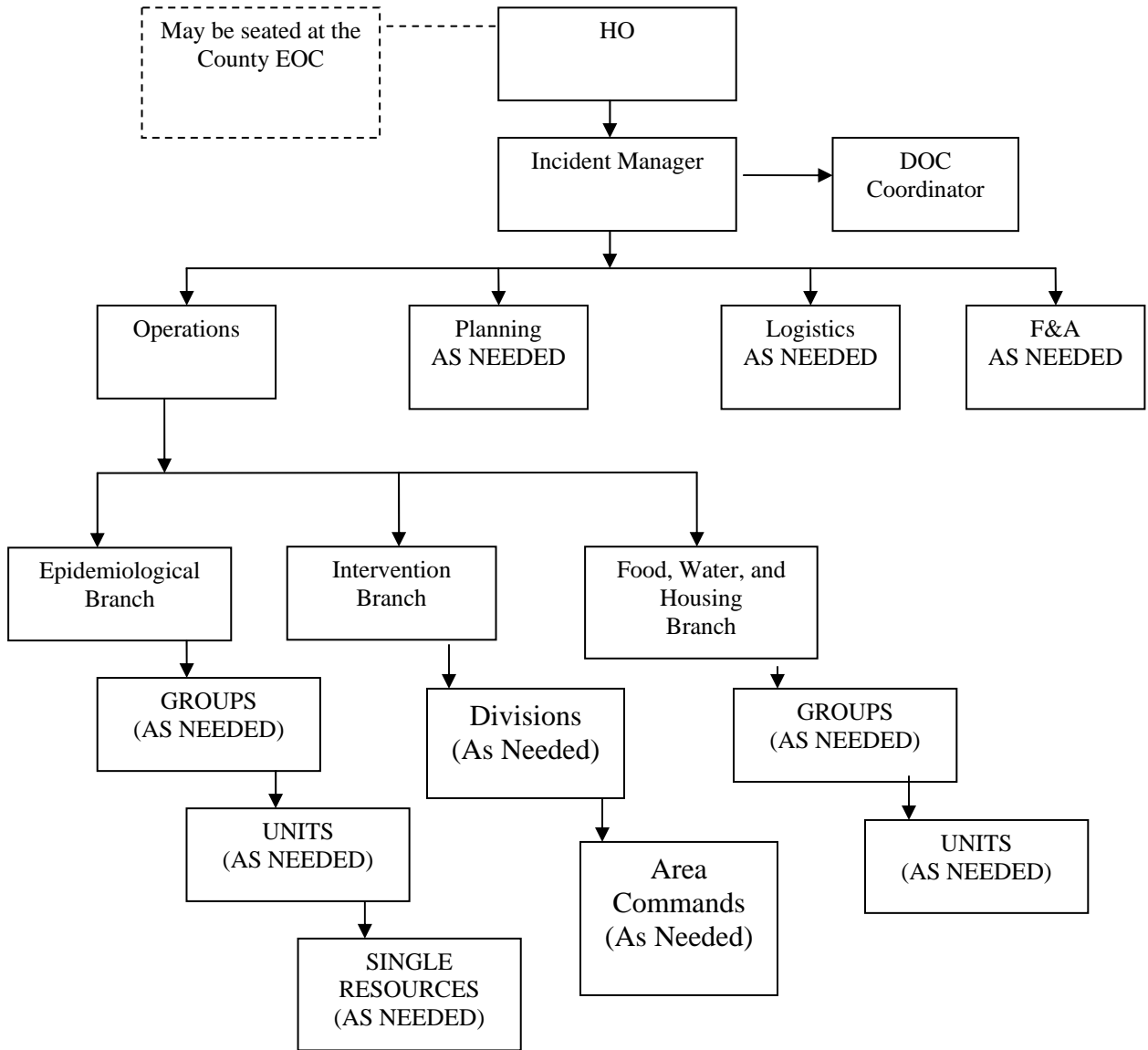


8.17.5.10. **PROCESS FLOW IN LEVEL BLACK**

1	The Incident Manager determines the incident or event requires assistance from the Operational Area.
2	Incident Manager and Section Chiefs meet and review incident objectives.
3	Incident Manager decides to proceed and may request a declaration
4	IM informs the HO or designee and requests assistance from the Operational Area.
5	HO or designee concurs with the request.
6	HO or designee confers with the DEO at the Operational Area.
6a	If the incident is located in an incorporated city, it will require coordination with that cities EM structure.
6b	Coordination of the media may be handled at a Joint Information Center level.
7	The OA reviews and acts upon the request.
8	PH response continues. OEM may be managing at the OA level.

