

LOS ANGELES COUNTY OPERATIONAL AREA TERRORISM PLAN

1 INTRODUCTION

1.1 PURPOSE

This plan establishes policies and procedures to guide the Los Angeles County Operational Area in planning for and responding to an emergency caused by an actual or suspected act of terrorism (including cyber/electronic terrorism) and, especially, terrorist acts employing weapons of mass destruction (WMD) such as chemical, biological, radiological, nuclear, or explosive (CBRNE) weapons.

1.2 MISSION

The Los Angeles County Operational Area plans and trains for, and responds to an actual or suspected terrorist attack by taking steps to reduce the loss of life and property, while aiding in the investigation to determine and successfully prosecute the perpetrators.

1.3 AUTHORITY

In accordance with the State of California's Standardized Emergency Management System (SEMS), the Operational Area's Emergency Response Plan, and the County's Emergency Ordinance, this plan is applicable to all County departments, Special Districts, and Cities.

1.4 RELATIONSHIP TO THE EMERGENCY RESPONSE PLAN

This plan complies with the requirements of the Operational Area Emergency Response Plan and addresses threats/situations described in Threat Assessment 9, Terrorism, of that plan. Users of this plan are expected to be familiar with the Operational Area Emergency Response Plan and the Operational Area's Disaster Information Reporting Procedures. These documents will be found on the Operational Area web site when established.

1.5 PROPONENT

The County Office of Emergency Management (OEM) is responsible for developing and maintaining this plan, in coordination with the Operational Area's Terrorism Working Group. The Los Angeles County Sheriff's Department is responsible for managing operations under the mandates of this plan during actual response operations. Updates to this plan

will be announced by e-mail and will be found on the Operational Area web site when established.

2 POLICIES/RESPONSIBILITIES

NOTE: This section contains requirements over and above those specified in the Operational Area Emergency Response plan or requirements that are terrorism-specific that may need reiterating for purposes of continuity in this plan.

2.1 THE OPERATIONAL AREA

2.1.1 In the event of a change in the Homeland Security Advisory System (HSAS) or a suspected major terrorist event (something that may not have yet been formally declared by the Federal government as a terrorist event but initial reports make highly probable that it is a terrorist event) or an actual major terrorist event somewhere in the United States, multiple means of communications will be used to ensure that the public and government employees are given up-to-date information on what is known, what we believe its potential impact may be within Los Angeles County, and what government intends to do about the provision of services to the public. Normally, the Operational Area's Terrorism Early Warning Group will be contacted by local, State and/or Federal authorities and updated on the situation. The Terrorism Early Warning Group is responsible for informing OEM and the Sheriff's Emergency Operations Bureau (EOB). OEM and EOB are responsible for ensuring that information is provided to the County's Board of Supervisors, cities, special districts, and the departments of County government in accordance with specific requirements listed below.

2.1.2 In the event of an actual or suspected terrorist event in Los Angeles County, the County's Disaster Information Reporting Procedures will be used to initiate the reporting process and requests for assistance; OEM, or the County Emergency Operations Center (CEOC) if activated, are responsible for ensuring that necessary information is provided to the cities (through EOB) and County government.

2.1.3 Local responders will manage all aspects of the incident. The Federal Bureau of Investigation (FBI) is the lead agency for Federal law enforcement matters relating to identifying, apprehending, and neutralizing the terrorists and their weapons by virtue of its legal authority under Presidential Decision Directive 39. Local authorities maintain concurrent jurisdiction of law enforcement investigations and control of their response resources and continue to operate using the State's Standardized Emergency Management System (SEMS).

2.1.4 Crisis Management.

2.1.4.1 The federal concept of operations for terrorism response includes crisis management and consequence management. Crisis management is the law enforcement response to the causes of terrorist incidents, terrorists, and their weapons. It includes

measures to identify, acquire, and plan the use of resources needed to anticipate, isolate, prevent, and/or resolve a threat or act of terrorism. In a Weapons of Mass Destruction (WMD) Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) event, a crisis management response may include traditional law enforcement missions, such as intelligence, surveillance, tactical operations, negotiations, forensics, and investigations relating to apprehending the terrorists; and technical support missions, such as agent identification, search, disablement, transfer and disposal, and limited decontamination relating to the terrorist's weapons.

2.1.4.2 The FBI may establish a command post near the site to serve as a base for crisis management operations at the scene. The FBI will also establish a Joint Operations Center (JOC) to manage and coordinate the federal field response. The JOC will typically include an Operations Group to handle crisis management, and a Consequence Management Group. Both of these groups can be expected to include appropriate local representation. Normally, the Terrorism Early Warning Group and the CEOC will provide Operational Area representation at the JOC.

2.1.5 Consequence Management. Consequence management addresses the consequences of terrorism, the effects upon people and their property and communities. It includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. Consequence management is what we normally think of as emergency management and it remains under local, not Federal, control. Field assets that are working on consequence management issues are normally thought of as first responders (Fire, law, medical, etc.) but we must also consider second responders (public works, utilities workers, and others) who may be needed to assist first responders at a terrorist incident site. Incident Commanders must be prepared to brief second responders on safety issues at the site.

2.1.6 Requests for State and/or Federal assets must be made through the CEOC.

2.1.7 Nothing in this plan precludes law enforcement agencies from communicating directly through law enforcement communication means, particularly with information that is law enforcement sensitive. Law enforcement agencies are expected to ensure that appropriate jurisdictional agencies are updated on information necessary for consequence management.

2.2 THE COUNTY (OPERATIONAL AREA) EMERGENCY OPERATIONS CENTER

2.2.1 The CEOC staff will be responsible for coordinating and managing emergency response (consequence management) operations and coordinating with the FBI to ensure that crisis management operations are properly supported by the County's law enforcement agencies.

2.2.2 The CEOC staff will provide information to the Operational Area in accordance with the Disaster Information Reporting Procedures.

