

PLANNING SECTION

SUPPORTING DOCUMENTATION

ACTION PLANNING	PS - 3
EOC ACTION PLAN TEMPLATE.....	PS-7
DOCUMENTATION UNIT AAR/CAR CHECKLIST	PS-13
AFTER ACTION/CORRECTIVE ACTION REPORTING.....	PS - 17
ACTIVITY LOG	PS - 23
LOS ANGELES COUNTY OPERATIONAL AREA EMIS REPORTS.....	PS – 25
WATCH COMMANDER’S REPORT	PS-25
RECONNAISSANCE REPORT	PS-26
INCIDENT REPORT.....	PS-27
CITY AND COUNTY UNINCORPORATED AREA STATUS REPORT	PS-29
GENERAL AREA SURVEY SUMMARY REPORT	PS-33
RESOURCE REQUEST	PS-37
MESSAGE.....	PS-38
DUTY POSITION LIST	PS-39

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ACTION PLANNING

ACTION PLANNING

The Action Planning process is an essential tool for the city, particularly in managing sustained operations. If the emergency organization is to have a well planned and executed approach to resolving the problems posed by the disaster, the organization must remain focused and unified in its efforts. The Action Planning process is a key element in ensuring that the entire organization will be focused and acting as a unified, coordinated body. If the organization is going to move forward in a unified manner, there must be clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual unit efforts are a part of the overall organizational efforts.

For the organization to continue its efforts, it is important that common organizational goals are maintained and pursued. These goals are set by the EOC Director/Deputy EOC Director of the SEMS/NIMS organization. For the EOC Director/Deputy EOC Director to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. This information should be provided by the Planning/Intelligence Section in the form of a Situation Status Report. The Situation Status Report must contain all key information and should also illustrate what outcomes are to be expected.

Once the Situation Status Report has been delivered, the EOC Director/Deputy EOC Director shall determine the Strategic Goals for the next operational period. Are these different from the operational goals from the last period? This short list of organizational goals must be verifiable and measurable.

Once the goals are set, they should be communicated to the other SEMS/NIMS elements so that they can be considered as to how the sections will tactically address the problems identified in the Situation Status Report, based on the objectives set by the EOC Director/Deputy EOC Director. The various branches in the Operations Section should each address this issue.

Next it falls on the Logistics Section to determine how they will support the Operations Section's efforts to meet the established strategic objectives and to anticipate equipment and supply procurement and personnel acquisition.

The Finance/Administration Section must determine how they will support the Operations Section's efforts to meet the established strategic objectives and to establish specific cost tracking and contracting methods.

The Planning/Intelligence Section must also consider their ongoing efforts to continue to produce and post situation status reports and information as well as continuing to support the Action Planning process throughout future operational periods. This will require continual briefing and rotation of staff in key information gathering roles in the EOC.

Importance of Written Action Plans

Written Incident Action Plans are a significant tool and provide:

- A clear statement of objectives and actions.
- A basis for measuring work effectiveness and cost effectiveness.
- A basis for measuring work progress and providing accountability.

Operational Periods

Operational Periods can be of various lengths, but are usually no longer than 24 hours. The length of the Operational Period is determined based on a number of issues.

- Length of time needed to achieve tactical objectives.
- Availability of fresh resources.
- Future involvement of additional resources.
- Environmental considerations. (Light, weather).
- Safety considerations.

Essential Elements in the Written Action Plan

1. **Statement of Objectives** - This is a statement of what we expect to achieve. Objectives must be Attainable, Measurable and Flexible.
2. **Organization** - Describes what elements of the SEMS/NIMS organization will be active and in place for the next Operational period.
3. **Tactics and Assignments** - This describes the tactics and operations to be employed to achieve the Objectives set. Tactics will normally be set by the Operations Section. Resource support and acquisition of necessary personnel and materials will be accomplished by the Logistics and the Finance and Administration Sections.
4. **Supporting Material** - Examples include maps, weather information, special information, the Communications Plan, Medical Plan, and any other special data.

Responsibilities for Action Planning

The Planning/Intelligence Section Chief is responsible for coordinating the development of the EOC Action Plan in large events. The Section will provide a great deal of support in the construction of the Plan. The Situation Status Unit will provide a comprehensive situation status report at the beginning of the Action Planning meeting.

Sequence of Activities in the Action Planning Process

1. The PLANNING/INTELLIGENCE Section will present a formal current Situation Status Report. This report should include all key categories.

2. EOC DIRECTOR/DEPUTY EOC DIRECTOR will define the organizational priorities for the next Operational Period (short term) as well as for the intermediate goals. This should include no more than four or five broad goals and represents the strategic goals of the organization. Goals should be measurable and verifiable. (Example: water issue; short term goal is providing bottled drinking water for those who need it, while the intermediate goal is restoration of water purification and delivery systems.)
3. The PLANNING/INTELLIGENCE Section posts the goals as determined by the EOC DIRECTOR/DEPUTY EOC DIRECTOR.
4. The OPERATIONS Section will then address how it will tactically address the problems identified in the Situation Status Report, based on the EOC Director/Deputy EOC Director's priorities. Each branch must develop tactical plans. The liaison agencies should address how they will support the overall goals of the city, keeping in mind that they will also address within their own organizations the same process for their own organizational goals.
5. The LOGISTICS Section determines what is required for them to obtain the needed personnel, supplies and materials to support the OPERATIONS Section in their pursuit of the organizational goals, as well as what the specific needs are.
6. The FINANCE/ADMINISTRATION Section determines what is required for them to pay for, document and recover the funds for the needed personnel, supplies and materials to support the OPERATIONS Section in their pursuit of the organizational goals.
7. The PLANNING/INTELLIGENCE Section continues to capture the information necessary to produce reliable and current situation status reports, project future needs and outcomes and to facilitate the Action Planning process and Action Planning meetings.

The Action Planning Meeting

This meeting is critical and there may be a tendency for these meetings to last longer than necessary unless they are kept on track and have good focus. The Planning/Intelligence Section Chief will be responsible for running the Action Planning meeting. There are some important tenants for this meeting:

- All participants must come prepared.
- Strong leadership must be evident.
- Agency representatives must be able to commit resources for their agencies.
- **Cell phones off; pagers on vibrate only.**

SUMMARY OF ACTIVITIES BY SECTION

- | | |
|---|---|
| 1. PLANNING/INTELLIGENCE | Presents the Situation Status Report |
| 2. EOC DIRECTOR/
DEPUTY EOC DIRECTOR | Sets goals |
| 3. PLANNING/INTELLIGENCE | Posts goals for organization's use |
| 4. OPERATIONS | Determines tactics to achieve goals |
| 5. LOGISTICS | Determines how it will support operations |
| 6. FINANCE/ADMINISTRATION | Determines how it will support operations |
| 7. PLANNING/INTELLIGENCE | Prepares Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process |

1. Incident Name	2. Operational Period to be covered by EOC Action Plan (Date/Time) From: _____ To: _____	EOC ACTION PLAN COVER SHEET
3. Approved by: EOC Director/Deputy EOC Director: _____ _____		
EOC ACTION PLAN The items checked below are included in this EOC Action Plan		
<input type="checkbox"/> SEMS/NIMS 202-OS (Response Objectives)		
<input type="checkbox"/> SEMS/NIMS 203-OS (Organization List) - OR - SEMS/NIMS 207-OS (Organization Chart)		
<input type="checkbox"/> Additional Information: <input type="checkbox"/> Map <input type="checkbox"/> Weather Forecast <input type="checkbox"/> Previous day's progress, problems		
<input type="checkbox"/> SEMS/NIMS 205-OS (Communications List)		
<input type="checkbox"/> SEMS/NIMS 206-OS (Medical Plan) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____		
4. Prepared by: _____		Date/Time
EOC ACTION PLAN COVER SHEET		

