I. ADMINISTRATIVE APPEALS

1. Dangerous Animal Case: DA 152018 EV
   Respondent: Jesus Villanueva Crespo and Maria Lourdes Crespo
   Complaining Witness: Francisca Arias
   East Valley Animal Care and Control: Captain Karen Knipscheer-Cox

2. Dangerous Animal Case: DA 153003 SL
   Respondent: Alberto Del Real
   Complaining Witness: Dean Sarabia
   South Los Angeles Animal Care and Control: Lieutenant Yvette Smith

3. Dangerous Animal Case: DA 152092 NC
   Respondent: Marga Vergara and Luis Damian Robles
   Complaining Witness: Alheli Barrios and Jose Orozco
North Central Animal Care and Control: Lieutenant John Cessna

II. REGULAR COMMISSION MEETING

1. PUBLIC COMMENT PERIOD - (Comments from the public on items of public interest within the Board’s subject matter jurisdiction that are not on the Agenda; two minutes per speaker).

Public Comments: The Brown Act prohibits the Board and staff from responding to the speakers’ comments. Some of the matters raised in public comment may appear on a future agenda.

2. COMMISSION BUSINESS

   A. Approval of the Minutes for the Meeting of December 8, 2015 (Action item; public comment limited to one minute per speaker)

3. ORAL REPORT OF THE GENERAL MANAGER (Public comment limited to one minute per speaker).

4. COMMISSIONERS’ ORAL REPORTS AND FUTURE AGENDA ITEMS (Public comment limited to one minute per speaker)

5. BOARD REPORTS

   A. Proposal to Enter MOU with Foundation to Support Animal Services (Action item; public comment limited to two minutes per speaker)

   B. Update on Review of Permitting Requirements for Exotic Animals (Public comment limited to two minutes per speaker)

   C. Staff Report on El Niño Preparations (Public comment limited to one minute per speaker)

6. ADJOURNMENT

Next Commission Meeting is scheduled for 10:00 a.m., January 26, 2016, at City Hall, 200 North Spring Street, Room 1060, Los Angeles, California 90012. (Entrance on Main Street)

AGENDAS - The Board of Animal Services Commissioners (Board) meets regularly every second (2nd) and fourth (4th) Tuesday of each month at 10:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. Evening Meetings are held in various locations throughout the City, from 7:00 to approximately 9:30 P.M. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 350 South Grand Avenue, 45th Floor, Suite 4501, Los Angeles, CA 90071. Board Agendas may also be viewed on the 2nd floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, MP-3 audio files of meetings as well as electronic copies of approved minutes on the Department’s World Wide Web
Three (3) members of the Board constitute a quorum for the transaction of business. Some items on the Agenda may be approved without any discussion.

The Board Secretary will announce the items to be considered by the Board. The Board will hear the presentation on the topic and gather additional information from Department Staff. Once presentations have finished, the Board President will ask if any Board Member or member of the public wishes to speak on one or more of these items. Each speaker called before the Commission will have one (1) minute to express their comments and concerns on matters placed on the agenda. (For certain agenda items, speakers will have two (2) minutes.)

**PUBLIC INPUT AT BOARD MEETINGS – Public Participation on Agenda Items.** Members of the public will have an opportunity to address the Board on agenda items after the item is called and before the Board takes action on the item, unless the opportunity for public participation on the item was previously provided to all interested members of the public at a public meeting of a Committee of the Board and the item has not substantially changed since the Committee heard the item. When speaking to an agenda item other than during Public Comment (see Public Comment below), the speaker shall limit his or her comments to the specific item under consideration (California Government Code, Section 54954.3).

**Public Comment.** The Board will provide an opportunity for public comment at every regular meeting of the Board. Members of the public may address the Board on any items within the subject matter jurisdiction of the Board as part of Public Comment.

**Speaker Cards.** Members of the public wishing to speak are to fill out one speaker card for each agenda item on which they wish to speak and present it to the Board secretary before the item is called.

**Time Limit for Speakers.** Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item except during general public comment period which is limited to two (2) minutes per speaker. (For certain agenda items, speakers will have two (2) minutes each.). The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker’s time by increments of up to one (1) minute.

**Brown Act.** These rules shall be interpreted in a manner that is consistent with the Ralph M. Brown Act, California Government Code Section § 54950 et seq.

**STANDARDS OF CONDUCT.** Speakers are expected to behave in an orderly manner and to refrain from personal attacks or use of profanity or language that may incite violence.

All persons present at Board meetings are expected to behave in an orderly manner and to refrain from disrupting the meeting, interfering with the rights of others to address the Board and/or interfering with the conduct of business by the Board.

In the event that any speaker does not comply with the foregoing requirements, or if a speaker does not address the specific item under consideration, the speaker may be ruled out of order, their speaking time forfeited and the Chairperson may call upon the next speaker.

The Board, by majority vote, may order the removal from the meeting of any speaker or audience member continuing to behave in a disruptive manner after being warned by the Chairperson regarding their behavior. Section 403 of the California Penal Code states as follows: "Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor."

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VOTING AND DISPOSITION OF ITEMS – Most items require a majority vote of the entire membership of the Board (3 members). When debate on an item is completed, the Board President will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted unless there is a Conflict of Interest for which the Board member is obliged to abstain from voting. The Secretary will announce the votes on each item. Any member of the Board may move to "reconsider" any vote on any item on the agenda, except to adjourn, suspend the Rules, or where an intervening event has deprived the Board of jurisdiction, providing that said member originally voted on the prevailing side of the item. The motion to "reconsider" shall only be in order once during the meeting, and once during the next regular meeting. The member requesting reconsideration shall identify for all members present the Agenda number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of three members of the Board.

When the Board has failed by sufficient votes to approve or reject an item, and has not lost jurisdiction over the matter, or has not caused it to be continued beyond the next regular meeting, the issue is again placed on the next agenda for the following meeting for the purpose of allowing the Board to again vote on the matter.
NOTIFICATION OF ADMINISTRATIVE APPEAL HEARINGS

To Be Held:

Tuesday, January 12, 2016, at 10:00 A.M.

City Hall
200 North Spring Street, 10th Floor, Room 1060
Los Angeles, CA 90012
(Entrance on Main Street)

This serves as formal notice pursuant to Section § 53.18(q) 4 of the Los Angeles Municipal Code (LAMC) to the following parties and witnesses in the appeal(s) listed below:

1. Dangerous Animal Case: DA 152018 EV
   Respondent: Jesus Villanueva Crespo and Maria Lourdes Crespo
   East Valley Animal Care and Control: Captain Karen Knipscheer-Cox
   Complaining Witness: Francisca Arias

2. Dangerous Animal Case: DA 153003 SL
   Respondent: Alberto Del Real
   South Los Angeles Animal Care and Control: Lieutenant Yvette Smith
   Complaining Witness: Dean Sarabia

3. Dangerous Animal Case: DA 152092 NC
   Respondent: Marga Vergara and Luis Damian Robles
   North Central Animal Case and Control: Lieutenant John Cessna
   Complaining Witness: Alheli Barrios and Jose Orozco

These hearings will not be rescheduled, except for good cause.

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign Language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend.

For additional information, please refer to the Board’s “Rules and Procedures for Appeals”, or contact the Department of Animal Services at (213) 482-9558, or visit the Department’s website: http://www.laanimalservices.com/.

Para información en español, llame al (213) 482-9558.

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Meeting called to order at 7:05 p.m. Commissioners present were Zaft, Gross and Yañez. Commissioner Wolfson arrived at 7:15 and Commissioner Brent was absent. Also present Los Angeles Animal Services (LAAS) Board Secretary, Rita Moreno; General Manager, Brenda Barnette; and Assistant City Attorney (ACA) Dov Lesel.

Commissioner Zaft opened the meeting and provided an overview of the meeting agenda.

REGULAR COMMISSION MEETING

1. PUBLIC COMMENT
   
   Karin Flores: Stated that more resources are needed for wildlife specialists to handle issues such as injured wildlife. Frederick Jordan: Requested that ACO polo shirts include “Animal Control Officer” or “Animal Services” on the back, and on the jackets, for safety – people don’t know who you are and what you’re doing; recognized and thanked Phyllis Daugherty, Dr. Prupas, Jennifer (ASPCA), the Board and GM. Phyllis Daugherty: Agreed with need for new shirts / jackets; discussed National Apartment Association and HHUS as to pets in rental housing. Marla Tauscher: Asked whether client’s dog “Cooper” is still alive; informed of lawsuit being filed regarding the administrative hearing and due process issues; impounding of homeless people’s animals. Andrew Brown: Requested changing wording of animals designated “possible owner” – people think “POS” is a derogatory term – should be “stray” or “stray ID”; discussed shelter vets’ practice of pre-spaying or pre-neutering and impact on availability of animals on weekends. Gail Raff: Discussed need to do something about outside cats – don’t do well in cages – need for public education on cats; suggested senior animals be free, and that seniors can’t afford senior animals.

2. COMMISSION BUSINESS
   
   A. Approval of Minutes for November 10, 2015.

   Public Comments
   None

   B. Approval of Minutes for November 24, 2015.

   Public Comment
   None
Commissioner Yañez moved to approve the minutes for November 10, 2015 and November 24, 2015. Commissioner Gross seconded. The motion passed 4 - 0.

3. ORAL REPORT OF THE GENERAL MANAGER

GM Barnette discussed the following:

- Personnel Dept. has provided a timeline for hiring ACOs; established list with 38 eligible candidates – need to submit personal statements before undergoing background checks; process will take 45-60 days and conditional job offers will be made mid-February with start dates of early March 2016; people will be able to continue applying so that a continuous list is available to fill positions.
- Staff met with Found Animals (FA) to discuss implementation of microchip program; FA is requesting staff be trained on use of the registry before program implementation – training should be completed within 45 days.
- Home for the Holidays event at North Central Animal Shelter by Lucy Foundation which brought groomers included KTLA Gayle Anderson and hair stylist Jose Eber for beauty makeovers for long-haired dogs that needed grooming.
- ACE citations are prompting people to comply within 30 days by licensing and altering dogs.
- Black Friday weekend participation with Best Friends and Zappos – 54% more adoptions over last year with 447 adoptions over the three days (288 dogs and 159 cats).
- Francisca Baxa will assist in strategic planning process; will put together a committee.
- Expansion of Feline-ality program at Harbor sponsored by ASPCA; staff will start once panleukopenia outbreak is contained and have healthy population.
- Staff working with City Attorney on issue of exotic animals for house parties (Dov Lesel added that he is assisting staff with a board report that should be presented in January).
- Issue of Kapparot being discussed with the City Attorney’s Office – does not feel there is evidence to act on this year; will work with community next year.
- Staff shortage issues, part-time staff being brought in.
- Radio personality Luz Maria will broadcast live from South L.A. shelter on December 13 to sponsor adoptions.
- Steve-o was at North Central Animal Shelter.
- ABC7 featured LAAS – Newest Places to Explore in L.A. featured North Central with newscaster adopting abandoned animal.
- Darling magazine sent staff members to North Central to take pictures of animals to feature 12 Days Christmas article to be published later this month.
- Congressman Cardenas will host event at East Valley on December 13.
- Playgroups at North Central slowed down, but have resumed; Robert and Cmdr. Dedeaux conducted new training for more volunteers; playgroups now conducted every Tuesday.
- Revamping Clerical section to improve customer service at all shelters, but facing shortage as people are out on leave.
- November 18 expanded ACE program to East Valley – now all districts are implementing.
- Department participated in 2015 functional exercise coordinated by Emergency Management Dept. – all field and kennel supervision, Chief Veterinarian and Director of Operations participated in event simulating chemical incident; report coming early next year.
- Adding new license Canvassers – hard to get applicants, but advertising in community colleges.
• Field services mobile animal rescue team featured in news segment on KNBC channel 4 and KTTV channel 11 for efforts in which department is engaged in response to El Niño.

Public Comment

Phyllis Daugherty: Stated that report on the ACE program only discusses spay and neuter, does not include all violations of municipal code; it’s a revenue source to pay for ACOs, but no revenue garnered yet; no report on citations issued for different types of crimes against animals.

Commissioner Zaft responded that a report is forthcoming now that the program has been implemented citywide; report should include the types of violations and infractions for which citations are being issued.

4. COMMISSIONERS’ ORAL REPORTS AND FUTURE AGENDA ITEMS

Commissioner Wolfson: Shared that he has been working with President Zaft, GM Barnette and ACA Lesel on allowing corporations to provide gifts to the department (Wag would like to donate five free dog-walks for newly adopted and additional dog-walking to anyone who has ever adopted from LAAS shelters; stated that donated items to shelters disappear, suggested locking things.

Commissioner Zaft: Passed.

Commissioner Yañez: Shared that she had Steve-o come to North Central shelter, about 25 people were waiting and word got out, but didn’t result in any adoptions; 27 pallets of food were donated by Wellness to Pets for Life – 6 pallets to LAAS, but no one has been able to get the food, 2 pallets left if LAAS can get them.

Commissioner Gross: Stated that education is needed about illegal trapping - people are hiring companies to illegally trap skunks and raccoons; people need to know that you cannot relocate wildlife; companies doing the trapping must be licensed, permitted and have insurance; had discussed the issue of shirts with Jan and about having a better perception of department – suggested using new LAAS logo on shirts and hats, and “Animal Control.”

Public Comments

Gail Raff: Stated that people are trapping squirrels; food is left in traps for squirrels and cats and left unattended. Commissioner Gross added that ACE citations are being issued to address illegal trapping. Mitzi Spallas: Stated that evidence dogs at North Central have been there since March and they don’t get walked – staff too busy to walk them and volunteers not allowed to walk them. Commissioner Wolfson added that the policy has been changed and volunteers are able to walk evidence dogs. Karen Flores: Announced that the Audubon at Debs Park will hold a 2nd Annual Bird L.A. Day on Saturday, May 7 where all bird organizations will hold different activities.

5. Board Reports

A. Board Report Requesting Authority to Use the Animal Welfare Trust Fund to Purchase Five (5) Handheld Blood Analyzers to Allow Medical Staff to Better Care for the Animals

Dr. Prupas discussed the request and provided an overview of the report; stated that the one handheld blood analyzer was given to Harbor Animal Shelter by San Pedro Pet
Pals; the machine uses cartridges to get tiny amounts of blood to get an overview of what is going on inside animal that has been hit by a car, senior animals, or before undergoing surgery; at that time they cost $4,000 and are now $6,000; machines can be obtained through Victor Medical, the new medical supplier under contract.