2.3 THE COUNTY EMERGENCY MANAGEMENT COUNCIL

2.3.1 County Code section 2.68.170 charges the Emergency Management Council (EMC) with oversight of preparedness activities of the county departments, ensuring unity of purpose. This includes preparation and approval of plans, training of county employees for emergency and disaster-related functions, and related emergency preparedness activities. *This oversight role is for all hazards, including terrorism.*

2.3.2 The EMC will oversee countywide and interdepartmental terrorism planning just as it oversees planning for any other hazard. This will include oversight of:

- 2.3.2.1 Multi-department and Operational Area terrorism grant processes;
- 2.3.2.2 Multi-department and Operational Area terrorism plans;
- 2.3.2.3 Terrorism security plans for County government;
- 2.3.2.4 Multi-department training and exercises;
- 2.3.2.5 Any other County or Operational Area planning activities identified by the Council or by the Chair of the Council (the Chief Administrative Officer).

2.4 COUNTY DEPARTMENTS

2.4.1 All County Departments.

2.4.1.1 Ensure that department plans include actions recommended when there are changes to the Homeland Security Advisory System (HSAS). See Appendix C to this plan.

2.4.1.2 Establish a means to ensure that when they are notified of a terrorist event, their employees are rapidly informed of the event and the impact it may have on their provision of goods and services to the public and any potential impacts on their work environment. This system must function regardless of the time of day. Ensure that once an assessment is furnished by the Terrorism Early Warning Group, appropriate aspects of that assessment are provided to staff. See Appendix D to this plan.

2.4.1.3 Identify critical facilities (whose loss will impact the ability of the department to accomplish its mission) that may require additional security in the event of a HSAS change to the "High" or "Severe" level or an actual terrorist attack in the Operational Area.

2.4.2 Office of Emergency Management (OEM).

2.4.2.1 Participate as a member organization of the Terrorism Early Warning Group and Terrorism Working Group.

2.4.3 Maintain a 24 hour-a-day capability to alert County departments and cities of a change in the HSAS and/or an actual or suspected terrorist event in Los Angeles County. Normally, OEM will be notified by the Operational Area's Terrorism Early Warning Group and will then initiate notification procedures (which may include support from EOB by

having Sheriff's Stations contact cities in accordance with the Disaster Information Reporting Procedures). See Appendix D to this plan.

2.4.4 Terrorism Working Group.

2.4.4.1 Serve as a catalyst for developing a comprehensive, coordinated, and integrated terrorism response capability within the Operational Area, and provide advice and guidance to the Los Angeles County Emergency Management Council and Board of Supervisors, in their role as the Operational Area Coordinator.

2.4.4.2 Develop and/or approve educational materials to make the public and government employees aware of the terrorist threat.

2.4.5 Terrorism Early Warning Group.

2.4.5.1 Actively monitor and maintain situational awareness and status of all terrorism events that may impact the Operational Area.

2.4.5.2 When directed by the Sheriff's EOB or upon request of Terrorism Early Warning Group member agencies, develop and update a net assessment of the potential impact a suspected or actual terrorist event may have on the Operational Area. This may include potential courses of action as necessary.

2.4.6 Sheriff's Department.

2.4.6.1 Manage the Operational Area's Terrorism Working Group.

2.4.6.2 Manage the Operational Area's Terrorism Early Warning Group. Ensure that the Terrorism Early Warning Group has 24 hour-a-day linkage with appropriate State and Federal agencies that provide information on the HSAS and terrorism/terrorist events. Ensure that the Terrorism Early Warning Group has 24 hour-a-day communication linkage with OEM and the CEOC so that appropriate information can be provided to the Operational Area.

2.4.6.3 Ensure that law enforcement is ready to work with and support FBI crisis management (investigation of the terrorist event).

2.4.7 Fire Department.

2.4.7.1 Participate as a member organization of the Terrorism Early Warning Group and Terrorism Working Group.

2.4.7.2 Address and manage, as appropriate, field consequence management activities related to a terrorism event. During early warning and the response phases of the event, ensure that vital information is exchanged with the Terrorism Early Warning Group, the County EOC, and any State and Federal agencies involved.

2.4.8 Department of Health Services.

2.4.8.1 Participate as a member organization of the Terrorism Early Warning Group and Terrorism Working Group.

2.4.8.2 Maintain a system of disease surveillance and use Reddinet and other means to ensure that the Operational Area is alerted to any outbreak of disease. Ensure that disease surveillance data is provided to the Terrorism Early Warning Group's Epi-Intel cell.

2.4.8.3 Prepare to support chemical, biological, radiological, or nuclear incidents with appropriate technical experts.

2.5 CITIES

2.5.1 Identify critical facilities (whose loss will impact the ability of the city to accomplish its mission) that may require additional security in event of a HSAS change to the "High" or "Severe" level or an actual terrorist attack in the Operational Area.

2.5.2 Ensure that city law enforcement is ready to support all local, State, and Federal crisis investigative activity.

2.5.3 Be prepared to provide mutual aid, as requested by the Operational Area.

2.5.4 Provide information in accordance with the Disaster Information Reporting Procedures.

2.6 SPECIAL DISTRICTS

2.6.1 Identify critical facilities (whose loss will impact the ability of the district to accomplish its mission) that may require additional security in event of a HSAS change to the "High" or "Severe" level or an actual terrorist attack in the Operational Area.

2.6.2 Provide information in accordance with the Disaster Information Reporting Procedures.

2.7 **DISASTER MANAGEMENT AREA COORDINATORS.** Assist cities to plan for, report and respond to potential and actual terrorist events.