6. Special Concerns

7. Attachments (mark "X" if attached)

- | | |
|--|--|
| <input type="checkbox"/> Organization Chart | <input type="checkbox"/> Weather Forecast |
| <input type="checkbox"/> DAC Locations | <input type="checkbox"/> Maps |
| <input type="checkbox"/> Medical Plan | <input type="checkbox"/> Safety Plan |
| <input type="checkbox"/> Operating Facilities List | <input type="checkbox"/> Communications Plan |
| <input type="checkbox"/> Other _____ | |

8. Prepared by: (Planning Section Chief

Date/Time

Originator: *Planning/Intelligence Section Coord
Documentation Unit (Planning/
Intelligence Section*
Routing: All Sections

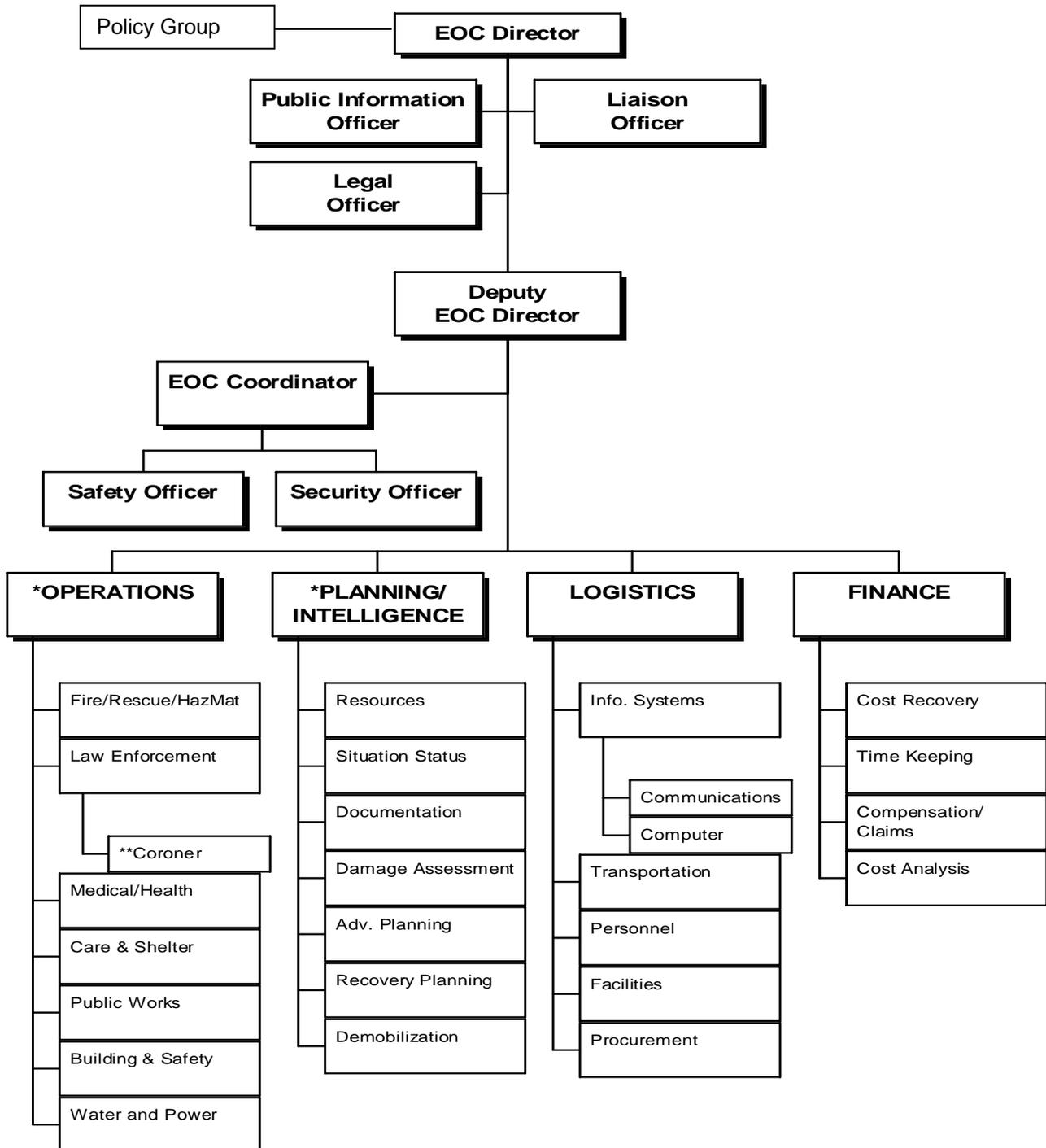
Based on situation and resources available, develop an Action Plan for each Operational Period.

**Supporting Documentation to
Emergency Response Plan**

PART TWO - PLANNING/INTELLIGENCE

1. Incident Name		2. Operational Period (Date/Time) From:		ORGANIZATION ASSIGNMENT LIST SEMS/NIMS 203-OS	
3. Management Section		4. Name		5. Operations Section	
6. Name					
EOC Director Liaison Officer: Public Information Officer: EOC Deputy Director EOC Chief: Safety Officer: Security Officer: Legal Advisor/Officer: _____:				Ops Section Chief: Law Enforcement: Fire/HazMat/Rescue: Medical/Health: Public Works: Building and Safety: Care and Shelter: Water and Power	
7. Planning Section		8. Name		9. Logistics Section	
10. Name					
Plans Section Coord. Resources: Situation Status: Documentation: Damage Assessment: Adv. Planning: Recovery: Demobilization:				Logistics Section Coord. Information Systems: Computer Unit: Communication Unit: Transportation Unit: Personnel Unit: Facilities Unit: Procurement:	
11. Finance Section		12. Name		12. Agency Representatives	
13. Name					
Finance Section Coord. Purchasing Time Keeping: Cost Analysis: Cost Recovery:					
14. Prepared By: (Resources Unit)		Date/Time			

EOC ORGANIZATION CHART



DOCUMENTATION UNIT AAR/CA CHECKLIST

For declared states of emergency, Pasadena is required by SEMS to submit After Action Reports, which include areas for improvement, referred to as Corrective Actions in this document.