8.17.5.11. ICS STRUCTURE IN LEVEL BLACK

- The ICS structure consists of the HO, Incident Manager, Section Chiefs, and necessary support staff.
- Below is detailed the ICS structure for this type of incident response. The exact structure of the sections and their subordinate units are left to the discretion of the IM and the HO.



9. SUSTAINED OPERATIONS AND CONTINUITY OF OPERATIONS

9.1. CONCEPT OF OPERATIONS

- 9.1.1. Sustained operations are defined as those that will extend beyond the initial recovery phases.
- 9.1.2. Los Angeles County Department of Public Health (LAC DPH) has unique long term responsibilities following disasters; this section is meant to address establishing the system to provide for these circumstances.
- 9.1.3. This section shall also encompass some continuity of operations needs.

9.2. GENERAL OVERVIEW

- 9.2.1. For LAC DPH, the sustained operations period is defined as the period in which most immediate recovery actions are complete and some reconstitution takes place.
- 9.2.2. As the emergency unfolds, assistance is provided to victims of the disaster, and efforts are made to reduce primary damage. Regional or statewide mutual aid may be provided to assist with these efforts and response support facilities may be established. Resource requirements will continually change to meet the needs of the incident.
- 9.2.3. There will be a point where the emergency management structure of the County determines a need for a dedicated response effort is no longer required.
- 9.2.4. However, during LAC DPH sustained operations, the Department may be the only agency still tasked to manage aspects of the emergency.
- 9.2.5. Actions that may be carried out:
 - Providing for the care and treatment of the citizens of the County of Los Angeles.
 - Collecting, identifying, and providing for casualties/victims.
 - Providing for the mass care needs of the citizens of the County.
 - Continuously tracking the spread of disease.
 - Tracking the effects of medications.
 - Some of these actions may fall under the continuity of operations plans.

9.3. CONTINUITY OF OPERATIONS

- 9.3.1. The California Government Code, the State Constitution, and the Emergency Services Act provide legal authority for the continuity and preservation of government in the event the individuals appointed are unable to serve. The concept of continuity of government is comprised of three elements:
 - Standby officers for the governing body;
 - Alternate seat of government; and
 - Preservation of vital records'
- 9.3.2. The ultimate responsibility for public health emergency management belongs to the Health Officer (HO) of the County of Los Angeles. To ensure the orderly continued operations, the HO may delegate functions to other administrators. However, this delegation does not remove final authority and responsibility from the HO.

9.4. LINES OF SUCCESSION

- 9.4.1. PH Policies #331 and #332 define the lines of succession and establishes the authority for the control of PH in the absence of the HO and Director of Public Health.
- 9.4.2. The line of succession for program heads, supervisors, or administrators is established according to lines of succession established at those levels.

9.5. GENERAL GUIDELINES

- 9.5.1.Sustained emergency operations will continue to be managed from the Department Operations Center (DOC). If the building is damaged, the location for an alternate DOC will be utilized or the LAC DPH Mobile Incident Command Post.
- 9.5.2.Sustained Operations will utilize the Incident Command System.

9.6. PH CONTINUITY OF OPERATIONS

- 9.6.1.Programs, sections, work centers, and all employees must reference and comply with the PH Continuity of Operations Plan

9.7. PRESERVATION OF VITAL RECORDS

- 9.7.1.In order to assure continuity of critical department programs and services following a disaster, the Department has developed a Vital Records Plan, which includes identification, proper back up and retrieval of essential records, and steps necessary for the protection of such records during disasters.