Commissioner Gross provided computer printout of machine and stated that the department should not be without it. Commissioner Yañez agreed.

Public Comment
Andrew Brown: Expressed support for the request; suggested that they be used on animals before being spayed or neutered to confirm health; discussed dog that crashed after sterilization by partner vet, as a result of kidney failure that could have been detected with the machine – dog was euthanized – unknown if due to kidney failure or surgery.

Commissioner Yañez moved to approve the staff request for use of Animal Welfare Trust Fund for the purchase of five (5) handheld blood analyzers. Commissioner Gross seconded and the motion passed 4-0.

6. ADJOURNMENT

Commissioner Gross made a happy holiday motion to adjourn and Commissioner Yañez seconded. Motion passed 4 - 0.

Meeting ended at 7:48 p.m.
Report to the Board of Animal Services Commissioners

MEETING DATE: January 12, 2016
REPORT DATE: January 7, 2016

PREPARED BY: Brenda F. Barnette
TITLE: General Manager

SUBJECT: LOS ANGELES ANIMAL RESCUE FOUNDATION, INC

BOARD ACTIONS RECOMMENDED:

1. APPROVE the MOU between the LOS ANGELES ANIMAL RESCUE FOUNDATION, INC and Los Angeles Animal Services; and

2. INSTRUCT the General Manager, or designee, to transmit the MOU to the Mayor and City Council to request their approval.

SUMMARY:

Some four to five years ago, members of the Board of Animal Services Commissioners and the General Manager began encouraging some community members to form a nonprofit to support the work of the Department much the way the LAPD Foundation, the LAFD Foundation, the Library Foundation and others support the work of City Departments.

The first effort did not result in the foundation that we envisioned, but it did result in a vibrant nonprofit that adjusted their mission to have a focus on adoptions. They are still partners today and work under the business name of “Love & Leashes”. This group takes shelter animals to a highly visible location and places them in homes for the City Shelter (West Los Angeles).

For the past couple of years, former Commissioner Maggie Neilson has been working with various community members, Los Angeles Animal Services staff and Dov Lesel to design a MOU that is similar to other foundations associated with the City. The LOS ANGELES ANIMAL RESCUE FOUNDATION, INC incorporated as a nonprofit that is to raise funds to support the mission of the Department.

The MOU is attached.

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FISCAL IMPACT:

There is no General Fund impact.

Approved:

Brenda Barnette, General Manager

Attachment

BOARD ACTION:

_____ Passed  Disapproved  _____

_____ Passed with noted modifications  Continued  _____

_____ Tabled  New Date  _____
MEMORANDUM OF UNDERSTANDING
BETWEEN
LOS ANGELES ANIMAL SERVICES
AND
LOS ANGELES ANIMAL RESCUE FOUNDATION, INC

This Memorandum of Understanding ("MOU" or "Agreement") is entered into as of December __, 2015 (the "Effective Date") by and between the City of Los Angeles, a municipal corporation, acting by and through its Department of Animal Services ("Department") and the Los Angeles Animal Rescue Foundation, Inc., a California non-profit public benefit corporation (the "Foundation").

WHEREAS, the Foundation was incorporated as a California non-profit public benefit corporation on August 11, 2014, by filing the articles of incorporation with the Secretary of State of California on August 8, 2014; and

WHEREAS, the specific purpose of the Foundation is to raise funds to support the mission of the Department; and

WHEREAS, a copy of the articles of incorporation are attached hereto as Appendix A (as amended from time to time, the “Articles”), and which Articles shall not be amended without the written approval of the Department; and

WHEREAS, the purpose of this MOU is to establish a written understanding between the Department and the Foundation to define their respective roles and responsibilities, and the financial relationship between the Department and the Foundation; and

WHEREAS, the Animal Service Commission ("Commission"), on __________, 2015 and City Council (CF-________) on __________, 2015, authorized the Department to enter into this Agreement.

NOW THEREFORE, the Department and Foundation hereby agree as follows:

I. REPRESENTATIVES OF PARTIES:

The representatives of the respective parties are authorized to administer this MOU and to whom formal notices, demands, requests and communication shall be given are as follows:

For the Animal Services Department: Brenda Barnette, General Manager
200 N. Spring Street, 21st Floor
Los Angeles, CA 90012
(213) 482-9558

For the Foundation: Maggie Neilson
2708 Wilshire Blvd. #369
Santa Monica, CA 90403
All notices required or permitted by this MOU shall be in writing and may be delivered in person, or may be sent by regular, certified or registered mail or by facsimile transmission during normal business hours, and shall be deemed sufficiently given if served in a manner specified in this paragraph.

II. TERM:

The term of this MOU shall be for five years beginning on the date first written above following the Execution Date by the City Clerk and ending on December 31, 2020, but may be terminated sooner pursuant to the provisions herein.

III. ROLES & RESPONSIBILITIES OF PARTIES:

The Department and Foundation hereby agree that the understanding between them as to the respective roles, responsibilities and financial relationship is as follows:

1. **Fundraising.** This MOU authorizes the Foundation to provide support for the Department by raising funds to promote and support the mission and functions of the Department. All expenditures will be spent in furtherance of the Department’s mission, function and needs. Funds raised by the Foundation will be used to promote the Department through marketing and social media or other social awareness efforts. In addition, the Foundation will collaborate with the Department to assist with the creation of new programs and in its discretion, help subsidize existing Department programs.

2. **Employment Practices.** The Foundation will make all hiring, retention and compensation decisions with respect to its employees, consultants and advisors. All such decisions shall be subject to all applicable laws. The employees, consultants and advisors of the Foundation will not be deemed employees, consultants and advisors of the Department or the City of Los Angeles. The terms of any hiring and compensation and copies of any consultant or vendor contracts shall be available to and be provided to the City at the City’s request.

3. **Indemnification.** The Foundation shall defend, indemnify and hold harmless the City from any and all liability, including but not limited to claims, losses, lawsuits, injuries, damages, costs and expenses arising from or as a result of any acts, errors or omissions of the Foundation or its officers, agents or employees. The Foundation shall acquire and maintain such insurance protection as is necessary to protect the interests of the Foundation and the City, as determined by the City Risk Manager.

4. **Intellectual Property.** Prior to the use of any Department trademarks, the Foundation shall enter into a license agreement, pursuant to which the Foundation shall be granted a non-exclusive, royalty-free, revocable license to use the City’s trademarks for the term of the MOU in connection with the Foundation’s fundraising purposes. This MOU shall not supersede the terms
of any existing or future licensing agreements. The Foundation shall provide a sample of promotional material prior to its use for approval by the Department, which approval shall not be unreasonably withheld.

5. **Funding Requests.** The Department inform the Foundation regarding the Department’s needs and approved funding requests. The Foundation shall use such information in determining the annual funding amount and use of the funds and of the Foundation’s assets. The Foundation and Department shall collaborate on goals and strategies and work together to expend the majority of the funds raised on an annual basis. To the extent feasible, Foundation will identify and expend funds in tandem with the Department’s annual budget.

6. **Financial Statements.** Annual financial statements of the Foundation will be provided by the Foundation to the General Manager and the Board of Animal Services Commissioners annually on or before _______ of each year. The financial statements shall be delivered to the General Manager, with a copy to the Department’s senior accountant. Any other financial data or list of officers and/or employees shall be provided to the Department upon request. The Foundation shall use its best efforts to expend a majority of the funds raised annually for programming and projects in support of the Department, with a minimum amount expended for administrative overhead for the Foundation. The statements shall show the type, amount and specific recipients of all expenditures including those for administrative overhead.

7. **Disposition of Assets upon Dissolution.** Pursuant to the Articles, upon dissolution, the net assets of the Foundation will be deposited into the Animal Welfare Trust Fund or distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code to another California non-profit public benefit corporation, so that the assets are used to assist and promote the Department. Upon dissolution, any funds raised with the support or cooperation of the Department for the Department shall be transferred to another non-profit benefit corporation related to the Department or who enters into an agreement with the Department with similar purposes or to the Department’s Animal Welfare Trust Fund for public purposes.

IV. **PROVISION OF LAW; STANDARD CITY PROVISIONS; SEVERABILITY:**

The parties agree that this MOU is subject to all applicable federal, state, and local laws, the Los Angeles City Charter, and any applicable rules and regulations enacted by independent commissions of the City (collectively, “Laws”). If any article, part, or provision of this MOU is in conflict or inconsistent with such laws, or is otherwise held to be invalid or unenforceable by any court of competent jurisdiction, such MOU article, part, or provision will be suspended and superseded by such Laws and/or court ruling, and the remainder of this MOU will not be affected thereby, unless the essential purpose of this MOU will be materially impaired thereby. The MOU is also subject to the Standard Provisions for City Contracts (Rev. 3/09), a copy of which is attached hereto as Appendix B.
This Agreement constitutes the entire agreement between parties. Any prior agreements, promises, negotiations, or representations not set forth in this MOU are of no force or effect. Amendments to this MOU shall be in writing and signed by the parties.

IN WITNESS WHEREOF, the parties hereto have agreed and signed this MOU through their authorized representatives.

LOS ANGELES ANIMAL RESCUE Foundation, Inc., a California non-profit public benefit corporation

ATTESTED BY:

Name: 
Title: 

Name: 
Title: 

CITY OF LOS ANGELES

Department of Animal Services,

APPROVED AS TO FORM:

Michael N. Feuer, City Attorney

Name: Brenda Barnette
Title: General Manager

By: ______________________
Dov S. Lesel, Assistant City Attorney
Date: 

ATTEST: 
Holly L. Wolcott, City Clerk

By: Deputy 
Date: 

City Business License Number: ____________
Internal Revenue Service Taxpayer Identification Number: ______________
Agreement Number __________________________

AS FOUNDATION draft MOU – draft 10.23.15
Report to the Board of Animal Services Commissioners

Brenda Barnette, General Manager

COMMISSION MEETING DATE: January 12, 2016 REPORT BY: Mark D. Salazar
REPORT DATE: January 7, 2016 TITLE: Director of Field Operations
SUBJECT: EXOTIC ANIMAL PERMITS FOR PRIVATE PARTIES

SUMMARY

During a regular Board of Animal Services Commissions meeting on November 24th, 2015, the Animal Services Commission requested various information regarding Exotic Animal Permits for private parties. This report will answer those questions and is intended to be informational.

BACKGROUND

The City of Los Angeles allows for the permitting of Circuses, Animal Acts and Exhibitions. Private parties fall into this category for a permit. In order for an event to be allowed with an exotic or wild animal, both the vendor (business providing the animal) and the location (host) must have an approved permit. Currently, permits are good for one year from the date of issuance.

Applicants currently must meet the following conditions (Please see Attachment "A" for full detail):

1. Produce or make available for inspection a liability insurance policy as follows.
   a. If the circus, exhibition, act, or display is on or involves City-owned property or is sponsored by the City in whole or in part, the Risk Manager of the City will review the proposed activity and set appropriate insurance requirements. At a minimum, the applicant must agree to indemnify and defend the City of Los Angeles, and to provide liability insurance with an insurer authorized or approved to write such insurance in California, that covers claims for injury or damage to persons or property in an amount

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of not less than one million dollars per occurrence, and which names the City of Los Angeles as an additional insured. A copy of the insurance rider must be provided.

b. If the circus, exhibition, act, or display is not on and does not involve City-owned property or City sponsorship, the policy must be in an amount of not less than one million dollars per occurrence.

2. Produce or make available for inspection medical records and health certificates for all animals, including documented proof that within the past twelve months a trunk wash culture was performed on each elephant on display and the elephant tested free of Tuberculosis. Multiple Antigen Print Immunoassay test results are also acceptable.

3. Provide a detailed description of the proposed activities or exhibitions and demonstrate that no aspect of the activities or exhibitions harm the animal(s) or put the animal(s) in harm’s way. Provide follow-up information as may be requested by the Department.

4. Provide a written plan which addresses the public’s safety when in proximity to the animal(s) and addresses the quick and safe recapture or destruction of an animal in the event an animal escapes. The plan must include but not be limited to:
   a. A description of barriers, security, signage, staffing, fencing, protocols and all other measures taken for the public’s safety.
   b. Applicant’s written protocols for training their staff on methods of safe recapture of escaped animals.
   c. A detailed description of containment methods for the animal(s) during exhibition and in the event of escape and recapture.
   d. Access to appropriate firearms and chemical immobilization drugs and equipment.
   e. Identification of staff member(s) (and as appropriate, veterinarians) who possess firearm and chemical immobilization proficiency to recapture an escaped animal.

5. Utilize appropriate transport vehicles and transfer cages to contain animals when moving them to the permitted location, except for animals participating in a Department approved animal walk.

6. Disclose previous incidents of specific dangerous, unpredictable, or aggressive behavior by any of the animals that put any people or other animals at risk, including the animal handler(s).

7. Disclose all current and the most recent names of all animals.

8. Applicant, applicant’s principles, officers, and directors have no felony convictions and must disclose the names of any employees with any animal related convictions.

9. Meet the following conditions relative to the United States Department of Agriculture (USDA) and Federal law:
   a. Not been cited for any Repeat Direct Non-Compliant Item within the past 3 years by the USDA under the Animal Welfare Act Regulations.
   b. Has corrected any Direct Non-Compliant Item issued by the USDA under the Animal Welfare Act Regulations within the timeframe designated by the USDA inspector within the past 3 years.
   c. Compliance with all applicable Federal law.
(Direct Non-Compliant Item refers to any USDA notice that directly affects the health and well-being of an animal.)

10. Disclose any official notices of alleged violations, any administrative proceedings, denials of USDA permits or any stipulations, consent decrees, or settlements entered into with the USDA within the last five years.

11. Provide written information to the following persons, explaining that one or more animals will be or are present on the property:
   a. The property owner or person responsible for the property where the animal(s) will be displayed;
   b. The owners or persons responsible for any contiguous neighboring property;
   c. Any individuals entering the site of the permitted animal display.