- Designate a Documentation Unit staff that is responsible for collecting all documentation from activated positions in the event.
 - All documentation will be used for developing the AA/CA Report.
 - Sources of documentation include:
 - Action Plans developed to support operational period activities
 - Forms used in the SEMS field level ICS
 - Unit activity logs and journals
 - EMIS forms
 - Written messages
 - Position checklists
 - Public information news releases and media reports
 - FEMA-developed forms
 - Other forms
 - Decide the method to be used in the Documentation Unit for initiating, collecting, and compiling the documentation for the After Action Report.
 - At the close of the event, all documentation should be passed to the Documentation Unit Leader.
- Identify the person who will be responsible as the lead for the development of the AA/CA report. This person will be the AA/CA point of contact (POC).
- Documentation Unit Leader passes all event documentation to the AA/CA POC, the staff responsible for the development of the AA/CA Report. The AA/CA POC continues the process as follows in this checklist.
- Identify all organizations and contact information for all involved in the event, exercise or training.
- Establish an after action reporting system to collect after action and corrective action information from all organizations involved in the event/exercise or training.
- Determine the AA/CA Reporting mechanism that will be used for developing the AA/CA Report - - RIMS form via the internet or the OES AA/CA Report Word document template.
- Identify when and where AA/CA Hot Wash will occur.
- A hot wash can be conducted after the operational periods or as part of the demobilization process at the end of the event.
 - Hot Washes can also be conducted at the close of or as soon after the event as possible.
 - Hot Wash comments should be compiled for inclusion in the AA/CA report.
 - Send out AA/CA Report survey to all those not in attendance including return date for the survey.
- Prepare for conducting an AA/CA Hot Wash and sending out AA/CA Report survey form.
- Conduct AA/CA Hot Wash involving all those activated in the event; document and collect all Hot Wash comments and consolidate.
 - Seek maximum participation in the Hot Wash
 - Maintain focus on event objectives – WHAT not WHO
 - Identify what went right
 - Identify what corrective actions are needed
 - Constantly review teaching points/lessons learned

- Record key points
- Send out AA/CA Report survey to organization's personnel activated in the event that could not attend the AA/CA Hot Wash in person. (OES AA/CA Word template can be used).
- Request that the AA/CA Report survey template be filled out, completed, and returned within a specific time period.
 - Returned AA/CA Reports must show the approval of the assigned authority.
- Receive the returned AA/CA Reports from all individuals and/or organizations that were sent the AA/CA Report template. (Deadline for returning AA/CA Reports must meet NIMS compliance - 60 days).
- Initiate development of the AA/CA Report using all the compiled information/data from the Hot Wash and the AA/CA Report surveys that were returned.
- Develop a timeline or work plan for completing the AA/CA Report.
- Develop an AA/CA Report Team, as necessary, to assist in the AA/CA Report development process.
- Ensure that the after action/corrective action development is capable to do the following:
 - Analyze the collected after action information – group by SEMS/NIMS functions.
 - Identify and triage corrective actions needed.
 - Prioritize corrective actions by SEMS/NIMS functions.
 - Identify and link the appropriate involved organizations with the specific corrective actions.
 - Identify the expected outcome and the anticipated completion date of each corrective action.
 - Identify the jurisdictional or organizational authority that must provide signature approval of the AA/CA Report before it is released from the organization and forwarded.
 - Identify the jurisdictional or organizational POC for monitoring corrective action tracking.
- Ensure that the after action/corrective action reporting addressees at a minimum the following:
 - What went right - actions that were successful?
 - What did not go well and why?
 - What needs to be changed – retraining, procedural fixes, equipment shortfalls, staffing problems?
 - What corrective actions will be taken to improve areas that did not go well?
 - What type of mechanism (ex. Database, spreadsheet, etc.) will be used for tracking corrective actions to completion?
- Identify points of contact for each organization that will receive the jurisdiction's AA/CA Report (drafts for any review comments and the final report).
- Establish suspense dates throughout the process for completing and forwarding After Action/Corrective Action Reports to meet compliance deadlines.
- For declared state of emergencies, local jurisdictions forward AA/CA Report to the OES Region within 90 days of the close of the incident or event to meet SEMS requirements.
 - OES Region forwards all AA/CA Reports to State OES HQ AA/CA POC.

**Southern Region
(LOS ALAMITOS)**

11200 Lexington Drive
Building 283
Los Alamitos, CA 90720-5002
(562) 795-2900

- For undeclared events, exercises and trainings, local jurisdictions forward the approved AA/CA report to the next higher SEMS organization level.
 - Develop a mechanism or planning tool that can be used for tracking identified corrective actions or lessons learned.

- Tracking tool might be a spreadsheet, a database, or other mechanism that provides a means of tracking.
- Ensure the tracking tool is capable of producing quarterly, semi-annual, or annual reports to be used for review.
- Identify a point of contact (Tracking POC) responsible for tracking the corrective action status through its completion.
 - The position, the Tracking POC, should be assigned in coordination with all the affected organizations linked with that particular corrective action.
 - Clarify that the tracking of corrective actions is for the purpose of having a more effective event the next time, incorporating lessons learned; tracking corrective actions is to be used as a positive tool for more effective emergency management.

Track the identified corrective action status through its completion or implementation, and document the completion date. --**This is a NIMS requirement.**--

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AFTER-ACTION/CORRECTIVE ACTION REPORT INSTRUCTION SHEET

WHO SHOULD COMPLETE THIS FORM

[Note: Pursuant to §2450(a), Chapter 1, Division 2, Title 19 CCR, Any city, city and county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency, shall complete and transmit an after-action report to OES within ninety (90) days of the close of the emergency period as specified in CCR, Title 19, §2900(j).(a)]

In addition, affiliated agencies such as contract ambulance companies, volunteer agencies including the American Red Cross and Salvation Army, and any other agency providing a response service during an actual occurrence, functional or full-scale exercise, are requested to complete this form.

Beyond the statutory requirement for after-action report, information collected through this process is important for the Governor's Office of Emergency Services to ensure the effectiveness of the Standardized Emergency Management System and the National Information System. Information is also utilized to demonstrate grant performance activity associated with FEMA training and exercise programs; as well as providing justification for future grant funded emergency management programs for California.

PART I - GENERAL INFORMATION

Please fill this information out completely. Check all boxes that apply. The following information is provided as additional clarification:

- TYPE OF AGENCY: If "other" indicate volunteer, contract, private business, etc.
- DATES OF EVENT: Beginning date is the date your agency first became involved in the response to the event or exercise. Ending date is the date the response phase or exercise was over.
- TYPE OF EVENT: Planned events are parades, demonstrations or similar occurrences.

PART II - SEMS/NIMS FUNCTIONS EVALUATED

- TOTAL PARTICIPANTS: All participants in each principal SEMS/NIMS function. It is not necessary to itemize the number participating in each element under the principal function.
- EVALUATION: If all elements of a principal SEMS/NIMS function were generally satisfactory, circle (S). If deficiencies were noted (needs improvement), circle (NI).

- **CORRECTIVE ACTION:** If (NI) was circled under EVALUATION, indicate whether the corrective action pertains to “planning, training, personnel” etc. Further clarification should be provided in Part II, Questions 20-24, and Part III Narrative as desired.
- **OTHER PARTICIPANTS:** This box generally applies to exercises. Please indicate the total number of exercise staff, i.e., controllers, simulators, etc., and any community volunteers (simulated victims, moulage, etc.).

PART III - AFTER ACTION REPORT QUESTIONNAIRE

- **QUESTIONS 1-19:** Answer “YES, NO, or N/A” (Not Applicable).
- **QUESTIONS 20-24:** Response to these questions should address areas identified as “N/I” or requiring “Corrective Action”, in Part I; as well as any “NO” answers given to questions 1-19.

PART IV - NARRATIVE

This is optional space provided for further clarification and information relating to Parts II and III.

- **FORM COMPLETED BY:** Please print your name legibly in the space provided.
- **REPORT DUE DATE:** Please indicate the due date. (Ninety days from the end of the response phase, or completion of the exercise).
- **DATE COMPLETED:** The actual date the report is completed and sent to OES.