9.7.2.A major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day LAC DPH operations. To assist in the recovery and reconstruction period following a disaster, proactive measures must be taken to protect essential records.

9.7.3.The Health Insurance Portability and Accountability Act of 1996 governs the security of patient health records and will be strictly adhered to.

- Other vital records are defined as those records that are essential to:
- *Protect the rights and interests of individuals.* Examples include employee records, pay documents, business records, personnel records, Hazardous Material Business Plan, and criminal record information.
- *Conduct emergency response and recovery operations.* Records of this type include personnel rosters, Emergency Operating Procedures, utility system maps, and locations of emergency supplies and equipment.
- *Reestablish normal administrative functions.* Included in this group are financial records, payroll records, and purchase orders.
- Each program is responsible for designating a custodian for vital records, and for ensuring that vital record storage and preservation are accomplished. Vital records storage methods that might be utilized include but are not necessarily limited to:
 - Duplication (either hard copy or removable Computer Disk [CD]);
 - Dispersal;
 - Fireproof containers; and
 - Vault storage.

9.7.4.In addition, it is each employee's responsibility to maintain complete and timely record back up of the data on assigned computers by use of the zip drives or CDs.

9.7.5. In the event of an absence of key leadership personnel, or their lack of capacity to work, the line of authority will be clearly identified in continuity of operations planning.

9.7.6. Unless directed by the HO during an emergency, essential public health services will need to be maintained or supplemented. These will include:

- 9.7.6.1.1. Service Planning Area functions,
- 9.7.6.1.2. Disease control response and treatment,
- 9.7.6.1.3. Environmental Health services, and
- 9.7.6.1.4. Vital records.

9.8. FATALITY MANAGEMENT

9.8.1. Fatality management is the responsibility of the County Coroner's Office.

9.8.2. LAC DPH vital records staff will be responsible for registering death certificates for all county resident fatalities. A unit will be assigned to the Incident Management structure to complete this task.

9.9. FAMILY ASSISTANCE (FA)

9.9.1. FA Centers for employees will be established by the Department of Public Social Services (DPSS).

9.10. MASS CARE OPERATIONS

9.10.1. Shelters will be operated by the American Red Cross, in conjunction with the DPSS.

9.10.2. LAC DPH nursing will provide a minimum of one nurse per shift per shelter, depending on population size.

9.10.3. Victims requiring special medical assistance beyond the scope of services provided in a shelter, but not requiring hospitalization, will be transferred to an appropriate facility. The latter will be coordinated between the Medical Alert Center and health facilities.

9.11. MASS WASTE HANDLING

9.11.1. LAC DPH Environmental Health will be the lead agency in the event that mass infectious/hazardous waste handling is required.

9.11.2. LAC DPH will provide recommendations to the healthcare community on appropriate waste handling and disposal procedures.

9.11.3. LAC DPH will ensure that healthcare facilities are using appropriate waste disposal methods.

9.12. RADIOACTIVE WASTE MANAGEMENT

9.12.1. LAC DPH radiation control staff will provide recommendations on the appropriate methods of minimizing exposure to and disposing of radioactive sources and contaminants.

10. RECOVERY

10.1. CONCEPT OF OPERATIONS

- 10.1.1. The following concepts were used in developing this section:
 - 10.1.1.1. Ensuring that the Los Angeles County Department of Public Health (LACDPH) is prepared to respond to records requests.
 - 10.1.1.2. Ensuring that the Department establishes a system to manage post disaster administrative requirements.