APPROVAL



DAVID E. JANSSEN
Chief Administrative Officer
Chair, County Emergency Management Council

3/19/03

Date

APPENDIXES

- Appendix A - Sequence of Operational Activities (This is a listing how it is envisioned that the plan will be carried out)
- Appendix B - Essential Elements of Information (Essential Elements of Information are specific facts that are needed for situational awareness)
- Appendix C - Homeland Security Advisory System Threat Conditions Standard Operating Procedures
- Appendix D - Terrorism Communications Standard Operating Procedures
- Appendix E - Preparedness Actions for Los Angeles County in Response to Military Action by the United States of America (Interim Document)

DISTRIBUTION

County Departments
County Office of Security Management
County Office of Public Safety
Cities
Disaster Management Area Coordinators
Special Districts
Governor's Office of Emergency Services, Southern Region

LOS ANGELES COUNTY OPERATIONAL AREA TERRORISM PLAN SEQUENCE OF OPERATIONS

1 AWARENESS/EDUCATION

1.1 Government executives, emergency managers and first responder education.

1.1.1 The Operational Area's Terrorism Working Group will develop educational materials to ensure that government executives, emergency managers and first responders understand the various types of terrorist attacks and how to respond to them. The Terrorism Working Group currently has available a series of six video tapes (each approximately 20 minutes long) on various aspects of terrorism that will be provided to all County departments through their Department Emergency Coordinator.

1.1.2 The County's exercise program will, for the near future, focus on terrorist events. The actual exercise design process will provide significant terrorism awareness and education for exercise design participants. The conduct of the actual annual exercise program will also serve as part of the awareness and education process for emergency managers and first responders.

1.2 **The public.** The County's Emergency Survival Program (ESP), the Red Cross, and the Governor's Office of Emergency Services all are providing educational materials designed to acquaint the public with the realities of terrorism, the various types of terrorist events, and how the public should respond. These materials are normally available through jurisdictional emergency managers and appropriate web sites (Operational Area when established, Red Cross at www.acrossla.org, Governor's Office of Emergency Services at www.oes.ca.gov).

2 RESPONSE PLANNING

2.1 All.

2.1.1 Develop and maintain up-to-date jurisdictional, district, or departmental emergency plans consistent with the Operational Area's Emergency Response Plan, this plan, and the California Master Mutual Aid Agreement. Plans must include how the agency will respond to a terrorist act.

2.1.2 Identify critical facilities whose loss will impact the ability of the jurisdiction/district/department to accomplish its mission. These facilities may be considered for additional security in event of a HSAS change to the "High" or "Severe" level or an actual terrorist attack in the Operational Area.

2.2 County departments.

2.2.1 Incorporate into departmental emergency plans the requirements set forth in Appendix C to this plan (Homeland Security Advisory System Threat Conditions SOP).

2.2.2 Incorporate into departmental emergency plans the requirements set forth in Appendix D to this plan (Terrorism Communications SOP).

2.3 **Cities and Special Districts.** Consider incorporating into appropriate emergency plans, the concepts set forth in Appendix C to this plan (Homeland Security Advisory System Threat Conditions SOP) and Appendix D to this plan (Terrorism Communications SOP).

3 ALERTING AND WARNING

3.1 **A terrorist event occurs outside Los Angeles County that has sufficient significance to be of interest to the County.**

3.1.1 The Terrorism Early Warning Group is alerted by local, State and/or Federal assets or the media, or develops its own intelligence or indications and warnings.

3.1.2 The Terrorism Early Warning Group alerts the Sheriff's EOB and OEM.

3.1.3 OEM and EOB jointly develop an estimate of the potential impact of the event on the Operational Area (County government and the cities) pending an assessment by the Terrorism Early Warning Group.

3.1.4 Based on information from the Terrorism Early Warning Group, OEM initiates notification of County departments and the DMACs and provides information on what happened and what the potential impact is on government, pending the assessment by the Terrorism Early Warning Group.

3.1.5 County departments ensure that their "contact" special districts are informed.

3.1.6 EOB initiates notification of the cities through the Sheriff Stations and provides an estimate of the potential impact on the Operational Area, pending the Terrorism Early Warning Group assessment.

3.1.7 The Terrorism Early Warning Group develops an assessment of the impact the event may have on the Operational Area and provides it to OEM and EOB who disseminate the information to County departments (OEM) and the cities (EOB). If the CEOC has been activated or the Cities and departments have been told to monitor EMIS, that system will be used to convey the necessary information.

3.1.8 The Terrorism Early Warning Group continues to monitor the situation and keeps OEM and EOB updated on significant changes. OEM, EOB, and the CEOC (if activated) keep County departments and the Cities updated.

3.2 A suspected or verified terrorist event occurs in Los Angeles County.

3.2.1 The impacted jurisdiction law enforcement agency notifies the Sheriff's EOB/Terrorism Early Warning Group.

3.2.2 EOB/Terrorism Early Warning Group notifies OEM and the FBI. OEM and EOB make recommendations on the activation of the CEOC.

3.2.3 OEM notifies County departments and DMACs.

3.2.4 EOB notifies the cities through the LASD stations.

3.2.5 If the CEOC is activated, the Disaster Information Reporting Procedures will be followed for information sharing, reporting, and requests for assistance.

3.2.6 EOB and the Terrorism Early Warning Group will coordinate with the FBI on the conduct of the criminal investigation and ensure that the Operational Area supports the conduct of the criminal investigation (crisis management).