Please forward completed reports to your OES Administrative Region Office. Agencies are encouraged to maintain copies of this report on file for record-keeping purposes.

**Southern Region
(LOS ALAMITOS)**
11200 Lexington Drive
Building 283
Los Alamitos, CA 90720-5002
(562) 795-2900

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Standardized Emergency Management System/National Emergency Management System
AFTER ACTION/CORRECTIVE ACTION REPORT**

PART I - GENERAL INFORMATION								
NAME OF AGENCY:			TYPE OF AGENCY:					
			<input type="checkbox"/> City	<input type="checkbox"/> State Agency <input type="checkbox"/> Other				
			<input type="checkbox"/> County	<input type="checkbox"/> Federal Agency _____				
			<input type="checkbox"/> Operational Area	<input type="checkbox"/> Special District				
OES ADMINISTRATIVE REGION:			DATES OF EVENT: (MONTH/DAY/YEAR)					
<input type="checkbox"/> Coastal (Oakland Office)			BEGAN: _____/_____/_____					
<input type="checkbox"/> Inland (Sacramento Office)								
<input type="checkbox"/> Southern (Los Alamitos Office)			ENDED: _____/_____/_____					
TYPE OF EVENT:		OR	TYPE OF HAZARD OR EXERCISE SCENARIO:					
Exercise Type:			<input type="checkbox"/> Avalanche	<input type="checkbox"/> Flood	<input type="checkbox"/> Terrorism			
<input type="checkbox"/> Table Top	<input type="checkbox"/> Actual Occurrence		<input type="checkbox"/> Civil Disorder	<input type="checkbox"/> Fire (Structural)	<input type="checkbox"/> Tsunami			
<input type="checkbox"/> Functional	<input type="checkbox"/> Planned Event:		<input type="checkbox"/> Dam Failure	<input type="checkbox"/> Fire (Wildland)	<input type="checkbox"/> Winter Storm			
<input type="checkbox"/> Fullscale	_____		<input type="checkbox"/> Drought	<input type="checkbox"/> Landslide	<input type="checkbox"/> Other (Specify)			
	(Specify)		<input type="checkbox"/> Earthquake	<input type="checkbox"/> Mudslide	_____			
PART II - SEMS/NIMS FUNCTIONS EVALUATED								
SEMS/NIMS FUNCTION	TOTAL PARTICIPANTS (Each Function)	EVALUATION (Circle: (S)Satisfactory OR (NI)Needs Improvement)		CORRECTIVE ACTION REQUIREMENTS: (Check to indicate corrective action is required)				
				PLANNING	TRAINING	PERSONNEL	EQUIPMENT	FACILITIES
Management: Public Information, Safety, Liaison, Interagency Coordination, Security, etc.		S	NI					
Command (Field): Public Information, Safety, Liaison, Interagency Coordination, Security, etc.		S	NI					
Operations: Law Enforcement, Fire/Rescue, Const. & Engineering, Medical/Health, Care & Shelter, etc.		S	NI					
Planning/Intelligence: Situation Status & Analysis, Documentation, Advance Planning, Demobilization, etc.		S	NI					
Logistics: Services, Support, Facilities, Personnel, Procurement, Supplies, Equipment, Food, etc.		S	NI					
Finance/Administration: Purchasing, Cost Unit, Time Unit, Compensation and Claims, etc.		S	NI					
Other Participants: Exercise Staff, Community Volunteers, etc. (# _____)								
	Total: _____							

PART III - AFTER ACTION/CORRECTIVE ACTION REPORT QUESTIONNAIRE

This questionnaire must be completed for all functional or full-scale exercises, and actual occurrences. Responses to questions 20-24 should address areas identified as "needing improvement and corrective action" in Part I; as well as any "No" answers given to questions 1-19 below:

DISASTER NAME:		PLANNED EVENT/EXERCISE NAME:		
QUESTION:	YES	NO	NA	
1. Were procedures established and in place for response to the disaster?				
2. Were procedures used to organize initial and ongoing responses?				
3. Was the ICS use to manage field response?				
4. Was Management considered or used?				
5. Was your EOC and/or DOC activated?				
6. Was the EOC and/or DOC organized according to SEMS/NIMS?				
7. Were sub-functions in the EOC/DOC assigned around the five SEMS/NIMS functions?				
8. Were response personnel in the EOC/DOC trained?				
9. Were action plans used in the EOC/DOC?				
10. Were action planning processes used at the field response level?				
11. Was there coordination with volunteer agencies such as the Red Cross?				
12. Was an Operational Area EOC activated?				
13. Was Mutual Aid requested?				
14. Was Mutual Aid received?				
15. Was Mutual Aid coordinated from the EOC/DOC?				
16. Was an inter-agency coordination group established at the EOC/DOC level?				
17. Was communication established and maintained between agencies?				
18. Was the public alerting and warning conducted according to procedure?				
19. Was public safety and disaster information coordinated with the media?				
20. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources:				
21. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?				
22. As a result of your response, are any changes needed in your plans or procedures? Please provide a brief explanation:				
23. As a result of your response, please identify any specific areas not covered in the current SEMS Approved Course of Instruction or SEMS/NIMS Guidelines?				
24. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed:				

PART IV - NARRATIVE

Empty box for narrative content.

The space below may be used if desired to provide additional comments pertaining to Part III questions 20-24, or for any additional observations:

FORM COMPLETED BY: _____ (Print Name)	YOUR AGENCY NAME: _____	REPORT DUE DATE: ____/____/____ DATE COMPLETED: ____/____/____	OES USE ONLY Date Received: Received By:
---	-----------------------------------	---	---

**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES**

WATCH COMMANDER'S REPORT

STATIONS WITH EMIS ACCESS CAN SEND THE REPORT DIRECTLY TO THE COUNTY EMIS DATABASE. A copy of the EMIS version of the report is on the next page.

#	INTENSITY	EXPLANATION
1	0	Not felt.
2	1	Quake felt, but may not have been recognized as an earthquake.
3	2	Windows and/or doors disturbed, walls may make cracking sound. Standing cars are rocked.
4	3	Some heavy furniture moved, a few instances of fallen plaster and/or ceiling tiles. Patrol personnel advise feeling quake while in units.
5	4	Considerable damage to station/facility. Patrol units report significant damage to buildings which may include partial collapse. Major damage to poorly built structures, minor damage to specially designed structures.
6	5	Extensive damage throughout the area and/or station facility.

LA CNTY OP AREA FORM 121

This form is used only by Los Angeles Sheriff's Department (LASD) patrol stations and is used only for earthquakes. Each station submits the report based on the shaking intensity as it was felt at the station. The report is due immediately after feeling an earthquake. The shaking intensities are based on a modified Mercalli scale. This report is normally sent in through EMIS. A summary report is created by EMIS that is available to all EMIS users. If EMIS is not available, this form can be faxed to the OAEOC (323/881-6895).