10.2. GENERAL OVERVIEW

- 10.2.1. At the onset of an emergency, the response agency must consider the effect the response will have on recovery operations. Recovery is a short-term activity intended to return systems to normal operations.
- 10.2.2. The recovery phase will include cost recovery activities and will be directed as necessary.
- 10.2.3. As soon as practical, following a major emergency, normal management of LAC DPH will be restored. Disaster assistance for affected persons will be coordinated through joint State and Federal Disaster Assistance Centers in the local area.
- 10.2.4. If major damage has occurred, the recovery aspects of this Plan will be implemented to coordinate planning and decision-making for recovery and reconstruction efforts.
- 10.2.5. Plans that direct specific recovery actions will be included as an annex to this plan.
- 10.2.6. Actions that may be carried out or requested during the recovery phase include:
 - 10.2.6.1. Implementing health and safety measures.
 - 10.2.6.2. Protecting, controlling, and allocating vital resources.
 - 10.2.6.3. Restoring or activating essential facilities and systems.
 - 10.2.6.4. Enforcing police powers in controlling the locations.
 - 10.2.6.5. Establishing access controls and erecting traffic barricades.
- 10.2.7. Specific b plans and instructions are located within Annex 29, "Public Health Recovery Plan"

10.3. ASSET MANAGEMENT/RECOVERY

10.3.1. Asset Management

- 10.3.1.1. The Finance/Administration Section within the LAC DPH Department Operations Center (DOC) is responsible for recording all expenses and purchases, resources used, staff time used, and equipment lost.

10.3.2. Personnel

- 10.3.2.1. Section and unit leaders are responsible for recording, tracking, and verifying work hours of staff assigned to their respective work locations.

10.3.3. Supplies/materials/contractual expenditures

- 10.3.3.1. A logistics officer will be appointed at each location where LAC DPH assets, supplies, and equipment will be used for the emergency.

**Department of Public Health
All-Hazards Emergency Management Plan**

- 10.3.3.2. The logistics officer is responsible for maintaining records on appropriate forms and forwarding them to the LAC DPH DOC Finance/Administration Section as dictated by circumstances.
- 10.3.3.3. The Finance/Administration Section will use established purchasing and contracting protocols to the greatest extent possible, recognizing that emergency acquisitions may require extraordinary procedures. Documentation will be maintained to support such purchases.
- 10.3.3.4. The Strategic National Stockpile (SNS) Coordinator will provide direct support to the LAC DPH DOC Logistics Section in the recovery of all unused SNS materials.
- 10.3.3.5. SNS medications/supplies that do not leave the Receipt, Storage, and Staging (RSS) warehouse, as well as SNS equipment items, must be returned to Centers for Disease Control (CDC).
- 10.3.3.6. The SNS Inventory Management System will provide documentation for the recovery.

10.3.4. Records

- 10.3.4.1. All purchase, contracting, and personnel records will be forwarded to LAC DPH administration for compilation in case Federal disaster assistance will be available to recover costs.
- 10.3.4.2. LAC DPH must ensure that procedures are in place to protect patient records obtained during the course of emergency operations.
- 10.3.4.3. LAC DPH records obtained during the disaster will be stored in accordance with county recordkeeping procedures.

10.4. RECOVERY CASE MANAGER

- 10.4.1.1. LAC DPH Disaster Recovery Case Manager will be assigned to manage the recovery phase, and will manage, accumulate, or develop:
 - 10.4.1.1.1. All reports, documents, lessons learned, and write a final action report for the event.

10.5. RESTORATION

- 10.5.1.1. **Traumatic Stress**
 - 10.5.1.1.1. The LAC DPH staff shall have access to mental health resources through the department's Employee Assistance Program.
- 10.5.1.2. **Post-Exposure Evaluation**
 - 10.5.1.2.1. Potential exposure to infectious diseases shall be documented on employee records during the event.
 - 10.5.1.2.2. Important information will be included in the report, including date, time, circumstances of the exposure, victim name, location, *etc.*
 - 10.5.1.2.3. Immediate post-exposure care, including prophylaxis, will be provided to the extent possible at a recognized occupational health provider recognized by Department of Health Services (DHS)/LAC DPH. Emergency treatments will not be delayed.
 - 10.5.1.2.4. Follow-up care will be provided through occupational health providers recognized by DHS/ LAC DPH.
- 10.5.1.3. **Post-Event Evaluation**
 - 10.5.1.3.1. Post-event evaluation will occur within 7 days of the official event termination time, as determined by the County Emergency Operations Center.

**Department of Public Health
All-Hazards Emergency Management Plan**

10.5.1.3.2. Evaluations shall occur first as a “hot wash,” or debriefing, conducted by an independent facilitator with subject-matter expertise. This facilitator may be a contractor selected by the PH Recovery Case Manager.