4 EMERGENCY RESPONSE OPERATIONS

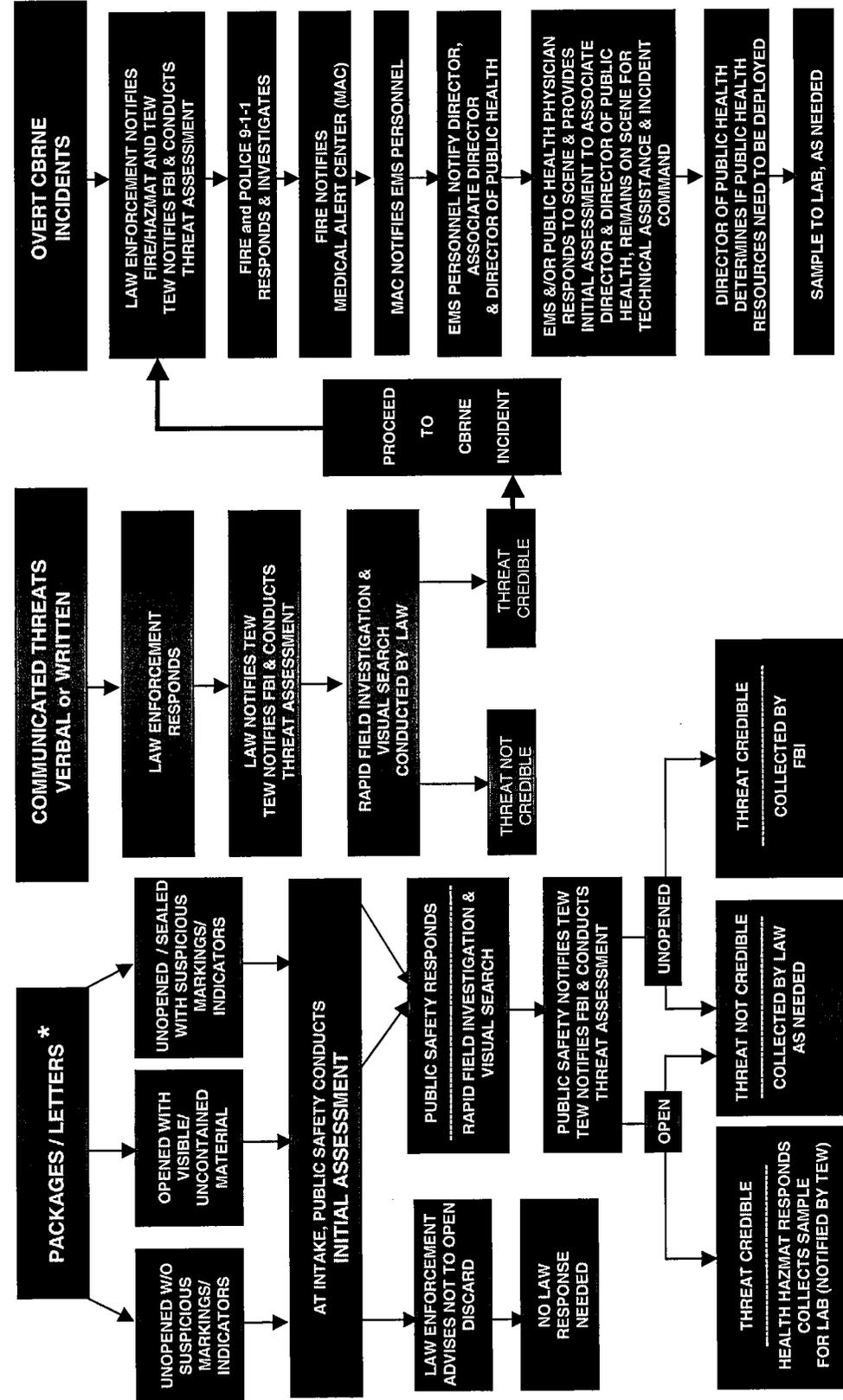
4.1 **Response operations** will focus on saving lives with a secondary focus on reducing the loss of property, public health, safety, and the environment. Due consideration must be given to protecting the crime scene and identifying potential witnesses.

4.2 **The County's Emergency Medical Services Agency (EMSA)** will normally be involved in response to a terrorist-initiated Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) event. The Medical Alert Center (MAC) ensures that EMSA personnel are notified and appropriate Public Health officials will support the Incident Commander at the scene. For radiological incidents, the County Department of Health Services Radiological Officer will also provide support.

4.3 **Consider increasing security at critical facilities and potentially high value targets.**

4.4 **Attached is a flow chart for Response Protocols to Possible CBRNE Incidents.** The procedures on this chart are primarily focused on small events that may not cause EOC activations. All responding agencies need to be aware of, and follow these procedures.

**Cities and County of Los Angeles
 RESPONSE PROTOCOLS TO POSSIBLE
 CHEMICAL – BIOLOGICAL – RADIOLOGICAL – NUCLEAR – EXPLOSIVE (CBRNE) INCIDENTS**



•At any point, assessment may dictate proceeding to OVERT CBRNE INCIDENTS
 •Developed by the Los Angeles County Operational Area TEW. Provided to cities by OEM. 10 January 2001. CBRNE Response

LOS ANGELES COUNTY OPERATIONAL AREA TERRORISM PLAN ESSENTIAL ELEMENTS OF INFORMATION

1 PURPOSE

Essential Elements of Information are developed for various types of threats. The purpose is to alert agencies to the specific types of information that will prove very helpful in managing response to a given threat. The Essential Elements of Information listed below are specific to terrorism threats. The information is to be reported through the Disaster Information Reporting Procedures using standard reporting formats. The jurisdiction owning the terrain is responsible for reporting on incidents occurring within their jurisdictional boundaries. Los Angeles County Sheriff's stations are responsible for reporting on incidents occurring in their County unincorporated patrol areas.

2 TERRORIST-RELATED ESSENTIAL ELEMENTS OF INFORMATION

NOTE: The appropriate Disaster Information Reporting Procedures report is listed in parenthesis after each Essential Element of Information.

2.1 **Location** of actual or suspected terrorist incidents. (Incident Report).

2.2 **Type of Incident** - chemical, biological, radiological, nuclear, explosive, murder, kidnaping, hijacking, cyber terrorism (including telecom interference, extortion, stock manipulation, identity theft, funds transfer, data manipulation, computer transmitted diseases, etc.), etc., or any combination thereof. Type of agent/weapon involved (if known). (Incident Report)

2.3 **Area impacted** (size of impacted area). (Incident Report)

2.4 **Area contaminated** (if any). (Incident Report)

2.5 **Number of Casualties** (dead and injured). (Incident Report and City Status Report)

2.6 Availability of Consequence Management support and need for any specialized support not readily available at the local level. (Incident Report and Resource Request)

2.7 **Availability of Crisis Management support** and need for any specialized support not readily available at the local level. (Incident Report and Resource Request)

LOS ANGELES COUNTY OPERATIONAL AREA HOMELAND SECURITY ADVISORY SYSTEM THREAT CONDITION STANDARD OPERATING PROCEDURES

1 REQUIREMENTS

County departments must follow the requirements of these Standard Operating Procedures. Cities and Special Districts are encouraged to incorporate these Standard Operating Procedures into their terrorism plans.