**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES
RECONNAISSANCE REPORT**

**Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC
CITIES WITH EMIS INTERNET ACCESS CAN SEND THE REPORT DIRECTLY TO THE COUNTY
EOC. A copy of the EMIS version of the report is on the next page.**

LINE #	ITEM	EXPLANATION	DATA (circle the applicable color)
1	CITY NAME		
2	INFRASTRUCTURE	General status of facilities such as dams, disaster routes, freeways, airports, flood control system, utilities, high occupancy structures, within your jurisdiction.	GREEN AMBER RED BLACK
3	HOSPITALS	General status of private and County hospitals. It does not apply to small medical facilities or clinics. ONLY HOSPITALS.	GREEN AMBER RED BLACK
4	FIRE/RESCUE	General status of supporting fire /rescue service whether city owned or contracted service.	GREEN AMBER RED BLACK
5	LAW ENFORCEMENT	General status of supporting law enforcement agency whether city owned or contracted service.	GREEN AMBER RED BLACK
6	COMMUNICATIONS	Status of city operated communications systems. NOT COMMERCIAL SYSTEMS (Pac Bell, GTE, Etc.).	GREEN AMBER RED BLACK
7	STATUS OF GOVERNMENT	How well is the city government able to respond to the emergency.	GREEN AMBER RED BLACK
MSG 4	SOURCE NAME	Used to name the person who provided the report to the Sheriff's station.	
MSG 4A	SOURCE PHONE #	Phone number of the person who provided the report to the Sheriff's station.	
MSG4 B	SOURCE FAX #	Fax number of the person who provided the report to the Sheriff's station.	

LA CNTY OP AREA FORM 122

GREEN = Fully Operational
AMBER = Some Reductions in Service

RED = Emergency Services Only
BLACK = Incapable of Providing Services

**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES**

INCIDENT REPORT

Sent by cities, county departments and special districts. If EMIS is available, sent directly to the EMIS data base. If EMIS is not available, send by fax, phone, radio or messenger to: Cities send to their Contact Sheriff's station; county departments and special districts send to their Lead department; Sheriff's stations and Lead departments send to the County EOC. The EMIS report goes to the EMIS database.

#	ITEM	EXPLANATION	DATA
1	INCIDENT TYPE	This must be an incident from the attached list of EMIS incidents. If you do not see an incident exactly like the one being reported, pick something close to it. These are the only incidents registered in, or recognized by the County EOC computer system. A further description of the incident can be made in the free text area called MAJOR DAMAGE.	
2	CHILD OF	If the incident were caused by some other incident, the causing incident would be listed here. The causing incident must be one already created by the city.	
3	STATUS	Incident OPEN (an active incident) or CLOSED (all work has been completed and the incident no longer presents a problem). When an existing incident is finished, an updated City Status Report would be sent in closing the incident.	
4	PROBLEMS/MAJOR DAMAGE	A free text area for a short, concise description of what has happened.	
5	ACTION TAKEN	A free text area for a short, concise description of what the city is doing about the incident. If requesting outside support, so indicate but remember, a separate message or resource request must be sent to actually make the request for support.	
6	LOCATION	Pick List of: Street Address, or Cross Street, or Land Mark, or Thomas Bros. Page & Grid. Indicate which of the above location means are being used. Then provide the location using the appropriate means.	

LA CNTY OP AREA FORM 123

EMIS INCIDENTS

(For your reference only - **DO NOT SEND THIS LIST WITH THE DEPARTMENT STATUS REPORT**)

The below listed "type" incidents are registered in EMIS and are selected through the Incident Browser. When agencies fill out an Incident Report, they should use one of these incidents types when listing major incidents that have impacted the city's operational capability or to which the city is responding with a major deployment of assets.

Access/Crowd Control	Paging System Failure
After shock	People Gathering
Area Closure	Power Failure
Bomb Located	Radio Failure
Bomb Threat	Radiological
Bridge Collapse	Rescue
Bridge Damage	Rioting
Building Collapse	Road Closure
Building Damage	Roadway Collapse
Casualty Coll Point	Roadway Damage
Civil Disturbance	Search and Rescue
Computer System Failure	Sewage Sys Damaged
Criminal Activity	Sewage Sys Inop.
Dam Collapse	Shelter Closed
Dam Damage	Shelter Opened
Dam Overflowing	Structure Collapse
Earthquake	Structure Damage
EOC Closed	Telephone Failure
EOC Opened	Terrorism
Evacuation	Terrorist Activity
Evacuation Center	Toxic Cloud
Evacuation Route	Traffic Control
Explosion	Train Derailment
Fatality	Tsunami
Fatality Coll Point	Undefined
Fire	Urban Search and Rescue
Flooding	Water Outage
Freeway Damage	Water Sys Damaged
Freeway Collapse	Water Sys Inop
Gas Main Leak	Y2K City Computer Systems (hardware/Software)
Hazardous Material	Y2K Computer Aided Dispatch
Hospital Collapse	Y2K E911 Equipment
Hospital Damage	Y2K Electric Power
Hospital Evacuation	Y2K Facilities/Embedded Chips
Hospital Fire	Y2K Radio Systems
Hospital Power Outage	Y2K Telephone Services
Hospital Water Loss	Y2K Traffic Signals
Injuries	Y2K Water Delivery Systems
Landslide	
Local Emergency	
Looting	
Low Water Pressure	
Mud Flows	

CITY & COUNTY UNINCORPORATED AREA STATUS REPORT

Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC Plans & Intel Section. NOTE: When sending in a paper update report, only those line items with changes need to be provided. Also one report is filled out by each Sheriff's station for all County unincorporated areas patrolled by the station. CITIES WITH EMIS INTERNET ACCESS CAN SEND THE REPORT DIRECTLY TO THE COUNTY EOC DATABASE. Changes should be entered into EMIS as they occur. A copy of the EMIS version of the report follows the paper copy.

LINE #	ITEM	EXPLANATION	DATA
1	City	Name of city submitting the report.	
2	Event	The event that has caused the emergency. For example "Northridge Earthquake". By the time the first City Status Reports are sent, EMIS will have a name for the event and that name MUST be used. It will be available at the EMIS data entry point.	
3	Sender's Job	This is input automatically by the computer system when the data is being keystroked into the system. Filling out a non-EMIS paper report does not require this data field.	
4	Public Dollar Loss	An estimate of the dollar value of damage and destruction to government owned (local, County, State, Federal) structures. This includes roads, bridges, etc., as well as buildings. This is an estimate that gets revised up or down daily based on further refinement of the data. It is expected that initial estimates will be very imprecise.	
5	Private Dollar Loss	An estimate of the dollar value of damage and destruction to privately owned structures. It is expected that initial estimates will be very imprecise.	
6	Casualties - Ambulatory	Number of injured who can walk.	
7	Casualties - Non Ambulatory	Number of injured who can not walk.	
8	Fatalities	Number of city ESTIMATED fatalities. The Coroner is the only source for official death figures.	
9	Wind Direction	The wind is blowing out of a named compass direction. For	