10.5.1.3.3. A report will be generated as a result of the hot wash, indicating:

- 10.5.1.3.3.1.1. Processes/procedures that went well;
- 10.5.1.3.3.1.2. Processes/procedures/plans that need improvement;
- 10.5.1.3.3.1.3. Event statistics; and
- 10.5.1.3.3.1.4. Recommendations for improvement.

10.6. DISASTER CLAIMING

10.6.1. Under certain conditions, LAC DPH might be able to claim reimbursement, from various sources, for damages to buildings and its contents, the cost of building clean-up, and certain support or response cost.

10.6.2. In order to ensure eligibility for reimbursement, early during the disaster, the department will implement a system to maintain documentation of damages and cost to support claim(s).

10.7. HEALTH FACILITIES INSPECTION DIVISION PROTOCOLS

10.7.1. The Health Facilities Inspection Division licenses and certifies healthcare providers. Therefore, these agencies must be in compliance with all appropriate health rules and regulations, as they may be entitled to reimbursement for services provided during emergencies.

10.7.2. During emergency/disaster situations, for patients who may have been evacuated and sheltered in an American Red Cross facility, this Division will ensure that:

- All patients are accounted for, whether a relative took them home, or they were taken to a healthcare facility that was determined by a health facilities inspector to be structurally safe.
- A patient will receive equal or better healthcare services.

10.8. PATIENT CASE TRACKING

10.8.1. LAC DPH may continue to monitor the effects of an event on patients within the County of Los Angeles for an event determined specified period of time.

10.8.2. At the time this monitoring is to begin, the Health Officer (HO) will delegate the tracking to a unit within the Department.

10.8.3. A notification of the tracking will be promulgated by the Public Information Officer.

10.8.4. The tracking effort will have a specified expiration date, which may be extended at the time of expiration by the HO.