Written information may be a handout or flyer handed to persons listed above, or a poster located in and around and at all entrances to the performance area where one or more animal(s) are, or will be, located.

12. Produce or make available for inspection a plan or procedure for providing emergency veterinary care in a timely fashion, including names and contact information of available on-call veterinarians, if none are present on-site.

13. Provide and maintain a valid resident or non-resident permit, as applicable, with the California Fish and Game Commission, for the duration of the permitted activity.

14. Have no convictions for violations of California state law including but not limited to Penal Code §596.5, Health & Safety Code 25989.1, and California Code of Regulations, Title 14 Section 671 or any laws or regulations involving permitted animals in the last three years, and be in compliance with applicable California law and Los Angeles City ordinances in handling elephants or other animal(s) for the duration of the permitted activity.

15. Applicant and its sub-contractors, subordinate handlers, California Fish and Game permit holders, or others engaged by Applicant to provide and handle animals covered under this schedule of requirements for the permitted activity, must provide or maintain all required documentation and comply with all conditions of the permit.

16. These permit requirements do not apply when filming in the City pursuant to a permit issued by the official Los Angeles City film permitting agency. Zoos which are accredited by the American Zoological Association are exempt pursuant to California Food and Agricultural Code Section 2150.

Los Angeles Animal Services may deny a permit application or revoke a previously issued permit for a specific circus or circus act, exhibition, animal act, or display of one or more animals. Such permit denial or revocation may or may not affect other animals that may be included in the same permit application, depending on whether or not those other animals are included in the permit denial or revocation. Applicant must conform to the requirements of the permit for animals that are not affected by the permit denial or revocation.

Los Angeles Animal Services bases its decision to issue a permit based on all information in the application and related documentation, provided that Applicant meets all the requirements for the permit.
STATISTICS

The following is the statistic of Animal Acts or Exhibition Permits (AA&E Permits) for the Calendar years 2013 through 2015:

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Permits Issued</td>
<td>24</td>
<td>23</td>
<td>21</td>
</tr>
<tr>
<td>Total Private Parties</td>
<td>3</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Wild/Exotic Animals:</td>
<td>16</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Accidents/Incidents:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Private Parties refers to events located at private residences.

DISCUSSION:

Staff met with the Assistant City Attorney Dov Lesel and discussed the issues and questions raised by the Commission and the public on November 24th. The following is designed to provide information for further discussion.

In November, 2015, a party was held at a private residence in the Hollywood Hills. Both the event location and vendor (animal provider) held lawful permits to allow an elephant to be displayed at the event. The vendor renewed their permit with the City annually and has been permitted with the City since 2001. The company coordinating the event met the current criteria and was issued a permit which expires in late 2016.

According to the Department’s Permit Staff there are very few vendors who provide exotics for events in the City. Staff has found that the vendors are exceptionally careful with both their investments and their business in order not to jeopardize their reputation nor to put the public or their animals at risk. Nearly all have been doing business in the City for a decade or longer.

The issues brought to the Department’s attention by LAPD are referred to as “Problem/party nuisance locations”. These locations will still remain a nuisance, whether or not a wild or exotic animal is at the location.

Staff was concerned about a ban on issuing permits for wild or exotic animals at private parties entirely. The reason is that it costs less to pay a fine for a violation than it does to obtain a permit. In addition, a ban might result in an increase in unpermitted events and staff does not want to create situations which might result in no safety plans or restrictions. With a permit in place, the Department can ensure that the applicant has the required insurance policy, that the animal is transported in a manner to protect the animal and the public and that the handler has both State and Federal permits.

If an animal is at an event illegally, the vendor and/or responsible party for the event would be issued an Administrative Citation. The vendor usually removes the animal immediately. The Department would not typically impound the animal as the Department has no means to transport or house large exotics. The Zoo may be called on, but they too would face the same issues and the response would most likely not be available same day, especially at odd times, such as in the middle of the night. The animal would also be returned to the vendor, if they have all of the State and Federal Permits.
If the City excluded "Private parties" from allowing exotic animals, then the City needs to consider the First Amendment concerns. Some private events use animals for artistic purposes at locations such as museums or private events. The City Attorney's Office expressed concerns about freedom of speech using an animal for expression purposes (good or bad).

In addition, the Department would need to find a definition for 'wild and exotic animals' so as not to ban non-dangerous animal acts or exhibitions, such as reindeer at Christmas time, deer petting, pony rides, snake and small reptile and amphibian animal shows or petting zoos for children, such as are common at birthday parties, which often use exotic animals.

Imposing additional restrictions: Staff considered imposing restrictions such as "No alcohol" at events where these animals are permitted. Many events are fundraisers and alcohol is generally available at these types of events. This would also raise the issue of enforcement by Animal Control Officers who would need to gain entry and determine whether alcohol was being widely consumed, not just present, on the premises. In addition, a 'no alcohol' ban on private property, especially if there is no evidence of general inebriation or danger to the animals, would be problematic. Again, staff finds that vendors do not want their investment at risk and tend to impose their own additional safety restrictions to keep the animal and public from being at risk.

Staff does find that the one year permit is not necessary and suggests that the code section be revised to allow greater flexibility to issue permits for specified dates and events is more reasonable. It should be noted that while the change in flexibility can be accomplished, a change to the permit amount would require a fee study and the Commission may want to consider any fee change as a separate item.

SUMMARY

Staff finds that there are very few private parties permitted each year where exotic or wild animals are exhibited. To date, there are no reported incidents of injury to either the animal or the public. The handlers that conduct business here in Los Angeles are both experienced and responsible with their animals and they do not want to put anyone or any animal at risk. With a private party permit process in place, the City does ensure safety guidelines and insurance. To exclude private parties from the permit process, First Amendment rights may be at risk if the applicant states the animal is at the location for expression reasons. Removing animals from problem locations would not eliminate the public nuisances.

RECOMMENDATION

None. Report is informational only.

FISCAL IMPACT

There is no fiscal impact.

APPROVED:

Brenda F. Barnette, General Manager
Application and Permit Requirements for Circuses, Animal Acts and Exhibitions

The Board of Animal Services Commissioners on May 27, 2008, approved the following requirements that apply to circuses, exhibitions, acts, displays, or any other lawful exhibits involving animals, including but not limited to animals requiring restricted species permits pursuant to California Code of Regulations, Title 14, Section 671.

The required actions and document submittals described below must be satisfied by Applicant(s) two weeks prior to issuance of a permit under Los Angeles Municipal Code section 53.50(c). In the event a permit is issued, failure to maintain these requirements during the permitted activity will be cause for revocation of the permit.

Applicants must meet the following conditions:

1. Produce or make available for inspection a liability insurance policy as follows.
   a. If the circus, exhibition, act, or display is on or involves City-owned property or is sponsored by the City in whole or in part, the Risk Manager of the City will review the proposed activity and at his sole discretion set requirements. At minimum, the applicant must agree to indemnify and defend the City of Los Angeles, and to provide liability insurance with an insurer authorized or approved to write such insurance in California, that covers claims for injury or damage to persons or property in an amount of not less than one million dollars per occurrence, and which names the City of Los Angeles as an additional insured. A copy of the insurance rider must be provided.
   b. If the circus, exhibition, act, or display is not on and does not involve City-owned property or sponsorship, the policy must be with an insurer authorized or approved to write such insurance in California in the amount of two million dollars that covers claims for injury or damage to persons or property in an amount of not less than one million dollars per occurrence.

2. Produce or make available for inspection medical records and health certificates for all animals, including documented proof that within the past twelve months a trunk wash culture was performed on each elephant on display and the elephant tested free of Tuberculosis. Multiple Antigen Print Immunoassay test results are also acceptable.

3. Provide a detailed description of the proposed activities or exhibitions and demonstrate that no aspect of the activities or exhibitions harm the animal(s) or put the animal(s) in harm’s way. Provide follow-up information as may be requested by the Department.
4. Provide a written plan which addresses the public’s safety when in proximity to the animal(s) and addresses the quick and safe recapture or destruction of an animal in the event an animal escapes. The plan must include but not be limited to:
   a. A description of barriers, security, signage, staffing, fencing, protocols and all other measures taken for the public’s safety.
   b. Applicant’s written protocols for training their staff on methods of safe recapture of escaped animals.
   c. A detailed description of containment methods for the animal(s) during exhibition and in the event of escape and recapture.
   d. Access to appropriate firearms and chemical immobilization drugs and equipment.
   e. Identification of staff member(s) (and as appropriate, veterinarians) who possess firearm and chemical immobilization proficiency to recapture an escaped animal.

5. Utilize appropriate transport vehicles and transfer cages to contain animals when moving them to the permitted location, except for animals participating in a Department approved animal walk.

6. Disclose previous incidents of specific dangerous, unpredictable, or aggressive behavior by any of the animals, that put any people or other animals at risk, including the animal handler(s).

7. Disclose all current and the most recent names of all animals.

8. Applicant, applicant’s principles, officers, and directors have no felony convictions and must disclose the names of any employees with any animal related convictions.

9. Meet the following conditions relative to the United States Department of Agriculture (USDA) and Federal law:
   a. Not been cited for any Repeat Direct Non-Compliant Item within the past 3 years by the USDA under the Animal Welfare Act Regulations.
   b. Has corrected any Direct Non-Compliant Item issued by the USDA under the Animal Welfare Act Regulations within the timeframe designated by the USDA inspector within the past 3 years.
   c. Compliance with all applicable Federal law.
      (Direct Non-Compliant Item refers to any USDA notice that directly affects the health and well-being of an animal.)

10. Disclose any official notices of alleged violations, any administrative proceedings, denials of USDA permits or any stipulations, consent decrees, or settlements entered into with the USDA within the last five years.
11. Provide written information explaining that one or more animals will be or are present to:
   a. The property owner or person responsible for the property where the animal(s) will be displayed;
   b. The owners or persons responsible for any contiguous neighboring property;
   c. Any individuals entering the site of the permitted animal display.
   Written information may be a handout or flyer handed to persons listed above, or a poster located in and around and at all entrances to the performance area where one or more animal(s) are, or will be, located.

12. Produce or make available for inspection a plan or procedure for providing emergency veterinary care in a timely fashion, including names and contact information of available on-call veterinarians, if none are present on-site.

13. Provide and maintain a valid resident or non-resident permit, as applicable, with the California Fish and Game Commission, for the duration of the permitted activity.

14. Have no convictions for violations of California state law including but not limited to Penal Code §596.5, Health & Safety Code 25989.1, and California Code of Regulations, Title 14 Section 671 or any laws or regulations involving permitted animals in the last three years, and be in compliance with applicable California law and Los Angeles City ordinances in handling elephants or other animal(s) for the duration of the permitted activity.

15. Applicant and its sub-contractors, subordinate handlers, California Fish and Game permit holders, or others engaged by Applicant to provide and handle animals covered under this schedule of requirements for the permitted activity, must provide or maintain all required documentation and comply with all conditions of the permit.

16. These permit requirements do not apply when filming in the City pursuant to a permit issued by the official Los Angeles City film permitting agency. Zoos which are accredited by the American Zoological Association are exempt pursuant to California Food and Agricultural Code Section 2150.

Los Angeles Animal Services may deny a permit application or revoke a previously issued permit for a specific circus or circus act, exhibition, animal act, or display of one or more animals. Such permit denial or revocation may or may not affect other animals that may be included in the same permit application, depending on whether or not those other animals are included in the permit denial or revocation. Applicant must conform to the requirements of the permit for animals that are not affected by the permit denial or revocation.

Los Angeles Animal Services will base its decision on whether to issue a permit based on all information in the application and related documentation, provided that Applicant meets all the requirements for the permit.
Relevant Municipal Code Sections

SEC. 22.02. POWER TO REVOKE AND SUSPEND PERMITS OR CERTIFICATES – PROCEDURE.

Any permit or certificate granted pursuant to the provisions of this Code to any person to conduct, carry on or engage in any business, profession, trade or occupation by any Board, Commission or other person having authority to do so, unless provision is otherwise specifically made, shall not be revoked or suspended except as provided in this section.

No such permit or certificate shall be revoked or suspended until a hearing upon written notice to the permittee or certificate holder shall have been had by the Board, Commission or other person having authority to do so. Written notice of such hearing shall be served upon the permittee or certificate holder in the manner provided for the giving of notice in Section 11.00 of this Code.

Such notice shall state:

(a) The grounds for complaint or reasons for the revocation or suspension in clear and concise language.

(b) The time when and the place where such hearing is to be held.

If a verified complaint is required to be filed with the Board, Commission or other person having authority to revoke or suspend such permit or certificate, or if any Board or Commission shall have power to initiate its own complaint, then a true and correct copy of such complaint shall be served on the permittee or certificate holder in lieu of stating the grounds of complaint. However, notice of the time when and the place where such hearing is to be held shall be served with such complaint.

Such notice or copy of complaint shall be served or given to the permittee or certificate holder at least five (5) and not more than ten (10) days prior to the date set for said hearing.

At any such hearing the permittee or certificate holder shall be given an opportunity to be heard and defend himself, and he may call witnesses in his behalf.

The Board, Commission or other person conducting such hearings may continue such hearings from time to time upon good cause being shown therefor.

After conducting such hearing the Board, Commission or other person having authority may suspend or revoke any such permit or certificate upon such terms and conditions as, in the exercise of a reasonable and sound discretion, it shall determine.

Revocation of permit granted by it by a municipal board is a proper exercise of police power. 

*Circuses, Animal Acts and Exhibitions Permit Requirements – May 27, 2008 – Page 4*
SEC. 53.03. INSPECTIONS.

(Amended by Ord. No. 136,242, Eff. 4/19/68.)

(a) Whenever it is necessary to make an inspection to enforce any of the provisions of or perform any duty imposed by this Code or other applicable law, or whenever the General Manager or his authorized representative has reasonable cause to believe that there exists in any building or upon any premises any violation of the provisions of this article or other applicable law, the General Manager or his authorized representative is hereby authorized to enter such property at any reasonable time and to inspect the same and perform any duty imposed upon the General Manager by this Code or other applicable law; provided that:

(1) If such property be occupied, he shall first present proper credentials to the occupant and request entry explaining his reason therefor; and

(2) If such property be unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of the property and request entry, explaining his reasons therefor. If such entry is refused or cannot be obtained because the owner or other person having charge or control of the property cannot be found after due diligence, the General Manager or his authorized representative shall have recourse to every remedy provided by law to secure lawful entry and inspect the property.