2 PURPOSE

2.1 This appendix to the Operational Area's Terrorism Plan incorporates information that was disseminated to County departments by a memo from the County Office of Emergency Management (OEM) on December 4, 2002.

2.2 The purpose of these Standard Operating Procedures (SOP) is to provide guidelines and general action for emergency response by Office of Emergency Management (OEM), Sheriff's Emergency Operations Bureau (EOB), and the County Emergency Operations Center (CEOC) staff to each specific Homeland Security Advisory System (HSAS) Threat Condition and to **provide guidelines and general actions by County departments for each specific Homeland Security Advisory System (HSAS) Threat Condition**. This SOP provides Department Heads a clear picture of the minimum expected actions at each HSAS level, and provides data to allow them to develop an addendum to their department emergency plan based on the HSAS level.

2.3 As soon as OEM, the CEOC, or the Los Angeles County Operational Area Terrorism Early Warning Group notifies departments of a change in the HSAS, departments are expected to convey that change and appropriate actions outlined in this SOP, as well as any terrorism response actions specified in the Department Emergency Plan, to their entire workforce by the most expeditious means available. Note that the media may be the first to announce the change in the HSAS. When this occurs, departments should confirm the color code change through OEM, or the CEOC staff then proceed with appropriate actions.

2.4 The actions listed in this SOP are considered a minimum level of response for each color code condition. **Nothing in this SOP is intended to usurp the authority or prerogative of city or special district leadership, or department heads to take additional actions if they feel that a situation exists that presents a clear and present danger to their employees and the public they serve.**

HSAS THREAT CONDITIONS AND COUNTY REQUIREMENTS

1 GREEN (Low condition).

This condition is declared when there is a low risk of terrorist attacks. CEOC activation level is Inactive.

OEM, EOB, and CEOC ACTIONS

| POSITION | ACTION ON CHANGE TO GREEN |
|-----------------------|--|
| EOB/OEM Duty Officers | Coordinate with TEW to obtain an assessment of the impact the condition has on the Los Angeles County Operational Area. |
| OEM Duty Officer | Log receipt of Advisory into EMIS and RIMS |
| EOB/OEM Duty Officers | Notify OEM Administrator and EOB Captain |
| OEM Duty Officer | Notify County departments of the condition through the Department Emergency Coordinator program. |
| EOB Duty Officer | Notify the cities of the condition level through their Contact Sheriff's Stations. |
| OEM Duty Officer | Notify DMACs of the condition level |
| EOB | Coordinate EPI coverage of the HSAS condition. |
| OEM | Continue to forward the California Office of Emergency Services (OES) Statewide Daily Report to cities and other agencies. |

RECOMMENDED ACTIONS BY ALL

- Department executives conduct an annual review of the terrorism component to their plans and the County's Terrorism Plan.
- Ensure personnel receive annual training on the HSAS, departmental or agency-specific protective measures.
- Regularly assess facilities for vulnerabilities and take measures to reduce them.
- Continue to train personnel in terrorism awareness.
- Maintain routine liaison with the media. The purpose of this liaison is to ensure that in the event the department is involved in terrorism response operations, department Public Information Officers have media contacts who can be quickly accessed and provided information on the department's terrorism response operations.

Appendix C - Homeland Security Advisory System Threat Conditions SOP

- Department leadership and managers conduct a quarterly review of department emergency plans, to include terrorism plans and this plan. Update plans as necessary.
- Ensure that your Department Emergency Coordinator (DEC) and key executives have established communication links with managers of supporting Los Angeles County Police or contract law enforcement.
- Ensure that your Department Emergency Coordinator (DEC) and key executives have established communication links with managers of jurisdictional law enforcement.

Appendix C - Homeland Security Advisory System Threat Conditions SOP

| POSITION | ACTION ON CHANGE TO YELLOW |
|------------------------|---|
| OEM Staff/Duty Officer | Notify the Red Cross, Emergency Network Los Angeles (ENLA), and the Salvation Army of the change in HSAS status. |
| OEM/EOB Duty Officers | Assess CEOC staff availability and alert personnel as necessary. |
| EOB | Conduct "Pre-Event Briefing" of CEOC staff members as appropriate. |
| OEM | Maintain the ability to rapidly communicate with County departments, special districts, and REOC. |
| OEM Duty Officer | Test all critical communication systems. Maintain the ability to rapidly communicate with OES, the cities, County departments, and adjacent counties. |
| EOB | Coordinate EPI coverage of the HSAS condition. |
| OEM | Continue to forward the Governor's Office of Emergency Services (OES) Statewide Daily Report to cities and other agencies. |

RECOMMENDED ACTIONS BY ALL

- Increase surveillance of critical locations whose loss will have an adverse effect on the department's ability to provide service to the public and/or accomplish its primary mission.
- Cities coordinate emergency plans with adjacent jurisdictions.
- County departments coordinate with host jurisdiction law enforcement and supporting Los Angeles County Police or contract law enforcement agency.
- Require staff to wear jurisdiction issued identification card.
- Assess protective measures within the context of the current threat information.
- Keep your employees and customers aware of what procedures you are taking and why.