11. HOMELAND SECURITY THREAT LEVELS CHART



**HOMELAND SECURITY ADVISORY SYSTEM
THREAT LEVELS & RECOMMENDED ACTIONS**

Red Severe Condition	<p><i>Severe risk of terrorist attacks. PH Department Operations Center is activated. Individual Service Planning Area or Field Command Post may be activated. In addition to the previously outlined protective measures, the following steps may be heightened and taken:</i></p> <ul style="list-style-type: none"> • Establish PH functions according to the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), to respond in conformity with the current threat information. • Convene emergency response personnel at each Public Health location - conduct situation briefing. • Request the DHS to poll hospitals to assess capabilities and resource availability. • Poll Public Health and private facilities to assess capabilities and resource availability utilizing the Health Alert Network. • Monitor Los Angeles County and DHS Emergency Management Information System (EMIS). • Coordinate health-related activities with other local, state, and federal public and private response agencies/groups. • Increase or redirect personnel to address critical emergency needs. • Review the authorities of the Los Angeles County Health Officer and devise accordingly.
Orange High Condition	<p><i>High risk of terrorist attacks. This condition may or may not activate the Public Health DOC, depending on the local assessment. In addition to the previously outlined protective measures, the following steps may be heightened and taken:</i></p> <ul style="list-style-type: none"> • Implement, as appropriate, Public Health contingency and emergency response plans. • Coordinate security efforts with the County's Office of Public Safety, Health Service Branch. • Consider alerting staff and Point of Dispensing (PODs). • Alert hospitals and other healthcare providers of the threat level increase via the Health Alert Network. • Alert emergency response and special communications teams, i.e., HAM Radio Operators. • Coordinate response efforts with Region 1 Disaster Medical Health Specialist (if DOC activated). • Elevate availability of alternate sites, multi-agencies/jurisdiction as needed. • Restrict access to essential and authorized personnel only. • Review and ensure the implementation of security measures for our Mission Critical Systems. • Ensure service and supplies procurement procedures and vendor lists are current for continuity of service, including the Mission Critical Systems. • Review appropriate policies, i.e., Building Closure, 990; Public Health Employees Responsibilities During Emergency/Disasters, 911; Employee Call-Back, and other appropriate policies and procedures. • Assist in establishing public health surveillance for potential toxic exposures following an emergency/disaster situation. • Review operations for general or mass emergency immunizations/pharmaceuticals or quarantine procedures.
Yellow Elevated Condition	<p><i>Significant risk of terrorist attacks. This condition may or may not activate the Public Health DOC, depending on the local assessment. In addition to the previously outlined protective measures, the following steps may be heightened and taken:</i></p> <ul style="list-style-type: none"> • Review emergency/contingency plans for Public Health. • Review/update emergency contact directory and personnel notification procedures. • Assess further enhancement of preventive, protective measures, and efforts to ameliorate public hysteria within the context of the current threat information, such as: Inspection of the purity and usability of foodstuffs, water, drugs, and other consumables that may have been exposed to a hazard. • Increase human/veterinary/toxic epidemiologic surveillance at critical locations. This includes surveillance and epidemiological issues related to toxic exposures. • Ensure laboratory services for confirmatory testing for bacterial biologic terrorist agents is established and alternate facilities are identified and available within the Mutual Aid Region 1 and/or Region 6.
Blue Guarded Condition	<p><i>General risk of terrorist attacks. Public Health DOC activation level is inactive. In addition to the previously outlined protective measures, the following steps may be heightened and taken:</i></p> <ul style="list-style-type: none"> • Check communications with designated emergency response personnel, including the Public Health facilities. • Review and update emergency/disaster assessment response/recovery procedures. • Provide the public with appropriate information, via the Communication Office, Public Health Information Hotline; Public Health's Web site, www.lacounty.gov; the Los Angeles County Operational Area Emergency Operations Center's Emergency Management Information System (EMIS); and the Governor's Office of Emergency Services' Emergency Digital Information Service (EDIS). • Increase training of response personnel and other private health care facilities within the context of the current threat information.
Green Low Condition	<p><i>Low risk of terrorist attacks. Public Health Department Operations Center (DOC) activation level is inactive. The following protective measures may be applied:</i></p> <ul style="list-style-type: none"> • Refine and exercise preplanned preventive and protective measures pertaining to chemical, biological, radiological, nuclear, and explosive (CBRNE) incidents. • Ensure personnel receive training about the Homeland Security Advisory System, Public Health departmental preventive and protective measures. • Assess Public Health's infrastructure vulnerabilities and adopt measures to mitigate accordingly.

Annex Reference Index

Los Angeles County Department of Public Health

ANNEX	ANNEX TITLE	APPENDICES	GOVERNING PROGRAM
1	Emergency Operations Plan	1- DOC Activation Manual 2- Incident Action Plan Development Manual	Emergency Preparedness and Response
2	Emergency Communications Plan	1- Radio Communications 2- Telephone and Data	Emergency Preparedness and Response
3	LAC DPH Disease Outbreak Response Operations Plan	1-Small Pox Response Plan 2-Air Monitoring Plans 3- Pandemic Flu Plan	Various Programs
4	LAC DPH Natural Hazards Response Plan		
5	LAC DPH Public Information and Risk Communications Operations Plan		LAC DPH Public Information Office
6	Los Angeles County Operational Area Strategic National Stockpile Plan		Emergency Preparedness and Response
7	LAC DPH Mass Prophylaxis Plan		Emergency Preparedness and Response
8	LAC DPH Building Emergency Program		Emergency Preparedness and Response
9	LAC DPH Emergency Response Resources Plan		Materials Management/ Emergency Preparedness and Response
10	LAC DPH Mass Care Plan		Various Programs

*Department of Public Health
All-Hazards Emergency Management Plan*

ANNEX	ANNEX TITLE	APPENDICES	GOVERNING PROGRAM
11	Operational Plan for Implementation and Enforcement of Isolation and Quarantine Measures.		Medical Director/ Quality Assurance
13	LAC DPH Recovery Plan		Emergency Preparedness and Response
14	LAC DPH Continuity of Operations Plan		Emergency Preparedness and Response
15	PLACEHOLDER		
16	PLACEHOLDER		