(b) Notwithstanding the foregoing, if the General Manager or his authorized representative has reasonable cause to believe that the keeping or the maintaining of any animal is so hazardous, unsafe or dangerous as to require immediate inspection to safeguard the animal or the public health or safety, he shall have the right immediately to enter and inspect such property, and may use any reasonable means required to effect such entry and make such inspection, whether such property be occupied or unoccupied and whether or not permission to inspect has been obtained. If the property be occupied, he shall first present proper credentials to the occupant and demand entry, explaining his reasons therefor and purpose of his inspection.

(c) No person shall fail or refuse, after proper demand has been made upon him as provided in Subsection (b), of this section to permit the General Manager or his authorized representative to make any inspection provided for by subsection (b) of this section. Any person violating this subsection shall be guilty of a misdemeanor.

(d) The permittee of any permit issued pursuant to this article, by accepting such permit, does thereby consent and agree to the entry upon the premises described in the permit by the General Manager or his authorized representative for the purpose of conducting such inspections as are required by this article or other applicable law.

SEC. 53.10. PERMITTING ANIMALS TO GO WITHOUT CARE – DUTY TO ENTER AND REMOVE SAME.

(b) Every person maintaining a commercial building, structure or premises, where animals are kept for commercial purposes, shall cause a notice, framed and enclosed
under glass, containing the names, addresses and telephone numbers of persons to be notified during any hour of the day or night who will proceed immediately to the location so as to permit entry to the premises by representatives of the Department, to be posted on the premises near the entrance, said notice to be in such a position as to be legible from the sidewalk or ground level adjacent to the building. (Amended by Ord. No. 150,337, Eff. 1/1/78.)

SEC. 53.38. WILD ANIMALS – KEEPING – PERMIT.

(Amended by Ord. No. 133,983, Eff. 4/10/67.)

No person shall have, keep or maintain any wild, exotic, dangerous or non-domestic animal or reptile without first applying to and receiving from the Department a permit so to do.

Provided, however, that the keeping or maintenance of such animals shall conform to the zoning regulations set forth in Article 2, Chapter I of this Code.

SEC. 53.39. WILD ANIMALS – POWER OF DEPARTMENT OVER.

(Amended by Ord. No. 133,983, Eff. 4/10/67.)

The Department is hereby invested with the authority to issue permits to any person for the keeping or maintaining of any wild, exotic, dangerous or non-domestic animal or reptile when, in the opinion of the General Manager, any such animal or reptile may be kept or maintained without menacing the safety of any person or property; provided, however, that the Department may require any such animal or reptile to be properly caged or secured or may make additional rules or regulations regulating the keeping or maintaining of any such animal or reptile, and may revoke any such permit for any violation of any of the provisions of this article or of any of the rules and regulations of the Department, or when, in the opinion of the General Manager, the safety of any person or property is menaced by the keeping of any such animal or reptile.

Provided further, that the Department shall also have authority to issue permits for the keeping or maintaining, on a temporary basis, of all types of wild animals or reptiles in connection with a circus, amusement enterprise or animal exhibition when located in a zone wherein such uses are permitted pursuant to Article 2, Chapter I of this Code.

Revocation of permits shall follow the procedure outlined in Sec. 22.02 of this Code.
SEC. 53.50. DOG KENNELS, ETC.

(a) Permit Required. (Amended by Ord. No. 170,171, Eff. 1/20/95.) No person, without first obtaining a permit therefor in writing from the Department, shall keep, conduct or operate within the City of Los Angeles any dog kennel, cat kennel, pet shop, zoo, animal rental establishment, animal grooming parlor, riding academy, livery stable, boarding stable, pony ring or pony ride, horse market, mule market, circus, rodeo, pet show, cat show, animal acts or exhibitions, alligator farm, ostrich farm, wild animals, miscellaneous animal or reptile establishment, or carrier and homing pigeons which are to be liberated for exercise or racing.

(b) Application – Contents of. Each application for permit hereunder shall be in writing upon a form to be furnished by the Department, and shall contain such information as the General Manager, by rule or regulation shall require. (Amended by Ord. No. 133,983, Eff. 4/10/67.)

All permits issued by the Department as required by this article shall expire one year from the date of issuance, unless sooner revoked or suspended, or unless the holder of such permit changes the location of his place of business, or sells, assigns, transfers or otherwise disposes of such business or his interest therein for a period of 30 days. (Amended by Ord. No. 150,576, Eff. 3/26/78, Oper. 7/1/78.)

Upon the expiration of any permit and within thirty days thereafter, the permittee shall apply for and secure a renewal of the permit in the manner provided for in this article upon paying the proper fees. Upon failure to make application for renewal of such permit within the time herein provided, the applicant shall pay, in addition to the regular permit fee, a penalty of 15% of any such renewal fee. (Amended by Ord. No. 133,983, Eff. 4/10/67.)

All permits issued hereunder shall be kept posted in a conspicuous place. (Amended by Ord. No. 133,983, Eff. 4/10/67.)

(c) Investigation. Upon the filing of each application hereunder, either for an original permit or a renewal thereof, the Department shall make such investigation as it deems proper. It shall then issue a permit to the applicant if it finds that: (Amended by Ord. No. 133,983, Eff. 4/10/67.)

1. The keeping of animals, or the conduct or operation of the business for which the permit is requested, and at the place set forth in the application, will not violate any law or ordinance of this City, or any law of the State of California; and

2. The keeping of animals, or the conduct or operation of the business for which the permit is requested will not constitute a menace to the health, peace or safety of the community; and

3. The premises and establishment where animals are to be kept is maintained in a clean and sanitary condition, and that animals will not be subject to needless suffering, unnecessary cruelty or abuse; and
4. The applicant has not had a permit revoked within one year prior to the application.

(d) Revocation or Suspension – Grounds – Procedure. Any permit issued hereunder may be revoked or suspended under the procedure outlined in Sec. 22.02 of this Code, if, after due investigation, the Department finds: (Amended by Ord. No. 133,983, Eff. 4/10/67.)

1. That the permittee, his agent, or employee, has been convicted of any offense involving the violation of Section 597 of the Penal Code of the State of California, or any provision of this article; or

2. That the permittee, his agent, or employee, has, at the place for which the permit was issued, failed to provide any animal, fowl or reptile in his possession, care or control, with proper and sufficient food, drink, shelter, or protection, or subjected any such animal, fowl or reptile to needless suffering, unnecessary cruelty, or abuse; or

3. That the permittee, his agent, or employee, has failed to maintain the premises in a clean and sanitary condition; or

4. That the permittee, his agent, or employee, has violated any rule or regulation of the Department. (Amended by Ord. No. 133,983, Eff. 4/10/67.)

(e) Rules and Regulations. The General Manager is hereby authorized and empowered to adopt such rules and regulations as he deems reasonably necessary to carry out the purpose of this article, and to insure the maintenance of approved and humane conditions at any place for which a permit is granted hereunder. A copy of such rules and regulations shall be furnished to each applicant for a permit upon the filing of his application. (Amended by Ord. No. 133,983, Eff. 4/10/67.)

(f) Permit Fees. (Amended by Ord. No. 181,341, Eff. 11/14/10.) The Department, before receiving any application for granting of any permit required by this Section, shall require the payment of an annual permit fee of the type and in the amount set forth in this Section as follows, or as revised in the manner set forth in Subsection (a) of Section 53.12:

1. Dog Kennel $305.00
2. Cat Kennel $290.00
3. Pet Shop $290.00
4. Zoo $185.00
5. Animal Rental Establishment $265.00
6. Pet Show, Dog Show, Animal Acts or Exhibitions $425.00

Circuses, Animal Acts and Exhibitions Permit Requirements – May 27, 2008 – Page 8
7. Alligator Farms, Ostrich Farms and Wild Animals $290.00
8. Miscellaneous Animals or Reptile Establishment $205.00
9. Circus $4,000.00
10. Rodeo $1,660.00
11. Homing Pigeons $290.00
12. Riding Academy, Livery Stable, Board Stable, Pony Ride, Horse Market or Mule Market $325.00
13. Animal Grooming Parlor $160.00
14. Filming with Animals $300.00

The fees imposed herein for a pet show or a dog show shall be waived in the event that such show is held in a public park.

SEC. 53.58. RULES AND REGULATIONS.

The General Manager may adopt and enforce reasonable rules and regulations to carry out the purposes of this article. The General Manager may amend such rules and regulations from time to time. Such rules and regulations and amendments thereto shall take effect upon publication in a newspaper of general circulation in this City. Violation of such rules and regulations shall be a misdemeanor. (Amended by Ord. No. 133,983, Eff. 4/10/67.)

SEC. 53.59. ANIMALS – DISTANCES – SEPARATION FROM DWELLING.

The Department shall, by its rules, establish the minimum distance from dwellings, churches, schools, office buildings, business establishments and other occupancies, within which animals, and the cages, coops, or other enclosures required for their keeping may be maintained. (Amended by Ord. No. 133,983, Eff. 4/10/67.)

Notwithstanding the above, the minimum distance between dwellings and structures and enclosures for the housing of equines, or equine uses of land shall be governed by Chapter I, Article 2 of the Los Angeles Municipal Code. (Para. added by Ord. No. 170,321, Eff. 3/5/95.)
SEC. 53.65. MAIMING, INJURING OR KILLING ANIMALS DURING PERFORMANCE.

(Added by Ord. No. 157,669, Eff. 6/11/83.)

(a) No person shall knowingly maim, injure or kill any animal that is used in any theatrical, motion picture, television or other performance or production. Nor shall any person use or cause, permit or allow the use of any device machine or contrivance to maim injure or kill any animal in such a performance or production.

(b) No person shall use or work any animal in any theatrical, motion picture, television or other performance or production without first obtaining a permit from the Department under the procedures contained in Section 53.50 of this article. However, any person in possession of a permit for Animal Acts or Exhibitions, Circus or Rodeo under this article shall not be required to obtain a permit under this section for the same activities. The Department before investigating any applications for a permit under this section shall require the payment of a fee in the amount of $160.00. (Amended by Ord. No. 168,590, Eff. 3/21/93.)

RULES AND REGULATIONS

General Rules

10.01-Applicant, when applying for permit, shall furnish the Department with a list of the types of animals to be kept or used for any purpose, with the estimated maximum number.

10.02-Applicant shall furnish the Department with the name(s), and telephone number(s) of a responsible person(s) who has access to the animals and who can be reached during an emergency.

10.03-Permittee shall notify the Department when animals are kept or maintained for which an additional permit is required.

10.04- The Department may establish the maximum number of animals to be kept or maintained on the premises.

10.05-Permittee shall report in writing any changes in address, ownership or management to the Department at least fifteen (15) days prior to such change.

10.06-Permittee shall maintain a register of the names and addresses of persons from whom animals are received and to whom animals are sold, traded, or given. This shall be available to the Departmental representative upon demand.

10.07-Permittee shall supply animals with sufficient, good and wholesome food and water as often as the feeding habits of such animals require.

10.08-Permittee shall keep animals and animal quarters in a clean and sanitary...
10.09-Permittee shall provide proper shelter and protection from the weather at all times. Animals must not be over-crowded nor exposed to temperatures detrimental to their welfare.

10.10-Permittee shall not allow any animal to be without care or control in excess of 4 consecutive hours.

10.11-Permittee shall take every reasonable precaution to insure that animals are not teased, abused, mistreated, annoyed, tormented or in any manner made to suffer by any person or by any means.

10.12-Permittee shall not maintain nor allow any animals to exist in any manner that is, or could be, injurious to it.

10.13-Permittee shall not give an animal any alcoholic beverage, unless prescribed by a veterinarian.

10.14-Animals which are natural enemies, temperamentally unsuited, or otherwise incompatible, shall not be quartered together or so near each other as to cause injury, fear or torment.

10.15-Any tack equipment, device, substance or material that is, or could be, injurious or cause unnecessary cruelty to any animal is prohibited.

10.16-Permittee shall keep or maintain animal(s) confined at all times on the premises for which the permit has been issued, unless special permission to remove the animal(s) has been obtained from the Department. Permittee has full responsibility for recapturing any animal that escapes.

10.17-Permittee shall give working animals proper rest periods. Confined or restrained animals shall be given exercise proper for the individual animal under the particular conditions.

10.18-Permittee shall not work, use, or rent any animal which is overheated, weakened, exhausted, sick, injured, diseased, lame, or otherwise unfit.

10.19-No animal which the Department has suspended from use shall be worked or used until released by the Department.

10.20-Permittee shall display no animal bearing evidence of malnutrition, ill health, unhealed injury, or having been kept in an unsanitary condition.

10.21-Permittee shall keep or maintain all animals in such manner as may be prescribed to protect the public from the animals and the animals from the public.

10.22- The Department may order any animal to be taken to a veterinarian for examination or treatment.
10.23-Permittee shall display no animal whose appearance is or may be offensive or contrary to public decency.

10.24-Permittee shall allow no animal to constitute or cause a hazard or be a menace to the health, peace or safety of the community.

10.25-Permittee shall isolate sick or diseased animals from healthy animals at all times, and so segregate them that the illness or disease will not be transmitted to another animal. In the case of pet shops, no sick, diseased or injured animals may be maintained on the premises for any purpose. Sick or injured animals shall be isolated and given proper medical treatment.

10.26-Permittee shall immediately notify the owner of any animal held on consignment or boarded if the animal refuses to eat or drink beyond a reasonable period, is injured, becomes sick or dies. In case of death, permittee shall retain body for 12 hours after notification has been sent to owner.

ADDITIONAL PERMIT REQUIREMENTS RULES AND REGULATIONS OF SPECIFIC APPLICATION FOR WILD ANIMALS, INCLUDING REPTILES

20.05-Wild Animals Including Reptiles: Wild Animal and reptile owners, when notified by the department of the need for a Wild Animal/Reptile permit, will have thirty (30) days after the date of notification, to submit a completed application form and permit fee.