LINE #	ITEM	EXPLANATION	DATA
		example NORTHWEST or SOUTH, etc. Give for the reporting location.	
10	Wind Speed	In miles per hour. Give for the reporting location.	
11	Communications Systems (Operational Or Non Operational)		
11a	Fire	Status (Operational or Non Operational) of fire radio systems and a primary contact frequency	Operational Non Operational
11b	Law	Status (Operational or Non Operational) of law enforcement radio systems and a primary contact frequency.	Operational Non Operational
11c	Public Works	Status (Operational or Non Operational) of Public Works radio systems and a primary contact frequency.	Operational Non Operational
11d	Other Govt. Radio	Status (Operational or Non Operational) of other government radio systems and a primary contact frequency.	Operational Non Operational
11e	EOC Contact Frequency	Status (Operational or Non Operational) of EOC radio systems and a primary contact frequency.	Operational Non Operational
11f	EOC Contact Telephone Number	Status (Operational or Non Operational) of EOC phone system and a primary contact phone number.	Operational Non Operational
11g	Disaster Communications Service	Status (Operational or Non Operational) of Disaster Communications Service (registered amateur radio operators) radio systems and a primary contact frequency.	Operational Non Operational
11h	City Government Phone System	Status (Operational or Non Operational) of government owned and operated telephone systems.	Operational Non Operational
12	UTILITIES (Operational or Non Operational.)		
	Public Phone	Status (Operational or Non	

LINE #	ITEM	EXPLANATION	DATA
12a	System	Operational) of the commercial phone systems used by the public.	Operational Non Operational
12b	Electric Power	Status (Operational or Non Operational) of electrical power systems used by the public.	Operational Non Operational
12c	Gas	Status (Operational or Non Operational) of natural gas systems used by the public.	Operational Non Operational
12d	Water	Status (Operational or Non Operational) of water systems used by the public.	Operational Non Operational
12e	Sewage	Status (Operational or Non Operational) of sewage systems used by the public.	Operational Non Operational
13	STATUS OF GOVERNMENT		
13a	EOC ACTIVATED	Is the city EOC currently activated. NO or YES and the date/time of activation.	
13b	EMERGENCY DECLARED	Has the city declared a local emergency. NO or YES and the date/time of declaration.	
14	COMMENTS	This is a free text area for giving a short, concise overview of the impact the emergency/disaster is having on the city.	
15	PROGNOSIS	This is a free text area for the city to indicate the general overall recovery probabilities based on the current situation and projected situation. Prognosis is worsening if assets are still being deployed	

LINE #	ITEM	EXPLANATION	DATA
		to resolve disaster related issues. Prognosis is stable if no additional assets are being deployed. Prognosis is improving if some assets are being returned to normal duties.	
16	INFORMATION FROM CITY REPRESENTATIVE	Name of person at the city who has provided the data to the County.	
17	DATE	The effective date (MM/DD/YYYY) of the report. EMIS must have a four digit year.	
18	TIME	The effective time (HHMM) of the report. This is in military time using the 24 hour clock.	

LA CNTY OP AREA FORM 125

When the report is sent to EMIS, it goes to the data base. There is no need for an address panel.

**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES
GENERAL AREA SURVEY SUMMARY REPORT FOR
CITIES AND COUNTY UNINCORPORATED AREAS**

Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC. Sheriff's stations send a report that includes each County unincorporated reporting district patrolled by the station. If EMIS is available do not use this report as the summary report is automatically generated by EMIS from the general area survey report.

REPORTING DISTRICT	SUM	ROADS & BRIDGES	STRUCT DAMAGE	NEED FOR				COMMENTS
				USAR	MED EVAC	COR-ONER	SHELTER	

LA CNTY OP AREA FORM 124

NOTE: Use as many additional lines as there are Reporting Districts in the Jurisdiction.

EXPLANATION OF THE DATA FIELDS IN THE FORM

REPORTING DISTRICT = The data that the jurisdiction uses to describe the Public Safety reporting district.
 SUM = A color code that provides an overall summary for the Reporting District.
 ROADS & BRIDGES = A color code that summarizes damage to roads and bridges within the Reporting District.
 STRUCT DAMAGE = A color code that summarizes structural damage for the Reporting District. USAR = A color code that describes the need for Urban Search & Rescue within the Reporting District. MED EVAC = A color code that describes the need for Medical Evacuation within the Reporting District. CORONER = A color code that provides the Coroner with information on how to deploy staff.
 SHELTER = A color code that describes the need for temporary shelter within the Reporting District.
 COMMENTS = Optional free text field for use if any very brief comments or explanation is necessary.

EXPLANATION OF THE COLOR CODES USED ON THE FORM

COLOR FOR SUMMARY

GREEN = Area shows little sign of apparent impact from the disaster.
 AMBER = There are signs of impact. Both people and structures. Impact appears minor.
 RED = There are major problems in this Reporting District.
 BLACK = The Reporting District shows sever signs of damage and life threatening situations caused by the disaster.

COLOR FOR DAMAGE

??? = Status unknown or could not be determined.
 GREEN = Less than 10% of structures or systems appear impacted.
 AMBER = Between 10% & 25% of structures show visible damage or utilities appear inoperative.
 RED = More than 25% visible damage including 10% collapsed.
 BLACK = More than 50% visible damage including 20% collapsed.

COLOR FOR NEEDS

??? = Status unknown or could not be determined.
 GREEN = No support needed.
 AMBER = There is a need but it can be handled by jurisdictional assets or normal mutual aid.
 RED = There is a need and major mutual aid will be required.
 BLACK = There is a need and the jurisdiction can not handle the problem at all.

LA OPERATIONAL AREA DISASTER INFORMATION REPORTING PROCEDURES GENERAL AREA SURVEY

Instructions

The General Area Survey is conducted either in conjunction with, or immediately following the pre-planned site specific checks of Critical Facilities. It can best be described as a windshield survey conducted by pre-designated agencies that have the transportation and communications means to quickly conduct the survey. Within County government, this may be field elements of the Sheriff's department. The Operational Area recommends that the cities of the county use their police departments, other public safety agencies, specially trained jurisdictional staff, or specially trained volunteers for this task. The important consideration is that the persons tasked to do this have knowledge of the reporting district, have communications means, and have transportation.

The General Area Survey is a 100% survey of all terrain within a jurisdiction. It provides a description of the boundaries of areas (polygons) where people and/or structures appear to have been adversely impacted due to damage, with a very brief description of that impact. **The report is not expected to be precise.** It is general and is designed to give planners and managers a feel for areas that have been impacted by the disaster, so that assistance can be arranged (Urban Search and Rescue, medical evacuation, fire suppression, temporary sheltering, etc.) and qualified inspectors can subsequently be sent in to do a detailed assessment. To keep the report simple, and to ensure a quick display of data, existing Public Safety Reporting Districts (geographical areas designed to be patrolled by one public safety unit [law enforcement patrol car, etc.] are generally the basis for the report. Jurisdictions may use other geographical designators if they have been cleared in advance with the Operational Area EOC. Lightly populated districts tend to be very large. If necessary, large districts can be quartered or otherwise temporarily divided up to make reporting more pertinent. This report is predicated on each jurisdiction having its Reporting District boundaries as a data layer in the Operational Area EOC.

While this is a "damage" report, critical to the emergency response process is knowledge of the impact the disaster is having on residents in the area. For purposes of this report, damage and its impact can be divided into six general categories. They are:

1. A quick summary impression of the status of the area (to be done if no other part of the report can be accomplished).
2. Does the road and bridge network in the area show visual signs of damage that will hinder movement?
3. Does the area have structures that show visual signs of damage, partial collapse, or total collapse?
4. Is there a need for Urban Search and Rescue?
5. Is there a need for medical evacuations?
6. Is there a need for Coroner support?
7. Are there large numbers of people made homeless who will require temporary shelter?