Appendix C - Homeland Security Advisory System Threat Conditions SOP

| POSITION | ACTION ON CHANGE TO ORANGE |
|------------------------|---|
| EOB Duty Officer | Notify the cities of the condition through their Contact Sheriff's Stations. |
| OEM | Notify DMACs of the HSAS and CEOC status. |
| OEM Staff/Duty Officer | Notify the Red Cross, Emergency Network Los Angeles (ENLA), and the Salvation Army of the change in HSAS status. |
| OEM/EOB Duty Officers | Assess CEOC staff availability and alert personnel as necessary. |
| EOB | Conduct "Pre-Event Briefing" of CEOC staff members, as appropriate. |
| OEM | Maintain the ability to rapidly communicate with County departments, special districts, and REOC. |
| OEM Duty Officer | Test all critical communication systems. Maintain the ability to rapidly communicate with OES, the cities, County departments, and adjacent counties. |
| EOB | Coordinate EPI coverage of the HSAS condition. |
| OEM | Continue to forward the Governor's Office of Emergency Services (OES) Statewide Daily Report to cities and other agencies. |

REQUIRED ACTIONS BY COUNTY DEPARTMENTS - RECOMMENDED ACTIONS BY ALL OTHERS

- Review building evacuation plans.
- Review mail handling/package delivery procedures.
- Review information system security issues including remote access capabilities.
- Review emergency reporting procedures and the Disaster Information Reporting Procedures. The Disaster Information Reporting Procedures are available on the Emergency Management Information System (EMIS) web site under the "Preparing for a Disaster" button. Staff with EMIS identity/password will know how to access this web site.
- Test rapid employee notification procedures/systems.
- Test your Department Operations Center (DOC) readiness and Executive Staff availability by confirming recall capabilities and reviewing SOPs.
- Be prepared to have someone in the department monitor EMIS if directed by the County EOC.
- Take additional precautions at public events.
- Check availability of alternate work sites.
- Restrict public access to those with official business and proper identity card.
- Coordinate necessary security efforts with law enforcement agencies, to include supporting Los Angeles County Police units.

5 RED (Severe Condition). A Severe Condition reflects a severe risk of terrorist attacks.

Under most circumstances, the protective measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the protective measures taken in the previous Threat Conditions, departments and agencies should consider the following general measures in addition to the department/agency specific protective measures that they have developed and implemented. CEOC Activation Mid or Full, depending on the local assessment.

CEOC ACTIONS

| POSITION | ACTION ON CHANGE TO RED |
|--------------------------------|--|
| EOB/OEM Duty Officers | Coordinate with TEW to obtain an assessment of the impact the condition has on the Los Angeles County Operational Area. |
| EOB, TEW and OEM Duty Officers | Coordinate receipt of HSAS change. |
| OEM Duty Officer/Staff | Create an HSAS event in EMIS with accompanying incident and request the EMIS Team modify the HSAS status on the EMIS Splash Page. Check with the TEW to have them change the HSAS signs in the CEOC. |
| OEM Duty Officer/Staff | Check to ensure that OES has created an appropriate HSAS event in RIMS. Make a Duty Log entry in RIMS. If cities and/or County departments are asked to send information through EMIS, actively monitor the system. |
| OEM/EOB | Activate the CEOC to an appropriate level (Low, Mid, Full) in accordance with a specific threat in the OA, based on coordination with the Terrorism Early Warning Group (TEW) and guidance from the OEM Administrator and EOB Captain. |
| OEM Staff | Actively monitor RIMS if the State requests. |
| EOB | Contact TEW for appropriate information, prepare press release, and have PIOs conduct media briefings. |
| OEM Staff | Send an EDIS message announcing HSAS change and status of CEOC. Coordinate with the OEM PIO/EPI coordinator and senior manager on the content of the EDIS message. |
| EOB | Coordinate with FAA regarding air space restrictions. |
| OEM | Review applicability of declaring a local State of Emergency. |
| OEM Staff | Notify the Basic Notification Group and Board Emergency Preparedness Deputies of the change. |

Appendix C - Homeland Security Advisory System Threat Conditions SOP

| POSITION | ACTION ON CHANGE TO RED |
|------------------------|--|
| OEM Duty Officer | Notify County departments of the HSAS and CEOC status (use e-mail and Dialogic to ensure that the message goes to all). Ensure that this notification goes to the department head, chief deputy, at least one other department executive, the DEC and Assistant DEC. |
| OEM Staff | Advise city ESCs through Dialogic and, depending on the situation, advise or not advise that they monitor EMIS. Ask cities to keep CEOC informed (through the City Status Report) of any special actions Cities may be taking. |
| EOB Duty Officer | Notify the cities of the condition through their Contact Sheriff's Stations. |
| OEM | Notify DMACs of the HSAS and CEOC status. |
| OEM Staff/Duty Officer | Notify the Red Cross, Emergency Network Los Angeles (ENLA), and the Salvation Army of the change in HSAS status. |
| OEM/EOB Duty Officers | Assess CEOC staff availability and alert personnel as necessary. |
| EOB | Conduct "Pre-Event Briefing" of CEOC staff members as appropriate. |
| OEM | Maintain the ability to rapidly communicate with County departments, special districts, and REOC. |
| OEM Duty Officer | Test all critical communication systems. Maintain the ability to rapidly communicate with OES, the cities, County departments, and adjacent counties. |
| EOB | Coordinate EPI coverage of the HSAS condition. |
| OEM | Continue to forward the Governor's Office of Emergency Services (OES) Statewide Daily Report to cities and other agencies. |

REQUIRED ACTIONS BY COUNTY DEPARTMENTS - RECOMMENDED ACTIONS BY ALL OTHERS

- Alert emergency response personnel, the Los Angeles County Police, and any other appropriate specially trained teams.
- Monitor jurisdictional transportation system.
- Consider closing public and government facilities (based on TEW threat guidance).
- Institute 100% identification checks and inspection of bags and persons for weapons in facilities that are not closed, and require the public to wear photo identification. This can be done by having building security or law enforcement staff use a loop of masking tape to attach an appropriate photo identification card to a prominent location on customer clothing. By doing this, your staff will know that the customer has been checked by supporting building security or law enforcement.

Appendix C - Homeland Security Advisory System Threat Conditions SOP

- Increase or redirect personnel to address critical emergency needs.
- Cities activate your EOCs and monitor EMIS.
- County departments activate your Department Operations Center (DOC) and monitor EMIS.
- Consider cancelling large scale public events if their security cannot be enhanced.
- Ensure that ALL employees and your customers are kept informed.

