

**LOS ANGELES COUNTY  
EMERGENCY REPATRIATION PLAN**

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## INTRODUCTION AND PURPOSE

The California Emergency Repatriation Plan requires that counties develop plans for providing specified services to repatriates during periods of emergency which necessitate the mass return of U.S. citizens from areas outside the United States.

Responsibility for development of county repatriation plans is assigned to County Welfare Departments by the California Department of Social Services (CDSS).

Under Federal law, evacuees, upon their arrival at a port of entry in the continental United States, are eligible to receive emergency repatriation assistance at special Emergency Processing Centers (EPC's). Cash aid, travel expenses, medical and psychological emergency care, temporary housing and other services are offered to evacuees who need assistance. Evacuees without available resources are eligible to extended assistance at their final U.S. destination. Repatriates are required to repay cash they receive and the cost of travel and medical services.

This plan provides information about responsibilities for the emergency repatriation process at the federal, state, and county levels and delineates county departmental responsibilities and policies for activating and operating the Emergency Processing Center (EPC) at Los Angeles International Airport (LAX) or a site nearby.

This plan addresses only the activation and operation of an EPC with LAX as a port of entry. Services to repatriates who arrive through other points of entry and choose Los Angeles County as their final destination are covered in other plans administered by the Department of Public Social Services (DPSS) and Department of Community and Senior Citizen's Services (DCSCS).

## FEDERAL ROLE IN EMERGENCY REPATRIATION

The Department of State determines when the emergency repatriation program will be activated, selects points of entry, and arranges transportation to the U.S.

Upon arrival at the U.S. port of entry, all repatriates are processed through the Federal Inspection Service (FIS), which includes Customs, Immigration, Department of Agriculture, ~~FA~~, and the Health and Human Services (DHHS) Public Health Service.

The ~~Federal Emergency Management Agency (FEMA)~~ <sup>HHS</sup> serves as overall coordinator of all Federal agencies to ensure that required support is provided for emergency repatriation activities, and provides communications services for notifying Federal, State, and voluntary agency officials about implementation of Emergency Repatriation plans.

## STATE ROLE IN EMERGENCY REPATRIATION

The California State Department of Social Services (CDSS) is responsible for state coordination of the Emergency Repatriate Program, through support of county services and as liaison between the Federal Government and the counties.

## COUNTY ROLE IN EMERGENCY REPATRIATION

The state Emergency Repatriation Plan charges the county with responsibility for delivery of services to repatriates.

The county is responsible for arranging an EPC site at or near LAX, and for site services and supplies. The county is also responsible for the overall management of the EPC and for the services offered in the EPC.

Services offered in the EPC, such as cash assistance, travel services, ongoing aid and medical care, are provided by various county departments and local volunteer agencies such as the Red Cross.

## COUNTY DEPARTMENTAL ROLES AND RESPONSIBILITIES

The county departments listed below are responsible to provide the enumerated services. Each department has an operational plan to fulfill these responsibilities, which has been approved by and is filed with the Office of Emergency Management (OEM).

### Chief Administrative Office (CAO)

- a. Coordinates the overall county response when the county Emergency Repatriation Plan is implemented.
- b. Coordinates development and issuance of identification cards for county workers in the EPC.

### Department of Public Social Services (DPSS)

- a. Responsible for overall management of the EPC.
- b. Responsible for screening and registration at the EPC.
- c. Provides liaison with federal, state, and private agency officials.
- d. Responsible for cash issuance at the EPC. Operates, with DCSCS, the repatriate loan desk. Responsible for the cashier operations at the EPC.

**Department of Internal Services (ISD)**

- a. Identifies and secures a facility for use as the EPC in or near LAX.
- b. Arranges for support services and supplies at the EPC, such as site preparation, custodial services, communications, and office furniture and equipment.
- c. Identifies a means of transporting evacuees from LAX or the Federal Inspection Service (FIS) site to the EPC if the sites are not located together, and from LAX or the EPC site to and from nearby hotels and facilities for onward transportation.
- d. Arranges for security for transport of cash and other negotiable as required by county departments.

**Department of Health Services (DHS)**

- a. Provides emergency medical personnel and care at the EPC.
- b. Coordinates medical services with the DHHS Public Health Service.
- c. Arranges for the "standby" services of one or more hospitals near the EPC.
- d. Arranges emergency medical transport to the hospital, as required.

**Department of Children's Services (DCS)**

- a. Provides protective services to meet the needs of unaccompanied minors.
- b. Provides for safe transport of unaccompanied minors to their final destination.
- c. Coordinates, in conjunction with private volunteer organizations, child care for evacuees at the EPC.

**Department of Community and Senior Citizens Services (DCSCS)**

- a. Provides Adult Protective Services at the EPC, including screening and referral services.
- b. Assists DPSS in operation of the repatriate loan program.