Reptiles that would require a Wild Animal/Reptile permit:

SNAKES
Boa Constrictors (Boa Constrictor)
Dumerils Boa (Acrantophias dumerli)
Madagascan Ground Boa (madagascarensis)
Anaconda (Eunectes)
Black Headed Pythons (Aspidites melenocephalus)
Womas (Aspidities ramsai)
Boelens, Olive and Papuan Pythons (Liasis)
Burmese, Indian and Ceylonese Pythons (Python molurus).
Amethystine and Scrub Pythons (Morelia amelastina)
Reticulate (Python reticulates)

LIZARDS
All Monitor Lizards (Varanus)
Green Iguanas (Iguana)
Rock Iguanas (Cyclura)
Tegus (Tupinambis)

All species and Sub-species of the named Genus shall be included.
RODEOS

30.00- The following rules and regulations pertain to Rodeos and are in addition to the General Rules and Regulations contained under Section 10.00.

30.01- The applicant, when applying for permit, shall furnish the Department with a detailed diagram of the arena, showing location of chutes, catch chutes and pens, and a list of all proposed events and acts and a copy of the rules and regulations which will govern the conduct of the contestants and events.

30.02- A veterinarian must be in attendance at all shows.

30.03- A conveyance must be available for the immediate removal of injured animals from the arena.

30.04- No animal which is unfit to perform the work intended may be used.

30.05- The Department representative on duty at the show must be furnished an up to-the-moment list of names and numbers of all contestants and the number of each animal drawn by each contestant.

30.06- Chutes must be so constructed as to prevent injury to stock. The arena must be free of rocks, holes and all obstacles.

30.07- All flank straps and equipment must be removed from stock in catch chutes as soon as possible. Any injured animal is to be kept in catch chute until examined and released by the Department representatives.

30.08- Generally, no more than one bull will be allowed in the arena at a time.

30.09- The rowels on spurs of all contestants must be short, dull and free to revolve.

30.10- The use of wire or shot-loaded quirts is prohibited.

30.11- Calves for roping must weigh not less than 250 pounds and be strong and healthy.

30.12- Contestants in calf roping events must have a neck strap on horses used in this event. Training of calf roping horses during the show is prohibited.

30.13- Willful or intentional "busting" of calves is prohibited.
Preparing for El Nino  
January 2016

The Emergency Management Department (EMD) Bulletin for this month highlights ways you can prepare your family and home before the expected El Niño rainfall and storms begin.

What is El Niño?
El Niño is a warming of the Pacific Ocean near the equator caused by a weakening of the trade winds that normally push sun-warmed waters to the west. When ocean temperatures are warmer or cooler than normal, they can affect weather around the world. In the United States, El Niño often changes typical weather patterns and could bring drier conditions to some areas and intense rainfall amounts to others.

When are the heavy rains expected?
In Los Angeles, the normal wet season happens between October and February. The peak of our wet weather for this El Niño is expected to occur between December 2015 and February 2016. After four years of drought and wildfires, much of the land across Los Angeles is incapable of absorbing large amounts of rain, increasing the potential for flooding and mudslides.

What are the effects of a strong El Niño winter?
El Niño is expected to bring heavy rainfall this winter, especially to the southern tier of the United States. The intensity and duration of rainfall in the coming months could lead to devastating floods, mudslides and debris flows, especially in areas affected by prolonged drought or areas scarred by past wildfires.

How can you get ready for El Nino?

- **Know your flood risk.** Flooding is the costliest and deadliest disaster in the US. Most homeowners and renters insurance policies do not cover flooding. Decide if flood insurance is right for you.

- **Pay attention to the weather** and to any advisories or warnings related to winter storms.

- Get free emergency alerts sent to you via text, voicemail, or email by registering at NotifyLA.org, the City of Los Angeles official emergency alert system.

- Keep streets and gutters clear before and during storms. One plastic trash bag can block a storm drain and flood an entire street.

- Get a kit and make a plan. An emergency kit stocked with food, water, flashlights, and extra medications and batteries will help you weather the storm.

- Fix poorly draining or leaky roof tops.

- Check your windshield wipers and brakes, replace if necessary.

- Never try to drive through a flooded roadway. Just 6 inches of moving water can knock you off your feet or disable your vehicle.

- Check out the City’s comprehensive **El Niño website** at [www.ElNinoLA.com](http://www.ElNinoLA.com) for more tips and preparedness information.

“As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.”

###
EMERGENCY PREPAREDNESS FOR YOUR PETS

Preparing your pet, yourself and family for a disaster starts now. Evacuations and Disasters can strike at any time. Being prepared and ready to go will help save your family and pets.

1. Ensure that all your pets have a current City of Los Angeles License. (Dog/Equine)
2. All animals should be micro-chipped. (Remember to update/verify info at least once a year)
3. All animals should be up to date on their vaccinations.
4. Keep a copy of the following documents:
   a. License and Vaccination records.
   b. Micro-chip information.
   c. Photos of your pets (showing your pet from the front, back, sides) and a photo of your pet with you.
   d. Pet Owner contact information (contact phone numbers and/or e-mail addresses).
   e. Names and phone numbers of friends and relatives that are allowed to care for your pet.
   f. Any pertinent information on behavior, feeding, medication, and commands being used.

Combine all the information, including the photos, and keep a copy of it:
   a. Off site. Cloud storage is highly recommended.
   b. In a conspicuous place in your home (tape to a portable kennel).
   c. With a friend/family member you have listed as an emergency contact.

5. All animals need to be trained to get used to a portable kennel. If a disaster strikes or you have to evacuate, your animal must be comfortable to use a portable kennel. All of your animals should have access to a portable kennel. The kennel should be large enough for the animal to completely sit, stand upright, lie down, and extend all their limbs. Cat kennels should have extra space to house a litter box.

6. Animal leashes and harnesses should be close by and ready to go.

7. Equip each kennel with the animal(s)’ information and your personal information. Tape current vaccination records and other pertinent information to the kennel so it is readily available in an emergency situation. Boarding facilities will accept pets, but only if you have proof of current vaccinations.

8. Get a rolling backpack and store emergency supplies for your animals: pre-packaged food for several days, treats, medication, toys, and blankets. Make sure that perishable supplies (food and other perishable items) are replaced every three months.
9. Identify boarding facilities inside and outside of the City of Los Angeles. Make arrangements ahead of time, check out the facility, and identify requirements needed for boarding.

10. Check out hotels/motels in and outside the City of Los Angeles. They might accept pets during emergency situations. Pets inside kennels are accepted in most places.

11. Make emergency arrangements with friends/family members in and outside the City of Los Angeles.

12. If you have not done so, introduce yourself and your pets to your neighbor. If a disaster strikes and you are not home, your neighbor might be the only contact person that can assist with evacuating your pet/s. Remember: Some animals are not comfortable with strangers.

13. Large Animal Owners – Plan ahead:
   a. Have a surplus of feed available. Don’t let yourself get down to the last bale when disaster strikes.
   b. Have an emergency three day supply of water available (use drums or barrels).
   c. Train your horse to load into a trailer.
   d. Identify alternate ways that you can trailer and/or walk your horse(s) to nearby stables or other designated safety zones.
   e. Pre-arrange for boarding at stables outside the City of Los Angeles, if possible. LAAS can only provide evacuation sheltering for equines at Los Angeles Fire Department identified mandatory evacuation areas. You, as the animal owner, are responsible to plan ahead and find alternative stables that can accept your animal in case of evacuation orders.

**REMEMBER: DON’T LEAVE YOUR PETS BEHIND – TIME TO TRAIN AND MAKE ARRANGEMENTS IS NOW!**

LOS ANGELES ANIMAL SERVICES

**CONTACT US AT: (888) 4LA-PET1 / (888) 452-7381**

Check our website at: [www.laanimalservices.com](http://www.laanimalservices.com) to find your new best friend or to search for your lost pet.

Information on events, special promotions and so much more, check our Facebook page at: [www.facebook.com/LAAnimalServices](http://www.facebook.com/LAAnimalServices)
EL NIÑO – Employee Preparedness & Safety Precautions

During the upcoming El Niño, the City of Los Angeles is expecting to have several heavy rain storms bringing at times severe rain. This could result in mudslides, debris flows and flooding of streets.

Vehicle and Driving Safety
- Ensure wiper blades are fully functional, if they streak – obtain replacement
- Keep your windshield clean on the inside / outside to ensure the best visibility
- Ensure your brakes are functional – remember to brake slowly, rather than slamming on your breaks. Be aware that brakes can be affected by water and can decrease stopping time
- Ensure all your headlights and warning lights are in working condition
- Check your tires, ensure that all the treads are at proper depth and not worn down – replace if questionable
- Use your emergency flashers when you stop your vehicle
- Be aware of your surroundings – look at your right and left side mirrors. Be aware of falling trees, downed power lines or other hazards
- Keep both hands on the steering wheel and your eyes on the road
- Drive as safely and calmly as you can
- Keep a minimum of five car lengths from the car in front of you
- Drive at or below the speed limit to the extent that you are comfortable with and can see far enough in front of you to appropriately make driving decisions
- Be aware of hydroplaning – this is where your vehicle travels on the top of the water and has no or very little contact with the ground. Your traction is significantly reduced. To safely get out of a hydroplaning situation, let off the gas and steer straight or slightly in the direction you must go. Do not make sudden motions
- Avoid flooded roads – never drive through standing or flowing water in a road way unless you have no choice or you are able to follow another car to judge the depth of the water. Flooding the engine of the vehicle can cause the engine to stall and deep water can actually float your car and take it off the roadway
- If your vehicle is floating in the water – do not exit your vehicle, stay inside and radio for help
- Turn on the defroster if the windshield begins to fog
- Watch for splashing from potholes and pools of water that accumulate at storm drain and low areas of the pavement.
- Beware of driving in the rain at night – Motorcycles or even other dark-colored cars can be camouflaged amongst the glistening raindrops on side windows and mirrors.

Working in the Rain
Employees working in the rain face additional hazards, such as poor visibility, wet and slippery surfaces.
- Move slowly and carefully – when working in the rain, a natural reaction is to try to work more quickly to get back inside as soon as possible. Because rain makes everything more slippery, you should do the exact opposite and work more slowly and deliberately to prevent slipping and falling
- Use the correct equipment – do not use electrical tools and equipment that are not specifically rated for outdoor use. Hand tools should have a textured, non-slip grip handles
- Wear appropriate rain gear – if you are cold and wet you are more likely concentrating on how miserable you are than the work at hand. Rain gear which includes both coat and pants or overalls and is ventilated should be worn for prolonged wet-weather work. If it is cold and rainy, wool or synthetic fibers specifically designed for cold weather use are the best for wear under rain gear because it will keep you warm even if it gets wet. Ensure that the rain gear is the proper size, if it is too large it may interfere with movement and pose a safety hazard
• Wear appropriate footwear – footwear should have deep treads to help prevent slipping and be waterproof. To keep water out of shoes or boots, make sure the top of the shoe or boot extends above the ankle and rain gear extends to the ankles.

• Use proper hand protection – when doing work requiring a sure grip, wear gloves (neoprene) that fit snugly and provide a nonslip grip. To prevent water from entering gloves, make sure that the sleeve of the glove is either tight fitting or it’s long enough that it fits under the cuff of your raincoat.

• Ensure that you can see – if wearing goggles or eyeglasses, use antifogging sprays or wipes on them before you go outside. Be sure that the area you are working in is well lit. Wear hoods or hats to keep rain out of your eyes. Since hoods on rain gear narrow your range of vision, make it a point to turn your head to look both ways and above and below you when wearing a hood in the rain.

• Make sure that you can be seen – if working in an area where there is vehicular traffic, always wear bright-colored, reflective vest or rain gear, even during the day.

Employee Preparedness

• Always carry or have an extra set of clothing with you and in your locker.

• Carry Flashlights (have an additional one for backup as well as extra batteries).

• Carry an extra battery for your department issued radio.

• Carry an extra battery or charging cable/supply for your cell phone.

• Carry an emergency gear with you such as extra food, water and any other personal items that you might need in case you are stranded in traffic.

Animals

• Carry extra towels and blankets to line the animal rescue vehicle cages for transporting animals.

• Use towels to dry off the animal.

• Use towels to wrap animals that are injured, unweaned , reptiles and avians that are unable to control their own body heat and might be affected from the wet and cold environment.

What’s a flow vs. a slide?

Mud flow
At least 60 percent fine material, such as mud and clays.

Debris flow
A moving mass filled with larger material, such as boulders or tree trunks.

Landslide
A deep-seated slope failure, usually deeper than three to six feet – rare on fire-denuded slopes.

Source: U.S. Geological Survey
Scott Brown / The Register
CITY OF LOS ANGELES

DEPARTMENT OF ANIMAL SERVICES

DEPARTMENT EMERGENCY PLAN

January 15, 2015
PREFACE

All City departments, bureaus and offices are required to develop department Emergency Plans in accordance with Executive Directive 2000-8. The department Emergency Plans has a three-fold purpose that includes addressing:

- Elements of the department’s Business Continuity/Continuity of Operations strategy for ensuring the provision of emergency functions;
- The department’s role in managing its internal emergency operations and supporting City-wide emergency response and/or recovery; and
- The department’s program for ensuring employee safety and preparedness.

Department Emergency Plans are intended to give your management and staff, as well as other departments and divisions of the City’s Emergency Operations Organization (EOO) an understanding of your critical functions, contingencies for performing them in an emergency, means for supporting City-wide response operations, and strategies for preparing personnel. They supplement, but do not replace your department’s standard operating procedures, tactical, and continuity plans which provide more detailed information.

Plans are to be reviewed annually. All plan revisions will be made as necessary, this includes revising all dates in reference to the development of the plan to reflect the current date of annual review. The Record of Revision page of the each Department Emergency Plan will be completed annually. Revised plans will be submitted to the Emergency Management Department annually. One hard copy of the plan must be submitted along with one (1) copy in an electronic form (e-mail or CD) to the Emergency Management Department. In addition, each department General Manager will certify the review and revision of their Department Emergency Plan by completing the Plan Certification form annually. The original, signed Plan Certification form will be submitted in the hard copy of the revised plan submitted to the Emergency Management Department annually. (A copy of this signed form should be kept in any current hardcopy plan the individual department keeps on file). The Emergency Management Department will ensure the proper security and confidentiality of submitted materials. The Emergency Management Department will annually review department Emergency Plans, training reports and other related activities. Emergency Management Department staff will be available to provide technical assistance to each department to ensure plans are completed and maintained in accordance with the guidelines. Updated plans should be forwarded to the following address:

Emergency Management Department
Planning Division
200 North Spring Street, Room 1533, Mail Stop 988
Los Angeles, CA 90012

For additional information, or if you need any assistance in developing or revising your department’s Emergency Plan, contact the Emergency Management Department Planning Division at 213-978-0535.
PLAN CERTIFICATION

As General Manager of the Department of Animal Services, I acknowledge and certify that the Department Emergency Plan submitted to the City of Los Angeles Emergency Management Department on January 29, 2015 has been reviewed and revised in accordance to the current emergency preparedness and mitigation activities as well as the current emergency response and operations procedures as they pertain to this department.