LOS ANGELES COUNTY TERRORISM COMMUNICATIONS STANDARD OPERATING PROCEDURES

NOTE: These procedures are mandatory for County government and the County recommends that cities and special districts develop similar procedures.

1 HOMELAND SECURITY SYSTEM CHANGE

In the event of a change in the Homeland Security Advisory System (HSAS) or a suspected major terrorist event (something that may not have yet been formally declared by the Federal government as a terrorist event but initial reports make it seem a high probability that it is a terrorist event) or actual major terrorist event somewhere in the United States, multiple means of communications must be used to ensure that County employees are given up-to-date information on what is known, what we believe its potential impact may be within Los Angeles County, and what the County intends to do about the provision of services to the public.

2 HSAS CHANGE OR SIGNIFICANT TERRORIST EVENT

2.1 Role of the County Office of Emergency Management (OEM).

2.1.1 Given information from the Terrorism Early Warning Group of a change in the HSAS or a potential or actual significant terrorist event anywhere in the US during normal working hours, OEM has 30 minutes to start getting information out to departments (after media or official government information of the event). During normal non-working hours, OEM will have one hour to start getting information out.

2.1.2 Information relayed will include what we know, any initial recommended actions on the part of departments, and that a Terrorism Early Warning Group assessment will be forthcoming that will include discussion of any potential impacts on the provision of services to the public. Departments will be requested to have someone monitor the news media.

2.1.3 Information will be relayed to one of the following to ensure that a senior executive of the department gets the message: Department Director, Chief Deputy, senior deputy directors, Department Emergency Coordinator (DEC) and, if the department has one, the Emergency Services Coordinator (ESC). The goal is to have at least five persons at the senior executive level of each department who can be on the "attempt-to-contact" list, in addition to the DEC and ESC. The intent is to ensure that at least one member of the department's senior executive staff is informed of the event and can initiate any necessary action.

2.1.4 OEM will send both an e-mail message and a Dialogic (automated phone calling system) message. During non working hours, Dialogic will be the primary contact means.

Appendix D - Terrorism Communications Standard Operating Procedures

2.1.5 If the situation warrants, departments will be told to monitor the Emergency Management Information System (EMIS) to get updated information on the situation (it is critical that every department has at least 5 staff with EMIS accounts).

2.2 Role of County department leadership.

2.2.1 During normal working hours, departments have 15 minutes to start getting the information out to all their locations after they receive the data from OEM. Department plans must cover how they will get the information to all their assets (within the headquarters area and any/all sites away from the department headquarters). If the event occurs during normal non-working hours, departments have 30 minutes to start getting the information out to their work force.

2.2.2 Departments must realize that staff will be concerned about their families as well as the potential for terrorist attacks in our local area and particularly on their work-sites. Plans must ensure that deputy directors and all managers are directed to do all in their power to inform staff of what has happened and what the County believes the impact may be.

2.2.3 Departments may consider having staff at the department headquarters who are designated as phone tree operators who have appropriate phone numbers of all sub-agencies of the department. These same staff can have appropriate e-mail groups to cover all department e-mail accounts. Department plans must include information on how supervisors are to get information out to their employees who are not connected to e-mail and may not be immediately assessable to phones. During non-working hours, all managers and supervisors must have contact information on their "direct reports" so that data can be relayed as appropriate.

2.3 **Role of the Terrorism Early Warning Group.** As soon as Terrorism Early Warning Group develops an assessment of the terrorist event, OEM will use e-mail to send the assessment to all departments. During non-working hours, Dialogic will be used to relay data, followed up by an e-mail at the start of the work day.

2.4 **Actions on hearing a media report.** If you hear a media report of a terrorist event and you do not hear from OEM within an hour, the County will conduct business as normal.

**PREPAREDNESS ACTIONS
FOR LOS ANGELES COUNTY
IN RESPONSE TO MILITARY ACTION
BY THE UNITED STATES OF AMERICA**

February 27, 2003

**INTERIM
CONCEPT OF OPERATIONS**

PURPOSE:

This Concept of Operations has been prepared to describe various preparedness measures Los Angeles County will take in response to military action by the United States (US) government.

PROBLEM:

It is highly probable that military action by the United States (US) government will increase the threat of terrorism, and other related activities, in Los Angeles County.

TRIGGERING EVENT (*an event that causes activation of the procedures in this appendix*) :

Public announcement by the President of the United States (US) that the US government has launched a large-scale military assault.

EXPECTED OUTCOMES WHICH MAY IMPACT LOS ANGELES COUNTY DUE TO THE TRIGGERING EVENT:

- Immediate elevation of the Homeland Security Advisory System (HSAS) terrorism threat level to “severe” (red).
- Greater probability of terrorist attacks on targets in the domestic United States, including Los Angeles County.
- Greater probability of terrorist attacks on international targets, which may have a significant impact on various populations within Los Angeles County.
- Increased security at all government locations (federal, state, and local).

- Increased Federal alerts and warnings.
- Increased public anxiety.
- Possible repatriation activities, State Department warnings.
- Travel restrictions (both domestic and international).
- Increased number of anti-war protests (scheduled and unscheduled) in Los Angeles County.

PREPAREDNESS ACTIVITIES BY THE COUNTY OF LOS ANGELES:

The following activities should occur immediately following the Triggering Event. Departments/agencies in parentheses indicate responsible parties.