**Department of Mental Health**

- a. Provides mental health teams at the EPC.
- b. Coordinates mental health services with DHHS Public Health Services and DHS.

**Auditor-Controller**

Arranges transportation to final destination for evacuees in route to other counties and states.

**Treasurer and Tax Collector**

Arranges for banking and foreign currency exchange at the EPC.

**Sheriff**

Provides security consultation as required.

**Animal Care and Control**

- a. Screens pets for disease and quarantines them, if necessary.
- b. Provides temporary housing of animals in or near the EPC for those pets in route to another destination.
- c. Provides temporary boarding of animals whose owners have no immediate housing or means of caring for their pets.

**ROLE OF THE RED CROSS**

The Red Cross provides the following services in the EPC:

- a. Provides mass care and shelter for evacuees, and transport to the shelter site, as needed.
- b. Arranges temporary housing for evacuees.
- c. Provides canteen service at EPC.
- d. Provides mass feeding of evacuees at shelter site.
- e. Assists, as required, with coordination of other volunteer agencies, including the Salvation Army.

## PLAN ACTIVATION

The State Department will initiate emergency repatriation by a decision to evacuate citizens from abroad and determines which U.S. points of entry will be used. This information is transmitted through Health and Human Services to the (CDSS).

CDSS then will notify Los Angeles County DPSS if LAX has been selected by the State Department. This notification will be made at least 48 hours before the first repatriation flights arrive.

DPSS will immediately notify the CAO's Office of Emergency Management (OEM). OEM will notify the [REDACTED] and the [REDACTED] Red Cross Chapter.

Upon this notification, each affected department will activate its emergency repatriation plan.

## REPATRIATION PLANNING MEETINGS WITH COUNTY DEPARTMENTS, SDSS AND FEDERAL INSPECTION SERVICE (FIS) AGENCIES

DPSS and OEM will schedule meetings with affected county departments, and with LAX management, CDSS, FIS agencies, and other state and federal agencies as quickly as possible upon notification that LAX will be activated as a port of entry. The purpose of these meetings will be to coordinate the activation of the EPC.

NOTE: Departmental plan activation should not be delayed while these meetings are being scheduled.

## EMERGENCY PROCESSING CENTER (EPC)

the EPC will be located at a site arranged by ISD at or near LAX. Repatriates will be processed by the Federal Inspection Services (FIS) and then referred to the EPC for county repatriate services.

Each participating department will provide their space and equipment needs to DPSS. The ISD will arrange with LAX or other agencies, as required, for the site.

The chart below lists the county departments which will be represented in the EPC, with numbers of staff to process 350 repatriates (a typical number of passengers on a single commercial flight) and basic equipment requirements.

DEPARTMENT	FUNCTION	NO. STAFF	TABLES	CHAIRS	PHONES
CAO	GENERAL OVERSIGHT	2	2	2	2
DPSS	ADMINISTRATION/FEDERAL AND STATE LIAISON	2	1	2	2
	RECEPTION	40	20	140	NONE
	TRAFFIC CONTROL	10	1	NONE	NONE
(WITH DCSCS)	LOAN UNIT	11	9	33	1
	WELFARE PROGRAM LIAISONS	9	4	19	4
	EXIT DESK	5	2	15	1
	REPATRIATE MESSAGE AREA	1	1	1	10
AUDITOR CONTROLLER	TRAVEL AGENT	SEE	AC	PLAN	
DCSCS	ADULT PROTECTIVE SERVICES	6	6	12	2
TREASURER TAX COLLECTOR	CURRENCY EXCHANGE, OTHER BANKING	2	1	5	1
CHILDREN'S SERVICES	UNACCOMPANIED CHILDREN	6	3	20	6
HEALTH SERVICES	PROFESSIONAL SERVICES	2	1	2	1
MENTAL HEALTH	PROFESSIONAL SERVICES	7	4	10	2
ANIMAL CONTROL	ASSIST WITH ANIMALS	1	NONE	NONE	NONE
RED CROSS	CANTEEN, SHELTER LIAISON	TO	BE	DETERMINED	AT THE SITE

OTHER SPACE REQUIREMENTS: CHILD CARE AREA, CANTEEN, RESTROOMS

*FEES HAVE W.M.  
W/ S.A.T.O.*

**MEDIA RELATIONS**

The EPC site manager will be responsible to coordinate county media relations. Federal and state officials will also have media relations personnel present for media coordination.

Provision will be made for a county Public Information Officer and, if required, for a media center.

**FUNDING AND CLAIMS**

Federal and state repatriation plans allow for full reimbursement of county costs associated with the EPC. Claims for repatriation program loans and other direct repatriate services will be claimed through the DPSS case claiming process.