The reporting format is designed to give a general view. It is not expected to be precise. A color code system is used in the report and is designed to give a graphic display of the damage and the types of support services needed in an area so that follow-on emergency response personnel can concentrate their efforts in those geographical areas that have been truly impacted by the disaster. The report goes from a field unit to a departmental (or jurisdictional) EOC. Cities use the report to assist in directing subsequent emergency management activities. A General Area Survey Summary report is sent from the Cities to the Contact Sheriff Station for subsequent forwarding to the Operational Area EOC. From unincorporated areas, it is transmitted from Sheriff patrol units to the Sheriff Station, to the County EOC. In the future, if cities have an electronic data transfer capability with the County EOC, reports will be sent directly from a city to the County EOC.

**GENERAL AREA SURVEY REPORT FOR
CITIES AND COUNTY UNINCORPORATED AREAS**

(This is a field paper report format to be filled out by the person checking the area. The report is sent to the Jurisdiction's EOC where it is compiled into a General Area Survey Summary Report)

CITIES WITH EMIS INTERNET ACCESS CAN SEND THE REPORT DIRECTLY TO THE COUNTY EOC DATABASE. Changes should be entered into EMIS as they occur. A copy of the EMIS version of the report follows the paper copy. County unincorporated area reports are done by Sheriff's stations for the county unincorporated areas they patrol.

LINE #	ITEM	EXPLANATION	DATA (Circle the appropriate color)
1	TYPE REPORT	Indicate whether a city report or a county unincorporated area report.	
2	DATE OF REPORT	The effective date (MM/DD/YYYY) of the report. EMIS must have a four digit year.	
3	TIME OF REPORT	The effective time (HH:MM - Colon must be used between HH & MM) of the report. This is in military time using the 24 hour clock but when it is entered into EMIS there must be a colon between hours and minutes.	
4	AREA NAME	If a city, the city name. If a county unincorporated area, the name of the reporting Sheriff Station.	
5	PUBLIC SAFETY REPORTING DISTRICT NAME	The unique identifier used by the jurisdiction to identify the reporting district.	
6	SUMMARY	A color code indicating the general overall condition of the reporting district. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
7	ROADS AND BRIDGES	A color code indicating the existence of damage to the road and bridge network in the area that impacts movement. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
8	STRUCTURAL DAMAGE	A color code indicating damage. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
9	NEED FOR		
9a	URBAN SEARCH & RESCUE SUPPORT	A color code indicating the need for USAR support. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
9b	MEDICAL EVACUATION	A color code indicating the need for medical evacuation. See description of color codes below.	GREEN AMBER RED BLACK
9c	CORONER ASSISTANCE	A color code indicating the need for Coroner assistance for recovery of multiple fatalities. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK

LINE #	ITEM	EXPLANATION	DATA (Circle the appropriate color)
9d	SHELTERING	A color code indicating the need for establishment of temporary shelters to care for residents impacted by the disaster. Very subjective. See description of color codes below.	GREEN AMBER RED BLACK
10	COMMENTS	Free text area any brief comments the reporting feels will enhance knowledge of the impact the disaster has had on the reporting district.	

LA CNTY OP AREA FORM 124A

EXPLANATION OF GENERAL AREA SURVEY COLOR CODES

COLOR FOR SUMMARY

GREEN = Area shows little sign of apparent impact from the disaster.

AMBER = There are signs of impact. Both people and structures. Impact appears minor.

RED = There are major problems in this Reporting District.

BLACK = The Reporting District shows sever signs of damage and life threatening situations caused by the disaster.

COLOR FOR DAMAGE

??? = Status unknown or could not be determined.

GREEN = Less than 10% of structures have visual damage.

AMBER = Between 10% & 25% of structures show visible damage.

RED = More than 25% visible damage including some collapsed.

BLACK = More than 50% visible damage including many collapsed.

COLOR FOR NEEDS

??? = Status unknown or could not be determined.

GREEN = No support needed.

AMBER = There is a need but it can be handled by jurisdictional assets or normal mutual aid.

RED = There is a need and major mutual aid will be required.

BLACK = There is a need and the jurisdiction can not handle the problem at all.

**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES**

RESOURCE REQUEST

Sent by cities, county departments and special districts. If EMIS is available, cities send directly to the Operational Area EOC Logistics Section and county departments/special districts send to their Lead department. If EMIS is not available, send by fax, phone, radio or messenger to: Cities send to their Contact Sheriff's station; county departments and special districts send to their Lead department; Sheriff's stations and Lead departments send to the Operational Area EOC Logistics Section.

#	ITEM	EXPLANATION	DATA
1	Related Incident	What Incident caused the Resource Request	
1	Jurisdiction	Name of city (or supporting LASD station for county unincorporated areas).	
2	Urgent	Used only if the request is urgent.	URGENT
3	Reply Requested	Should be used indicate you want status information.	REPLY
4	Information only or Action expected	Select Action as County EOC staff are expected to process the request.	INFORMATION ACTION
5	Sender's job	The job held by the sender. Remote sites will only have the remote site title as an option.	
6	Subject	MANDATORY FIELD Key words that will describe the Resource Request. Include name of jurisdiction and what is being requested.	
7	Source	OPTIONAL FIELD Name, phone number and fax number of the person responsible for the request data.	
8	Corroborated	OPTIONAL FIELD Name, phone number and fax number of the person who has verified the data in the request.	
9	Recipients	Duty position of intended recipient(s). Resource Requests go to the County EOC Logistics Section.	
10	Where to deliver	Where are the items to be delivered (use Thomas Brothers page and grid as well as address).	
11	Deliver to Whom	Who (by duty position is preferred but name is acceptable) knows about the request and is expecting delivery.	
12	Purpose	What is the purpose of the resource being requested.	
13	Quantity	Number of items requested.	
14	Resource Requested	What is being requested.	
15	When needed	When the items are needed. Date & time.	

LA CNTY OP AREA FORM 140

Only one type of resource can be requested on a given resource request.

MESSAGE

(Sent by Cities to Contact Sheriff Station - Sheriff Station sends to County EOC)

CITIES WITH EMIS INTERNET ACCESS CAN SEND MESSAGES DIRECTLY TO THE COUNTY EOC. A COPY IS AUTOMATICALLY SENT TO THE CONTACT SHERIFF'S STATION. A copy of the EMIS version of the message follows the paper copy.

#	ITEM	EXPLANATION	DATA (Write in data or circle appropriate choice)
1	To (who are the recipients)	Duty position of intended recipient(s). See attached list of authorized recipients.	
2	From	The job held by the sender. Remote sites will only have the remote site title as an option.	
3	Urgent	Used only if the message is urgent.	URGENT
4	Reply Requested	Used only if a reply is required.	REPLY
5	Information only or Action expected	Select one or the other.	INFORMATION ACTION
6	Source	OPTIONAL FIELD Name, phone number and fax number of the person responsible for the message data.	
7	Corroborated	OPTIONAL FIELD Name, phone number and fax number of the person who has verified the data in the message.	
8	Event	MANDATORY FIELD Normally this will be the current event.	
9	Incident	MANDATORY FIELD Select the incident that has generated the message. Chose from an existing incident.	
10	Subject	MANDATORY FIELD Key words that will describe the body of the message.	
10	Message text	Free text area. Use as much space as required.	

LA CNTY OP AREA FORM 139

NOTE: Messages should be used only to convey information that is not appropriate for other type reports. Reports should be considered the primary means of passing data to and from the Operational Area EOC.