- Increase security at all County buildings according to approved policies and procedures. Review plans for building closure, evacuation, and re-entry. Enforce building access/photo identification policy (ID required for all County employees for building access). (OPS, BEC's, and DEC's)
- Initiate a low-level activation of the Los Angeles County Emergency Operations Center (CEOC) during regular business hours. Be prepared for enhanced activation at any time. (OEM and EOB)
- Secure the CEOC grounds, limit access to individuals with verifiable photo identification. (EOB)
- Create an event in the Emergency Management Information System (EMIS) to monitor all Operational Area (OA) communication related to the increased military activity and/or possible terrorist threats in Los Angeles County (or other locations). (OEM)
- Place current on-call CEOC teams on "alert". (EMC subcommittee, OEM)
- Place all CEOC teams "on-call" (EMC subcommittee, OEM)
- Advise all County departments to place their on-call DOC staff on "alert". Be prepared for an immediate activation. (EMC subcommittee, OEM)

DEFINITIONS:

Alert: Be prepared to respond to your assigned emergency position within one hour if called, or arrange for adequate coverage if you are unavailable, Stay within pager range.

DOC- Department Operations Center

EMC- Los Angeles County Emergency Management Council.

On-call: Be prepared to respond to your assigned emergency position within three hours if called, or arrange for adequate coverage if you are unavailable. Stay within pager range.

OA- Operational Area

Appendix E - Concept of Operations for a War Event

- Notify all entities in the OA that the CEOC has been activated and this Concept of Operations has been enacted. (OEM)
- Send a Situation Report to the Board of Supervisors, via the Chief Administrative Office (CAO), on the County's current readiness status. Provide these reports to the Board of Supervisors and CAO on a regular basis.
- Enter a Duty Log report on the State's Response Information Management System (RIMS) stating the Los Angeles County OA EOC has been activated and the OA's current status. (OEM)
- Send a message on the Emergency Digital Information System (EDIS) stating that the Los Angeles County OA EOC has been activated. Also include any pertinent OA information related to the current events. (OEM)
- Send a message on the Dialogic automated telephone alerting system to all appropriate personnel stating that the Los Angeles County OA EOC has been activated. Also include any pertinent OA information related to the current events. (OEM)
- Confirm points of contact between OEM, EOB, and TEW. Schedule regular briefings between OEM, EOB, and TEW; at least once a day, more often if situation warrants. (OEM, TEW, EOB)
- Schedule Terrorism Working Group (TWG) briefings, as appropriate. (EOB)
- Determine the status of all County employees that are in the military reserve, National Guard, or any other specialized service that could impact the County workforce. Determine the impact, if any, that this will have on service delivery in the County. (EMC Sub-committee, DHR, OEM)
- Develop a weekly Situation Report (Sit-Rep) (can be shorter interval if deemed necessary) that would be distributed to all entities in the OA, including the Board of Supervisors, CAO, all County departments, and the State Office of Emergency Services Regional Emergency Operations Center (REOC). (OEM)
- Test all redundant communication systems (i.e. County Wide Integrated Radio System [CWIRS], Dialogic, Operational Area Satellite Information System [OASIS], Emergency Digital Information System [EDIS], Emergency Alert System [EAS], etc.). (EMC subcommittee, OEM, ISD)
- Advise all departments to review their emergency response plans. (EMC subcommittee, OEM)
- Advise all cities to review their emergency response plans, specifically sections on terrorism. (DMAC's, OEM)

- Be prepared to activate a telephone hotline for County residents to call for information and reassurance. (InfoLine, DMH, DPSS)
- CAO should remind all County employees (via their department management) that all County employees are considered disaster workers and they may be needed in the event of a large-scale terrorist attack. This includes canceling all vacations, if necessary. (CAO)
- Review Emergency Repatriation Plans and make all necessary contacts. Los Angeles International Airport (LAX) is not a designated Point of Entry (POE), but they are a major entry point into the United States and LAX can accommodate large planes. LA County DPSS and the County both have Emergency Repatriation plans. (DPSS, OEM, and ARC)
- Be prepared to offer mutual aid assistance to other Operational Areas if requested. This includes emergency repatriation activities. (All County departments)
- Immediately send out appropriate public information messages, and then schedule PIO briefings at regular intervals (PIO's). Include information on County issues related to Weapons of Mass Destruction (WMD) preparedness (i.e. smallpox vaccinations). (LASD PIO, EOB, DHS, and OEM)
- Be prepared to respond to a significant increase in anti-war protests in the county, coordinate with cities, etc. (LASD, EOB, OPS, OSM, and OEM)
- Maintain regular communications with the State REOC; prepare to follow any preparedness actions OES recommends. (OEM)
- OEM and EOB need to receive a daily briefing from TEW regarding the current status of terrorist threats that could impact Los Angeles County. (OEM, EOB, and TEW)

RELATIONSHIP TO EXISTING COUNTY EMERGENCY PLANS:

This Concept of Operations is a supplement to the Los Angeles County Emergency Response Plan and the Los Angeles County Terrorism Response Plan. This document is meant to provide specific guidance in the event of large-scale United States military action in other portions of the world.

PROPONENT:

The Los Angeles County Office of Emergency Management (OEM) will be responsible for the development, distribution and maintenance of this Concept of Operations.

AFFECTED COUNTY DEPARTMENTS AND AGENCIES:

The following County Departments and agencies will have responsibilities under this Concept of Operations. These responsibilities include notifying their support agencies

of this Concept of Operations and maintaining communication with those supportive agencies.

- County Emergency Management Council (EMC) (Subcommittee)
- Chief Administrative Office (CAO)
- Office of Emergency Management (OEM)
- Sheriff's Department (LASD)
- Sheriff's Emergency Operations Bureau (EOB)
- Operational Area Terrorism Early Warning (TEW) group
- Fire Department (LACoFD)
- Department of Health Services (DHS)
- Department of Mental Health (DMH)
- Department of Public Social Services (DPSS)
- Department of Public Works (DPW)
- Department of the Coroner
- Internal Services Department (ISD)
- County Police (Office of Public Safety) (OPS)
- Internal Service Department (ISD)
- Office of Security Management (OSM)
- Department of Human Resources (DHR)

The following non-County agencies are also expected to play a role in this Concept of Operations:

- Governor's Office of Emergency Services (OES)
- American Red Cross (ARC)
- Emergency Network of Los Angeles (ENLA)
- Business and Industry Council on Emergency Planning and Preparedness (BICEPP)
- InfoLine