Other EPC expenses which cannot be directly charged as case services, will be claimed through federal and state guidelines through the OEM. These include costs for transportation, cargo handling, communications equipment, rent for the EPC site, and staff required in the EPC who do not provide direct services to repatriates.

Each county department will maintain documentation of costs incurred associated with the activation of the Emergency Repatriation Plan.

**EMERGENCY CONTACT ROSTER**

<u>Federal Agencies</u>	<u>Contact Person</u>	<u>Office Phone</u>
Health and Human Resources	Dan Phillis	(415) 556-8678
 <u>State Agencies</u>		
CDSS	Shawn Ortiz	(916) 324-4363
	Ben Collins	(916) 324-4363
OES	Al Villere	(213) 620-5607

**County Departments**

NOTE: After hours emergency phone numbers will be filed with the Office of Emergency Management.

CAO	Constance Perett	(213) 974-1771
DPSS	Bill Butler	(310) 908-8447
	Bob Miletich	(310) 908-8450
Internal Services	Jeff Terry	(213) 738-4082
Health Services	Darlene Isbell	(310) 793-1510

Children's Services	Brian Berger	(213) 351-5596
Mental Health	Barbara Cienfuegos	(213) 738-4919
DCSCS	Lynn Bayer	(213) 738-2604
Auditor-Controller	Nancy Singer	(213) 974-8308
Treasurer-Tax Collector	Nancy Morton	(213) 974-0703
Animal Care & Control	Bob Ballinger	(310) 940-8871

#### Private Agencies

American Red Cross Sharon Councilman-Keith (213) 739-5207

#### GLOSSARY OF REPATRIATION ACRONYMS

The following acronyms may be used during the repatriation process in the EPC.

AFDC Aid to Families with Dependent Children

AMTRAK National Railroad Passenger Corporation

ARC American Red Cross. Also sometimes indicated as ANRC - American National Red Cross.

CAB Civil Aeronautics Board

CFR Code of Federal Regulations

CONUS Continental U.S. (Contiguous 48 states)

CS U.S. Customs Service

DHEW U.S. Department of Health, Education, and Welfare (Obsolete term)

DHHS U.S. Department of Health and Human Services. Also sometimes indicated as HHS.

DOD U.S. Department of Defense

DOT U.S. Department of Transportation

DSS California State Department of Social Services

EMS Emergency Medical Services

EOC Emergency Operating Center

**EPC**            **Emergency Processing Center**

**EPIC**           **Emergency Public Information Center**

**ETA**            **Estimated Time of Arrival**

**ETD**            **Estimated Time of Departure**

**EWS**            **Emergency Welfare Service(s)**

**FEMA**           **Federal Emergency Management Agency**

**FBI**            **Federal Bureau of Investigation**

**FIS**            **Federal Inspection Service (At Ports of Entry)**

**FRA**            **Federal Railroad Administration**

**GSA**            **U.S. General Services Administration**

**HUD**            **U.S. Department of Housing and Urban Development**

**ICC**            **U.S. Interstate Commerce Commission**

**INTL**           **International**

**INS**            **U.S. Immigration and Naturalization Service (Department of Justice)**

**MOU**            **Memorandum of Understanding**

**NERP**           **National Emergency Repatriation Plan**

**OEM**            **CAO's Office of Emergency Management**

**OES**            **California Governor's Office of Emergency Services**

**OFA**            **Office of Family Assistance (in the Social Security Administration)**

**PEO**            **Presidential Executive Order**

**PHS**            **Public Health Service (in DHHS)**

**PI**             **Public Information (Synonymous with Public Affairs at the Federal Level)**

**PIO**            **Public Information Officer(s)**

POE Port(s) of Entry  
SA Salvation Army  
SDSS State Department Social Services  
SSA Social Security Act or Social Security Administration  
SSI Supplemental Security Income  
SOC State Operating Center  
TFCS Treasury Financial Communication System

### AUTHORITIES

#### Federal

- .. Title XI, Section 1113, Social Security Act
- .. Title 45, Code of Federal Regulations, Section 205.45 (as amended by Section 2319 of the 1981 amendments to the Social Security Act) and title 45, CFR, Part 212
- .. Social Security Administration Manual of Policies and Procedures for Administration of Temporary Assistance for U.S. Citizens Returned from Foreign Countries, May 1984
- .. HHS National Emergency Repatriation Plan, December 8, 1983.
- .. Memorandum of Understanding between the American National Red Cross and Social Security Administration Office of Family Assistance in Emergency Repatriation Situations

#### State

- .. California Emergency Services Act (Section 8550 et seq., Government Code)
- .. California Welfare and Institutions Code Section 10132, 106007 10609, 10613, 10800, et al
- .. California Emergency Repatriation Plan, May 23, 1984

*EXCEL DONE  
12656*