**LOS ANGELES OPERATIONAL AREA EOC
EMERGENCY MANAGEMENT INFORMATION SYSTEM
DUTY POSITION LIST**

Below are listed the Operational Area EOC duty positions that have an identity in EMIS. The number in front of the position can be used as an aid when looking for a given position. This list should be used when EMIS is not available and a message must be sent using manual means. Use city names as the address or return address for cities.

EOC MANAGEMENT

1000 EOC Manager
1010 CAO Manager
1020 Management Support OIC
1021 Message Center
1022 Communications
1023 EMIS Support
1024 Building Support
1030 Public Information Officer
1031 Legal Officer
1032 Liaison Officer
1040 EOC Assistant Manager

OPERATIONS SECTION

1100 Operations Section OIC
1101 Public Safety (Coroner)
1102 Public Safety (Fire)
1103 Public Safety (LASD)
1111 Construction-Engineering
1121 Care-Shelter (DPSS)
1122 Care-Shelter (Red Cross)
1131 Health Services

PLANNING & INTEL SECTION

1200 Planning-Intel Section OIC
1210 Situation Analysis
1220 Plans

LOGISTICS SECTION

1300 Logistics Section OIC
1310 Procurement
1320 Utilities Chief
1330 Transportation Chief

FINANCE & ADMIN SECTION

1400 Finance-Admin Section OIC
1410 Financial Operations
1420 County Government
1430 Personnel Operations

RECOVERY SECTION

1500 Recovery Section OIC
1510 Recovery Planning
1520 Liaison
1530 Inter-Government Relations

LASD DEPARTMENT OPERATIONS CENTER

2000 LASD Chief of Staff
2010 LASD EOB Duty Officer
2020 LASD Operations Officer
2030 LASD Plans/Intel Officer

2032 LASD Intel Officer
2033 LASD Air Operations
2034 LASD Custody Operations
2040 LASD Logs/Finance Officer
2042 LASD Resources
2043 LASD Personnel
2044 LASD Mutual Aid
2045 LASD Communications Center
2046 LASD Finance

AGENCY REPRESENTATIVES

3010 CALTRANS Rep
3020 CHP Rep
3030 Civil Defense Area Chief Rep
3040 Electric Company Rep
3050 Gas Company Rep
3060 LA City Rep
3070 LA City Law Rep
3080 Metropolitan Water Rep
3090 Metropolitan Transit Rep
3100 Military Rep
3110 OES Rep
3120 OES Law Rep
3130 Phone Company Rep

REMOTE LASD STATIONS

4000 Lancaster Station
4005 Avalon Station
4010 Carson Station
4020 Century Station
4030 Crescenta Valley Station
4040 Custody Div
4050 East L.A. Station
4060 Industry Station
4070 Lakewood Station
4080 Lennox Station
4090 Lomita Station
4100 Lost Hills Station
4110 Norwalk Station
4112 Palmdale Station
4115 Pico Rivera Station
4120 Santa Clarita Station
4130 Sheriff Communications Center
4140 Sheriff Headquarters
4150 Temple Station
4160 Walnut Station
4170 West Hollywood Station

DEPARTMENT & AGENCY REMOTE SITES

5000 Chief Administrative Office Department Operations Center
5010 County Fire Department Operations Center
5020 Health Services Department Operations Center
5030 Internal Services Department Operations Center
5040 Public Social Services Department Operations Center
5050 Public Works Department Operations Center
5060 LA City Emergency Operations Center
5070 Office of Emergency Services Southern Region
Emergency Operations Center
5080 Coroner Department Operations Center
5090 Red Cross Emergency Operations Center
5100 Metropolitan Transit Authority Bus Operations Control
5110 Metropolitan Transit Authority Emergency Operations
Center
5120 Metropolitan Transit Authority Dispatch
5500 Assessor
5505 District Attorney
5510 Municipal Courts
5515 Superior Courts
5520 Grand Jury
5525 Community Development Commission
5530 Board of Education
5535 Assessment Appeals Board
5540 LACERA
5545 Chief Information Officer
5550 Ombudsman
5555 Affirmative Action
5560 Agricultural Commissioner
5565 Alternate Public Defender
5570 Animal Care & Control
5575 Auditor-Controller
5580 Beaches& Harbors
5585 Children's Services
5590 Community & Senior Services
5600 Consumer Affairs
5605 County Counsel
5610 Human Resources
5615 Mental Health
5620 Veterans Affairs
5625 Museum of Art
5630 Museum of Natural History
5635 Parks & Recreation
5640 Probation
5645 Public Defender
5650 Regional Planning
5660 Registrar-Recorder

5665 Treasurer
5670 Public Library
5675 Music Center
5680 Sanitation District

CITIES

6010 Agoura Hills EOC
6020 Alhambra EOC
6030 Arcadia EOC
6040 Artesia EOC
6050 Avalon EOC
6060 Azusa EOC
6070 Baldwin Park EOC
6080 Bell EOC
6090 Bell Gardens EOC
6100 Bellflower EOC
6110 Beverly Hills EOC
6120 Bradbury EOC
6130 Burbank EOC
6140 Calabasas EOC
6150 Carson EOC
6160 Cerritos EOC
6170 Claremont EOC
6180 Commerce EOC
6190 Compton EOC
6200 Covina EOC
6210 Cudahy EOC
6220 Culver City EOC
6230 Dimond Bar EOC
6240 Downey EOC
6250 Duarte EOC
6260 El Monte EOC
6270 El Segundo EOC
6280 Gardena EOC
6390 Glendale EOC
6300 Glendora EOC
6310 Hawaiian Gardens EOC
6320 Hawthorne EOC
6330 Hermosa Beach EOC
6340 Hidden Hills EOC
6350 Huntington Park EOC
6360 Industry EOC
6370 Inglewood EOC
6380 Irwindale EOC
6390 La Canada-Flintridge EOC
6400 La Habra Heights EOC
6410 Lakewood EOC
6420 La Mirada EOC
6430 Lancaster EOC

6440 La Puente EOC
6450 La Verne EOC
6460 Lawndale EOC
6470 Lomita EOC
6480 Long Beach EOC
6490 Los Angeles EOC
6500 Lynwood EOC
6510 Malibu EOC
6520 Manhattan Beach EOC
6530 Maywood EOC
6540 Monrovia EOC
6550 Montebello EOC
6560 Monterey Park EOC
6570 Norwalk EOC
6580 Palmdale EOC
6590 Palos Verdes Estates EOC
6600 Paramount EOC
6610 Pasadena EOC
6620 Pico Rivera EOC
6630 Pomona EOC
6640 Rancho Palos Verdes EOC
6650 Redondo Beach EOC
6660 Rolling Hills EOC
6670 Rolling Hills Estates EOC
6680 Rosemead EOC
6690 San Dimas EOC
6700 San Fernando EOC
6710 San Gabriel EOC
6720 San Marino EOC
6730 Santa Clarita EOC
6740 Santa Fe Springs EOC
6750 Santa Monica EOC
6760 Sierra Madre EOC
6770 Signal Hill EOC
6780 South El Monte EOC
6790 South Gate EOC
6800 South Pasadena EOC
6810 Temple City EOC
6820 Torrance EOC
6830 Vernon EOC
6840 Walnut EOC
6850 West Covina EOC
6860 West Hollywood EOC
6870 Westlake Village EOC
6880 Whittier EOC

OTHER

9999 Observer