I acknowledge that this certification is valid until the following year or until any significant changes to this plan take place, whichever comes first.

______________________________
Brenda F. Barnette
Signature

______________________________
General Manager
Name

______________________________
Date
Title

A new certification must be completed each January with the submission of a revised plan. A new certification must be completed if significant changes to the emergency preparedness or mitigation activities and emergency response or operations of the department occur before the annual review, which would cause this plan to be revised prior to the annual review.
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Chapter 1:
ADMINISTRATION
I. Introduction

The Department of Animal Services provides quality service and enhances responsible, safe and life-oriented animal-human interactions, which is expected to result in the prevention of animal cruelty, promotion of animal welfare, and the protection of the residents and animals in the City of Los Angeles.

Objectives:
- Protect citizens from animal related conditions both wild and domestic
- Provide veterinary care and shelter for injured and displaced animals
- Insure the safety of all department personnel during the course of their duties
- Reunite owners with impounded animals

This plan provides guidelines and responsibilities of employees in the event of a disaster / emergency. It is the department's objective to achieve employee awareness of emergency plans and procedures for implementation in the event of an emergency. The Department of Animal Services requires personnel to cooperate with emergency drills and training programs.

Mission Statement
To promote and protect the health, safety and welfare of animals and people

Vision Statement
We envision the day when every pet born has a good home and is cared for all its life, and no person is ever endangered by an animal.

Value Statement
We value each employee, volunteer and partner contributing to the professional delivery of excellent customer service and the humane treatment of animals, in an atmosphere of open, honest communication, predicated on our respect for and trust in each other. Our values depict the highest standards of:

- **Respect:** We pledge to treat each person thoughtfully, politely and kindly regardless of rank or relationship.
- **Trust:** We strive to conduct ourselves in an honest, ethical, professional and respectful manner in everything we think, do and say, inspiring confidence in our abilities and our honesty.
- **Open and Honest Communication:** We commit to complete transparency in all forms of communication and to carefully listen to the communications of one another.
- **Customer Service:** We pledge to provide our best service to every customer, whether an internal or an external customer, every time.
- **Humane Treatment:** At all times and in all places, we vow to care compassionately, advocate actively and work tirelessly to insure the best possible environment for all animals.

The Department Emergency Plan is in compliance with the National Incident Management System (NIMS) as well as the Standardized Emergency Management System (SEMS) as required by City Council resolutions 05-1807 and 07-0491.
II. Review, Approval of Plan and Distribution

The Department of Animal Services – General Manager is responsible for the review, revision and submission of the Department Emergency Plan.

Review
The Department Emergency Plan must be reviewed annually. This plan should be reviewed whenever significant policy or procedure changes may affect this plan.

Revision
Revisions and internal approval of this plan are to be completed by January 31st of each year. A revision should take place whenever a significant change in any policy or procedure occurs that affects any information contained in this plan. Each time a revision to the plan takes place, the "Record of Revision" page is to be completed. This page will be used to track frequency of review and revision and document who performs these activities.

Internal Approval
The Department of Animal Services Emergency Plan will be updated and revised as necessary by the Emergency Preparedness Coordinator (or General Manager’s designee in the event the position is vacant) and then submitted to the General Manager for review and approval.

The General Manager must complete the Plan Certification each time the plan is reviewed and approved. At a minimum, this will be completed annually with the annual review and revision. The original signed Plan Certification will be kept in the master Department Emergency Plan on file with the Emergency Preparedness Coordinator and Emergency Manager (or General Manager’s designee in the event the position is vacant).

Submission
Completed Department Emergency Plans are to be submitted to the City Emergency Management Department in both hard copy and in electronic format on or before the close of business January 31st of each year. A copy of the current signed Plan Certification will be in the plan submitted to the City Emergency Management Department annually.

Distribution
The Department Emergency Plan is accessible online to all employees. An additional hard copy will be filed in the Emergency Preparedness Coordinator and Emergency Manager files. The General Manager will also have a copy for reference.

The Mayor has directed that every General Manager prepare, implement and maintain a department emergency plan and training program. Therefore, it is essential that submitted plans reflect the approval of the department General Manager.
Chapter 2:

MITIGATION
III. Threat / Hazard Analysis

Threat / Hazard Analysis is a required element of this Department Emergency Plan. The following is a specific list of identified threats/hazards that have the potential to prevent normal business operations as well as hinder the performance of any of the critical functions as outlined in Section III of this Department Emergency Plan.

This analysis takes into account all threats capable of interrupting this department’s ability to prepare for, respond to and recover from a disaster. This analysis covers natural, human caused and technological threats as well as any threats posed by inadequate planning, training or mitigation.

The following is a list for types of threats/hazards identified by this Department.

A. Natural Threats

- **Earthquakes:** Animal Services administers operations of six animal care facilities: East Valley, Harbor, North Central, South Los Angeles - Chesterfield Square, West Los Angeles and West Valley. The Administrative Office is located at 211 N Figueroa Street. The Northeast Valley Animal Care facility is contracted out to the Best Friends Animal Society, a non-profit rescue organization; however, in the event of an emergency the Northeast facility may be utilized to hold animals. Disruption in communications, particularly land line based telephones, would compromise the ability of any affected facility to receive emergency calls. Structural damage to any of the department’s facilities would impact the department’s ability to conduct emergency and routine operations. In addition, many employees live well outside of the City’s boundaries which would impact staffing levels if employees are unable to report to their assigned work locations. An earthquake will also cause animals to become separated from their owners and require temporary sheltering and care.

- **Fire / Wildfire:** Fires can affect the department in many ways including: 1) fire at the shelter, 2) fire within a community, and 3) large wildfire affecting large areas within the City of Los Angeles as well as within certain adjacent areas of the County of Los Angeles. Fire at any of the department’s facilities would affect operations with the remaining facilities absorbing the work load of the affected district. Wildfires and/or large residential fires can cause animals to require immediate evacuation which can overload existing animal care facilities. Temporary and/or long-term animal housing may be required for those owners whose homes were impacted by the fires. Health issues may arise as a result of animals coming in from the fire areas. Relocation and temporary animal housing may be required.

- **Storms / Flooding:** Storms and/or flooding may possibly affect operations in many ways including: downed communication / power, street flooding, animals trapped in the LA River, etc. communication / power lines outages would directly affect a facility’s ability to handle emergency and routine operations through incapacity to connect to the central database server or receive emergency calls via land line communications.
- **Tsunamis:** The department operates two facilities which service areas that may be impacted by tsunamis: the Harbor Animal Care Facility and West Los Angeles Animal Care Facility. Neither facility is within tsunami evacuation areas however, these facilities may be impacted by the increase in populations due to receiving animals evacuated from damaged areas.

- **Debris Flows:** Disasters can generate a significant amount of debris that could severely impact existing solid waste collection, processing, reuse and disposal systems. An increase in trapped animals would require a diversion of resources from normal operations by the Department of Animal Services.

**B. Human-Caused Threats**

- **Aircraft Crash:** Only one animal care facility is located near an airport – the East Valley Animal Care Facility near the Van Nuys Airport – or within a flight path of a major airport. Aircraft crashes that do not damage a facility would not significantly affect this department except for possible disruption of power, communication or commuting.

- **Hazardous Material Releases:** The Department of Animal Services does not maintain hazardous material in quantities of any capacity beyond one 55-gallon drum of cleaning solution or minimal quantities of controlled substances used for medical applications. As such, any thread would come from outside sources. In addition, the Department also has a contract to dispose of syringes and/or sharp medical instruments. Evacuation of a facility affected by a release of hazardous materials would be necessary because the department is not equipped beyond basic breathing filters, rubber gloves and goggles.

- ** Interruption of Critical Infrastructure (utilities, communication systems):** Any of these factors would especially contribute to the disruption of normal operations because all facilities operate by accessing a database located in the main offices.

- **Civil Disturbance:** Civil Disturbances may have a direct impact on the department's ability to provide service by denying access to the impacted areas.

- **Acts or Threats of Terrorism:** The Department of Animal Services and the Los Angeles Police Department have identified active terrorist organizations interested in the department's activities. Department personnel have been trained in procedures to respond to acts or threats of terrorism.

- **Insider Threats / Sabotage:** Insider threats and sabotage could disrupt normal operations. The Department controls many documents, both physical and electronic, which contain sensitive information that could impact the Department and the community.

**C. Non-Structural Hazards**

- **Employee Safety:** The work of the department is inherently dangerous due to the wild, unpredictable and sometimes vicious nature of animals in our custody or care. In addition, there are safety issues regarding the equipment, chemicals utilized and areas in which employees operate. Safety is also impacted by the public with which the Department interacts.
• **Facility / Equipment Survivability:** Many and varied types of equipment are utilized and necessary to the function of the department. Loss of facilities and equipment would reduce the ability of the department to perform its primary functions resulting in injury from improper maintenance or damage from an event.

**D. Department Preparedness Vulnerabilities**

• **Mental / Emotional Needs:** The most common syndrome is documented as “Compassion Fatigue”. The impact of a critical incident may be limited or widespread within the department depending upon the scope of injury to animals whether it affects a few or many department employees. Regardless of the extent to which it impacts the department, it is important to initiate a series of steps to assist the affected employees with their emotional recovery. These guidelines are designed to establish a timely and appropriate City response in the aftermath of traumatic events involving City employees so that the impact upon employees is mitigated and their coping and recovery may be accelerated. The emotional state of the employees can become strained, leading to possibly injurious and critical consequences.

• **Planning Needs:** Improper planning can result in lacking public service as well as potential hazard to employees and the public. Untrained staff has a tendency to panic resulting in emotional distress, injury and even death. Planning is critical in many aspects of normal operations or disaster response by the Department of Animal Services.

• **Training Needs:** Training is essential so that all employees are aware of and know how to deal with emergencies and disasters. Training must be reinforced on a regular basis to better prepare for contingencies.

• **Equipment Needs:** The department depends greatly upon its equipment standard and is specialized to perform both normal and emergency response operations. Equipment must be maintained and updated on a regular basis.

• **Alternate Work Sites:** Any or all of the department’s facilities can assume operations of any affected facility if needed. The Department of Animal Services is vulnerable if the administration offices are non-functional.

**E. Public Health Threats**

• **Rabies:** A rabies outbreak would cause a strain upon the Department of Animal Services as well as threaten public health and safety as stockpiles of rabies vaccine would not be adequate for a full endemic or epidemic episode. Personnel safety would be compromised as infected animals would be handled. Currently the department enforces the Los Angeles County Health Services Rabies Quarantine requirements and enforces compliances with preventative rabies vaccination requirements for dogs.

• **Newcastle Disease:** Newcastle Disease is a fatal neurological disease in birds.

• **West Nile Virus:** West Nile Virus is a virus primarily infects birds and secondarily infects humans. The disease is transmitted via infected mosquitoes.
• **Plague (Bubonic / Pneumonic):** There are two identified reservoirs of *Yersinia pestis* within the Los Angeles County area which could erupt into an endemic outbreak.

• **Pandemic Influenza:** The personnel of the Department would be vulnerable as the general population to an outbreak of influenza which would result in loss of work force.

**IV. Mitigation Programs**

Based on the threats / hazards identified in Section III of this Department Emergency Plan, the Department of Animal Services is taking precautions to prepare for and mitigate the effects of these threats/hazards at the workplace.

**A. Natural Threats**

• **Earthquakes:** If an earthquake occurs of a magnitude that activated the City Emergency Operation Center (EOC), the Department’s General Manager may authorize activation of the Department Operation Center (DOC). Department staff may be instructed to perform Critical functions necessary for emergency response and recovery. The Department can deploy up to 49 Animal Rescue Vehicles with six animal holding compartments in each vehicle. The Department also has a selection of fleet vehicles that may be of use in case of an emergency. All Six Animal Care Facilities are equipped with backup power generators which can be used in case there is loss of power. A disaster kit shall be at each shelter locked in a secure container and contain necessary supplies and equipment. The Department of Animal Services would be impacted by the disruption of Infrastructure as a result of a major earthquake.

• **Fire / Wildfire:** In the event of a fire, the department is equipped to assist in animal evacuation(s). The department maintains vans, and equipment trailer as well as access to two horse trailers with tow vehicles. In addition, the department will contact private large animal transport companies as needed and activate the response of the Department Volunteer Equine Emergency Response Team (VEERT) to assist with significant evacuations of small animals and livestock. The Emergency Operations Plan directs facilities to have adequate fire prevention and evacuation plans; protection (alert systems, sprinkler systems and diligent facility inspections); on-going training of staff, e.g., Community Emergency Response Team (CERT), staff are trained in the proper use of fire extinguishers, which should be located frequently and conveniently throughout the facility. Evacuation routes must be posted throughout the shelter. The General Manager is responsible for the evacuation and training of the personnel assigned to the administrative offices. A Floor Warden conducts fire drills at least every 6 (six) months.

• **Storms / Flooding:** Heavy storms have the potential to disrupt or damage land based communication lines resulting in isolating the Department of Animal Services shelters and administration from each other with regard to maintaining and obtaining accurate electronic records. Each shelter should have in place protocols for recording all transactions and activities with regard to the animals on paper forms until the network lines can be restored.
Supervisors are responsible for their personnel knowing the operating procedures for recording transactions and activities within their respective district. To handle the increased number of animal rescues both large and small, the Department of Animal Services will deploy the SMART Team (Specialized Mobile Animal Rescue Team). This team will work in conjunction with Los Angeles City Fire Department, Department of Street Services, and Los Angeles Police Department other agencies when necessary to conduct a rescue of an animal.

- **Tsunamis:** Given the historical lack of frequent and potential damage assessment maps of tsunamis in the Los Angeles area, the City of Los Angeles Department of Animal Services does not have a mitigation plan beyond the measures to deal with other disasters.

- **Debris Flows:** The City of Los Angeles, Department of Animal Services does not have a role in managing debris flows beyond evacuating animals from affected areas. The Department’s SMART Team would be called upon to conduct rescue operations.

### B. Human-Caused Threats

- **Aircraft Crash:** This would not have a major impact upon the operations of the Department of Animal Services. The Department would handle any emergency through a supporting role to evacuate animals as necessary. Travel routes would be modified as necessary.

- **Hazardous Material Release:** Out of the six shelters, only the Harbor Shelter is located in close proximity (>1 mile) to a facility which deals with chemicals/hazardous materials in large quantities. As many animals are sheltered in outdoor kennels and cages, the shelter should have a contingency plan for evacuating all animals and staff in the event of a hazardous material release.

- **Civil Disturbance:** The Department ensures that personnel are aware of safety policies and procedures. In the event of a civil disturbance where animals are required to be impounded, the department will follow the appropriate policies and procedures.

- **Acts or Threats of Terrorism:** The Department of Animal Services provides employee’s with training on workplace violence in compliance with the City of Los Angeles Workplace Violence Policy. This policy outlines procedures that apply to situations and behaviors involving the threat of violence, the potential for violence or actual violence in the workplace. The procedures cover steps to take when dealing with employees and former employees who present early warning signals of danger, potential danger or immediate danger for employee’s as well as to non-employees who may pose similar threats to City employees.

- **Insider Threats/Sabotage:** Given the sensitive nature of a significant portion of the information handled by the Department of Animal Services, safeguards have been incorporated into the system. Access to the main database, which is contained and not accessible except via department computers, is limited to those with a coded ID and password.
Access within the database is further limited to based on the same coded ID and password. The access code and password must be utilized to log onto a computer in any of the shelter or main offices. Once logged in, all activity is recorded based on the ID and is traceable. The firearms at the shelter are kept in a gun safe with individually locked box for officer access only.

C. Non-Structural Hazards

- **Employee Safety:** The Department of Animal Services operates daily under hazardous and potentially injurious conditions due to working with animals. Employees are provided with personal protection equipment (such as rubber boots, ear and eye protection, gloves, masks and ballistic vests for officers) for their daily function which can also be used during an emergency. The Department of Animal Services has also convened an Accident/Incident Review Committee to examine all accidents resulting in injury for ways to avoid future issues.

**Facility / Equipment Survivability:** Animal Care Technician Supervisors are responsible for the condition of the shelter and any mechanical or structural deficiencies therein as well as maintenance of the shelter’s generator for survivability and use within a disaster. Monthly inspections shall be conducted and any deficiencies shall be reported to the Director of Field Operations – Shelter Division and General Services Department (GSD) to ensure functioning of all systems. Animal Care Technician Supervisors are responsible for personal equipment and supplies for the shelter and employees to perform their respective duties and emergency supplies and equipment are logged and checked to facilitated replacement and proper usage. Field Supervisors are responsible for the proper maintenance of the 800 MHz radios and vehicles assigned to their respective districts to ensure are vehicles are in proper working order and equipped with fire extinguisher and first aid kits. All employees are responsible for reporting any deficiencies with the radios or vehicles to the Field Supervisor.

D. Department Preparedness Vulnerabilities

- **Mental / Emotional Needs:** Whether in a disaster or as a result of the daily rigors of the duties performed by the employees of the Department of Animal Services, stress can take a toll on the individual. Supervisors should maintain a report with their employee’s / co-workers to monitor for signs of stress or “Compassion Fatigue”. Supervisors should refer employees to the Employee Assistance Program (EAP) at the earliest signs of stress to allay any problem that could arise.

- **Planning Needs:** As part of mitigating the damage and disruption of services from a disaster, the Department of Animal Service’s Emergency Plan shall be made available for all employees to review.

- **Training Needs:** The Department of Animal Services recognizes the critical need for training. The Department in conjunction with the City of Los Angeles will provide essential training for all employees to be knowledgeable in a disaster.
• **Equipment Needs:** Animal Care Technician Supervisors and Field Supervisors shall determine and review on a regular basis the equipment needs for the Department and report their findings to their respective Director of Field Operations: Shelter or Field Division.

• **Alternate Worksites:** In recognizing that the administrative offices are the most vulnerable in term of requiring an alternate work site, administrative personnel shall be relocated to the primary alternate site at Chesterfield Square (SLA) or East Valley Shelter until such time General Services can locate a new facility. For field or shelter operations, any or all of the Department of Animal Services shelters can take over for any affected shelter if needed.

**E. Public Health Threats**

Public Health Threats from Zoonotic diseases are mainly the jurisdiction of Los Angeles County Department of Public Health. The Department of Animal Service assists with monitoring diseases at the request of LA County Public Health, but also provides training for its employees so that diseases may be recognized at earlier stages. To protect employees from the Zoonotic diseases, supervisors will ensure that staff has proper personal protection equipment and are familiar with correct operation of the equipment and are compliant with sanitary practices.

At this time the Department of Animal Services does not have any identified open projects in the City of Los Angeles Local Hazard Mitigation Plan. Future projects are being considered including possibly utilizing water storage tanks at each of the shelters for an internal and external supply of water.
Chapter 3:

PREPAREDNESS
V. Employee Preparedness and Safety

A. City of Los Angeles Disaster Service Worker Program
Executive Directive No. 16, issued March 17, 2011, promulgated policy and guidelines for the City of Los Angeles Disaster Service Worker (DSW) Program. This program is based on the California Emergency Services Act. Disaster service, as defined for the DSW Program, is designed to aid in the response and recovery phases of a disaster. It does not include the day-to-day emergency response activities typically associated with law enforcement, fire services, or emergency medical services.

Section 3100 of the California Government Code states “All public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law”. The program is mandatory for all non-sworn, full-time and part-time City employees. The City’s Emergency Management Department maintains the following website for the DSW program: dswready.lacity.org. Compliance with Section 3100 of the California Government Code requires that non-sworn employees have on file a signed Loyalty Oath (Form 132b). To ensure that the City is in compliance, an online training program about what it means to be a disaster service worker is hosted on the Personnel Department’s Online Training Academy website (http://la.ezlearnu.com/). The course provides a copy of the Loyalty Oath which must be signed in the presence of one of the department’s staff deputized by the City Clerk to administer the Loyalty Oath. The original copy of the signed Loyalty Oath should be placed in the employee’s personnel folder. DSW online Training and Loyalty Oath compliance is required within 30 days of hire for all new employees.

B. Employee Responsibilities
The Department of Animal Services is responsible for assuring personnel are trained in emergency preparedness, response and recovery. Personnel should have a basic awareness of emergency operations. Personnel assigned to work units that perform critical functions will need additional training specific to their respective function. All personnel need to be familiar with the Department Emergency Plan.

Supervisors are trained in the Incident Command System (ICS), Standardized Emergency Management System (SEMS) and are responsible for disseminating the Mayor’s Executive Directive on Emergency Preparedness, Response and Recovery to subordinate staff. The Human Resource Division currently part of the City Personnel Department maintains a copy in the employee’s personnel file showing proof of completion of the required training. To prepare for the eventuality of a disaster or emergency, the department has developed various training sessions to ensure that employees respond to and assist in these situations. Employees are also trained to assist with evacuation and emergency assistance as required.

Department of Animal Services Personnel are responsible for knowing that in an emergency the Mayor can:
- Activate any City officer or personnel for emergency service
- Requisition necessary personnel and/or material from any City department or agency
- Assign City staff to any emergency duty that they are capable of performing safely
No supervisor is authorized to release any staff from work in the event of an emergency without the approval of the General Manager. Personnel that leave without such authorization may be subject to discipline.

If an emergency occurs during normal working hours, all staff shall:
- Report immediately back to their assigned district, if not already at the location (or the district to which they may be assigned temporarily)
- If unable to report to assigned district, employee is to contact their immediate supervisor
- Take appropriate safety precautions
- Remain at work available to assist in emergency response and recovery

If an emergency occurs outside normal working hours
- Employees will contact their district to determine if they are immediately needed for emergency response
- Employees otherwise report to work at their normal shift, unless they have been called out for emergency duty, or informed over the Emergency Alert System or other media that the Mayor's Office or the City Emergency Operations Board has directed that non-immediately-essential employees are not to repot to work
- If the Mayor declares a City wide Emergency, all City of Los Angeles Employees, are required to perform duties as a Disaster Service Worker (DSW)

C. Personal / Family Preparedness
The Department of Animal Services as an employer is responsible for educating personnel about the importance of personal and family emergency preparedness. Personnel, especially those assigned to work units that perform critical functions, need to know what to do before, during and after disasters in order to be prepared in the work place and at home.

To fulfill its responsibilities to its employees regarding their education in emergency preparedness, the department provides information to its staff regarding personal and family preparedness at home via online training and class trainings such as Community Emergency Response Team (CERT). In addition, staff is encouraged to take training courses provided by other agencies and are notified when the City of Los Angeles offers seminars for its employees.

At this time, the department does not have a separate system for re-unification beyond the normal communication systems for the Department of Animal Services (land line, cell phones) and the communication systems for the individual facilities.

D. Building Emergency Education Program (BEEP)
As directed by the Mayor and City Council, the Department of General Services, with assistance from the Fire Department, is responsible for coordinating the City's Building Emergency Education (BEEP) Program. This program provides for facility emergency planning for all City work sites which have ten or more employees. The program includes development of written site specific plans, evacuation procedures and designation of City staff to serve as facility Building Emergency Coordinators (BEC), Floor Wardens (FW) and support staff.
Per the General Services City Building Emergency Program Coordinator, it was deemed that all City-wide animal care facilities do not need an official Floor Warden Program as none of the facilities are three stories or taller. However, per LAFD management at each single story facility must train staff and post maps designating “Safe Area(s)” that are 300 feet away from the building. Posted maps are also required to identify were the fire extinguishers are located and fire exits are accessible. The Departments Administrative office is currently located in a high-rise building and is in compliance with LAMC 57.33.19.

E. Fire Prevention Plan
In accordance with California Code of Regulations, Title 8, Section 3221; City departments with 10 or more employees must have a written Fire Prevention Plan. City departments with fewer than 10 employees do not need to maintain a written plan, however must communicate their plan with employees orally.

The Department of Animal Services employs over 320 employees at multiple locations. As each location is distinct in its design, shelters are required to have their own Fire Prevention Plans readily accessible for their employees to study. Animal Care Technician Supervisors and Director of Field Operations – Shelter Division are responsible for all employees at each facility to know the basics of their fire prevention plan. Director of Field Operation – Shelter Division is responsible for each districts shelter Prevention Plan. Each plan is to be approved by the General Manager.

Copies of each shelter plan are located:
- At each shelter
- On the department’s intranet site
- General Managers / Assistant General Managers Office
- Director of Field Operations: Field, Shelter and Clerical Division
- Emergency Preparedness Coordinator
- Emergency Animal Rescue Vehicles

F. Hazardous Waste Operations and Emergency Response Plan (HAZWOPER)
The Department of Animals Services is not involved with hazardous waste operations and therefore does not need to create a Hazardous Material Plan in accordance with California Code of Regulations, Title 8, Section 5192.

G. Hazardous Materials Business Plan
The Department has a contract for bio-hazard collection and a plan, in accordance with California Code of Regulations, Title 19, and Section 2729 to 2732.

H. Pandemic Influenza Planning
Severe influenza pandemics represent one of the greatest potential threads to the public’s health. Unlike other natural disasters, where any disruption to business service provisions is likely to be infrastructure-related, disruption to business operations in the event of a pandemic is anticipated to be human and material oriented.
The Department of Animal Services has in place procedures for running operations with a minimal staff. However, due to recent cuts in budget, the departments is running at our below minimal staffing in multiple areas.

I. Pre-Positioned Antibiotics Program
The Department of Animal Services participates in the City's Pre-Positioning of Antibiotics Storage and Distribution Program. The Department is allocated antibiotics to cover critical staff and their family members. The Department understands that distribution of the antibiotics will take place only on the orders of the Los Angeles County Department of Public Health, Public Health Officer. The Department also understands that any questions related to participation in the Program will be directed to the City Emergency Management Department.

VI. Training Personnel and Testing / Exercising
The Department of Animal Services General Manager is responsible for ensuring that department personnel are trained to perform critical functions as identified in Section III of this Department Emergency Plan. This is a required element for all Department Emergency Plans.

The first step in training personnel is to brief and orient personnel on policies, plans and procedures. This orientation can take many forms – roll calls, office meetings, video, computer, etc. Once personnel believe they sufficiently understand their emergency duties, the next step is to test the employee's competence in a realistic emergency environment as part of a drill or exercise.

The Department of Animal Services is responsible for developing or participating in regular exercises and/or drill, both internal and inter-agency, which test the knowledge of this plan and any other emergency procedures or plans. For more information on developing or participating in exercises and/or drills, contact the City of Los Angeles Emergency Management Department.

A. Fire / Life Safety Training and Exercises (All Departments)
The Department of Animal Services is responsible for making sure that personnel serving as Building Emergency Coordinators, floor wardens and support staff are appropriately trained. The Department of General Services Building Emergency Education Program (BEEP) Director coordinates all City-wide fire/life safety training. All personnel shall be trained in fire/life safety and preparedness procedures consistent with building occupant instructions. Building Emergency Coordinators, floor wardens and support staff can receive additional specialized training from the Fire Department.

The Emergency Preparedness Coordinator and the Personnel Department will keep records of employees that have attended the BEEP Training. To arrange training for BEC, FW or support staff, contact the department's emergency preparedness coordinator. BEEP encourages and requests that each BEC conduct at least one evacuation fire drill and one earthquake duck, cover and hold drill annually. Personnel assigned to workspace in a high-rise building (over 75 feet tall), City owned or leased, will participate in annual high-rise evacuation drills.
B. National Incident Management System (NIMS)
The Department of Animal Services is recognized as an emergency response agency in both response and support. There are diverse classification which require various levels of NIMS and Incident Command System (ICS) training. See Chart below for identification of training for each classification. Training is provided by the Emergency Management Institute on line and through courses taken outside the Department. Certification is recorded by the Emergency Preparedness Coordinator and a copy is placed in each employee's personal file with the Personnel Department. The Department of Animal Services will participate in City exercises and trainings as well as conduct intra-departmental trainings and exercises to maintain compliance with NIMS requirements. The Emergency Preparedness Coordinator will keep record of all exercises participated by the Department.

C. Standardized Emergency Management System (SEMS)
California State law requires that City responders and agencies be trained in and use SEMS during disasters in order to qualify for State disaster reimbursement funds. SEMS training, based on the well tested and proven Incident Command System, is a required element of training within the State. It provides for a five level emergency response organization (field, local, operational area, regional and state) activated as needed, to provide an effective response to multi-agency and multi-jurisdictional emergencies. Various levels of training are offered, including in-house training, depending on the employee's role in emergency response. Annual refresher courses are recommended. EMD staff needs to be familiar with SEMS as part of their role in the City's and state's emergency management system. A strong understanding of this emergency management framework ensures effective coordination of the SEMS structured EOC Management and EOC Sections during activations. All department senior level management must take this training. The training is provided by the Emergency Management Department.

Identification of mandatory training for each classification:

| First Responders – All Staff | Mandatory:
|-----------------------------|---------------------|
| (Clerical Division, Medical Division, Shelter Division, Field Operations, and Administrative Division) | ICS 100
| Executive Management (Assistant General Manager) | ICS 200
| Directors of Field Operations: Field, Clerical and Shelter | IS 700
| Special Operations Division | |
| Specialized Mobile Animal Rescue Team (SMART) Team Leaders | |
| Emergency Preparedness Coordinator and Assistant | |

| All Level Supervisors: Senior Clerks, Animal Care Technician Supervisors, Veterinarians | Mandatory:
|-----------------------------|---------------------|
| Field Personnel (Animal Control Officers I, II and Senior Animal Control Officers I, II) | ICS 100
| Executive Management (Assistant General Manager, General Manager) | ICS 200
| Director of Field Operations: Field, Clerical and Shelter | IS 700
| Chief Veterinarian | IS 800
<p>| Specialized Mobile Animal Rescue Team (SMART) Team Leaders | |
| Emergency Management Director | |
| Emergency Preparedness Coordinator and Assistant | |</p>
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**D. DOC / City EOC Responders**

Personnel from the Department of Animal Services, assigned to roles and responsibilities within the City Emergency Operation Center (EOC), will undergo specific training related to the EOC. The City of Los Angeles Emergency Management Department will establish the minimum training and certification levels required for all EOC response personnel. The Emergency Management Department will coordinate EOC Section and Position training. For information on EOC Training, contact the Emergency Management Department.

Records and certificates of training for designated EOC responders must be kept on file with the Emergency Preparedness Coordinator (or the General Manager if the position is vacant, or General Manager Designee if the position is vacant) as well as copies forwarded to the Emergency Management Department; Training and Exercise Division. The individual responder should keep the originals of all training certificates.

Department Operation Center (DOC) personnel are required to have SEMS, NIMS and ICS training suitable to the First Responders. The DOC personnel are also expected to have a working knowledge of the organization and operation of the Department of Animal Services and be able to make necessary decisions.

**E. Specialized Assignments**

The Department of Animal Services in recognizing that certain specialized needs must be addressed when it comes to disaster response has created a specialized team, which received further equipment and training beyond that normally provided to employees: Specialized Mobile Animal Rescue Team (SMART). This team is comprised of animal control officers and one registered veterinary technician who are on call 24 hours a day to handle emergencies involving any type of animal.
The SMART Team rescues animals that need to be air lifted out of a location operates to facilitate the evacuations of animals from an area. SMART team works and trains together with Los Angeles City and County Fire Departments, Department of Street Services, Department of Sanitation, Department of Water and Power and other agencies. The team is certified in rappelling, climbing techniques, swift water and other professional training and certifications pertaining to specialized animal rescues.

VII. Identification and Prioritization of Critical Functions
Identification and prioritization of critical functions is a required element of this Department Emergency Plan. This section should be consistent with information already identified in the Department Continuity of Operations Master Plan (COOP). This section must address the following functions:

A. Critical Emergency Response / Recovery Functions
The following critical emergency preparedness, response and recovery functions, which are listed in priority order, are required by one of the following: Emergency Operations Ordinance (LA Admin Code, Div. 8), the Emergency Operations Master Plan and Procedures (Master Plan), or this department’s Continuity of Operations Plan (COOP), tactical and/or operational plans.

The Department of Animal Services primary concern will be the health and safety of patrons and Animal Service employees in the animal shelters and in the administrative office at the time of the emergency. Once personal safety issues are addressed, the Department is to protect its assets, namely its animal inventory, rehabilitate its facilities, and restore public service.

The responsibility for adhering to the instructions in the Emergency Plan will follow the supervisory chain of command. The supervisor at each one of the Department’s facilities at the time of the event must implement the Emergency Plan as it relates to the nature of the emergency.

The implementation of the Plan must be in compliance with the mandates as set forth:
- Provide medical treatment for sick and injured animals
- Enforce all ordinances of the City and State relating to the care, treatment and impoundment of animals
- Provide and maintain a public shelter wherein animals may be maintained

B. Critical Department Functions
The following functions have been identified as necessary to preserve property and capital, continue the delivery of products and services and resume normal business operations.

Division 8, Chapter 3, Article 9, section 8.71 of the Administrative Code defines the Department of Animal Service function during an emergency as follows:

"The Animal Regulation Division shall be under and subject to the control of the Department of Animals Services of the City of Los Angeles. The chief of this division shall be the General Manager of the Department of Animal Services."
The chief shall be responsible for animal control during a local emergency. The chief shall develop and arrange for shelter facilities for animals rendered homeless as a result of a local emergency. The chief shall have the power and duty to impound or direct the disposition of privately owned animals for the preservation of life and property during a local emergency. In addition to the regular powers and duties of this office, during a period of local emergency, the chief shall have the power and duty to direct such animal regulation and volunteer personnel as may be necessary to perform the duties under this chapter.

Under this Code, the following functions meet the above criteria:
- Protect citizens from animal related conditions both wild, exotic and domestic
- Protect emergency responders efforts from animal related conditions
- Provide veterinary care for injured and displaced animals
- Provide and/or arrange for shelter to be provided for displaced animals
- Insure the safety of all department personnel during the course of their duties
- Reunite owners with impounded animals

C. Functions Provided in Support of Department Response/Recovery
The following functions have been identified to address specific internal emergency operations and coordination roles (e.g., employee’s accountability, Department Operations Center (DOC) activations, financial management etc.).

The Department will:
- Provide available medical support to all animals
- Document all incoming animals for reunification with owners
- Track all staff working time and locations during the incident and for several days following
- Track all equipment utilized by hour and mileage during the incident and for several days following
- Collect and record all equipment and supplies purchased or rented and make copies of all receipts
- Provide information to residents on services offered to the public

D. Functions Provided in Support of Citywide Response / Recovery
The following functions / services have been identified as functions this department is assigned to perform in support of citywide response and recovery efforts. This includes functions required or recommended by one of the following: Emergency Operations Ordinance (LA Admin Code, Div. 8), the Emergency Operations Master Plan and Procedures (Master Plan), or this department’s Continuity of Operations Plan (COOP), tactical and / or operational plans as well as services and resources this department provides to other City agencies during emergencies:

The Department will:
- Provide a responder to the City’s Emergency Operation Center (EOC)
- Supply support and assistance to the Los Angeles Police Department (LAPD) evacuation units with respect to animal issues
• Supply support and assistance to the Los Angeles Fire Department (LAFD) to aid in fire suppression where the evacuating of animals is necessary for the LAFD to conduct fire suppression activities
• Assist the American Red Cross (ARC), Los Angeles Unified School District (LAUSD) and the Department of Recreation and Parks (RAP) with sheltering needs for the community
• Work in conjunction with the LAPD to ensure public safety with respect to animal issues

E. Functions Provided by Outside Agency
The following is a list of functions / services provided by outside agencies or vendors which might impact this department’s ability to perform the critical emergency functions identified in Section VII, Sub-sections A, B, C, or D.

• Equine Evacuation: private livestock transporters, Volunteer Emergency Equine Response Team (VEERT)
• Equine Stabling: the department utilizes Los Angeles Equestrian Center, Hansen Dam Equestrian Center and Pierce College for stabling of large numbers of equine and livestock
• Veterinary Services: California Veterinary Medical Association
• Wildlife / Exotics: assistance provided by California Department of Fish and Game and the Los Angeles Zoo
• Security needs at department shelters: Los Angeles Police Department (LAPD)
• Security needs at remote sites: Los Angeles Unified School District (LAUSD), Recreation and Parks Rangers or LAPD, depending on the location
• Traffic Control either at a shelter or remote site: Department of Transportation (DOT)
• Lighting for remote sites: General Service Department (GSD)
• Repair of information systems: Information Technology Agency (ITA)
• Removal of waste and carcasses: Department of Sanitation
Chapter 4:

RESPONSE
VIII. Contingency Plans and Operating Procedures

Development of contingency plans and operating procedures for the response phase of an emergency is a required element of the Department of Animal Services - Department Emergency Plan.
The following section of this plan outlines, in detail, the basis of these contingency plans.

A. Plan Activation
The Department Emergency Plan may be activated under any of the following situations:

1. Mayoral Declaration of Local Emergency
   When the Mayor declares a local emergency, all departments will activate their plans.

2. Department Declaration of Plan Activation
   Another method of activating an emergency plan is by the General Manager or their designee declaring a department emergency. A general manager is obligated to activate the emergency plan when a threat exists to the departments’ resources, or its ability to carry out its mission. When activating the emergency plan, the general manager shall notify the Mayor in accordance with Executive Directive 2000-08.

   The following line of succession by title will be followed in the absence of the General Manager:
   - Assistant General Manager
   - Director of Field Operations – Field / Emergency Manager Director (EMD)
   - Director of Field Operations – Shelter
   - Director of Field Operations – Clerical
   - Emergency Preparedness Coordinator
   - Chief Veterinarian

3. Automatic Activation
   An automatic activation follows a disaster or event that the department has identified in advance as one that requires an immediate response. Disasters requiring automatic activation are those that endanger public safety or pose a threat to the mission of the department.

   For the purposes of Automatic Activation of the Department Emergency Plan, the following triggers and thresholds will be used:
   - Any incident when multiple districts resources are needed
   - Any incident (ex. an earthquake of 6.0 or greater) which causes communication to be suspended City wide. For the purposes of automatic activation, communication suspension includes the situation where only the 800 MHz radios are operable
   - Any incident which requires multi-departmental response in which the Department of Animal Services also responds whether or not the disaster has been declared

In the event of an emergency, the Director of Field Operations / Emergency Management Director (EMD), or designee, will review what response elements are already in operation (i.e. the incident may already have a commander, rescue teams may already be responding, etc.) and determine what elements remain to be activated.
The Director of Field Operations - Field (DFO) will determine who will operate the DOC and will commandeer staff and resources until the DOC is in a state of readiness. The DFO will check on the status and readiness of the facilities until relieved of that duty by the DOC. The Emergency Preparedness Coordinator assists as necessary. The General Manager’s office will be responsible for communicating the activation of the plan to the Mayor’s Office, as well as any other key City department or outside stakeholders (e.g., Animal Services Commission Members) via telephone.

B. Mobilization of Essential Personnel
The Department of Animal Services has identified the functions and responsibilities as defined and outlined in Section VII, Sub-section A, B, C or D of this plan as critical during emergency situations.

The Department of Animal Services has determined that personnel (including sections, units and specific job classes) assigned to carry out any of the functions described as critical during an emergency situation (Section VII, Sub-sections A, B, C or D) are deemed to be Essential Personnel.

Based on the nature of the emergency, the General Manager may hold-over or recall employees. The General Manager designates which employees to hold-over or recall and will instruct the respective Director of Field Operations (Field, Shelter or Clerical) to make the notification in person or via telephone to their respective employees. The General Manager will also provide a list of these employees to the Personnel Department for tracking purposes. The Personnel Department may also assist in the notification process for recalling off-duty personnel.

Employees will not self activate or recall themselves. Employees will be expected to call into their respective assigned work locations to determine if they are to be activated for emergency response. Unless otherwise instructed, employees will be expected to report for duty at their schedule date and time.

No supervisor or manager is authorized to release any employee from work in the event of a disaster without the approval of the General Manager. Notwithstanding the release authority of the Mayor, the General Manager may otherwise release employees by authorizing emergency vacation or personal leave for the following cases:

- When an employee is psychologically or physically incapacitated to the degree that the employee is unable to function effectively, provided that no employee will be released unless they are able to care for and transport themselves;
- When the City is unable to provide shelter or services to support the continued presence of the employee(s) at work;
- When the Mayor’s Office has called for the General Manager to release employees in non-disaster positions and the General Manager is aware that the employees will not be needed for disaster relief, or
- When the continued presence of the person at the work site would present a direct hazard to themselves or to others.
In the event that the Department of Animal Services needs services performed by other departments, the requests shall be made through the DOC (via the EOC, if the EOC has been activated). If the service is requested from another agency within the City of Los Angeles, then any Incident Commander, the Director of the DOC, the Director of Field Operations, the Assistant General Manager or the General Manager may make the request via the EOC.

Examples include:
- Security needs at the shelters: LAPD
- Security needs at remote sites: Los Angeles Unified School District (LAUSD), Recreation and Parks Rangers or LAPD, depending on location
- Traffic Control either at a shelter or remote site: Department of Transportation (DOT)
- Lighting for remote sites: General Services Department (GSD)
- Repair of Information Systems: Information Technology Agency (ITA)
- Removal of waste and carcasses: Department of Sanitation

C. Mobilization of Additional Personnel (Other than Essential)
The Department of Animal Services has a group of trained volunteers referred to as the Volunteer Emergency Equine Response Team (VEERT). VEERT can be activated by the Specialized Mobile Animal Rescue Team (SMART) Team Leader to report to any shelter or remote location to provide assistance with evacuation, transport or sheltering of animals.

D. Department Operations Center (DOC) Roles and Responsibilities
The Department of Animal Services, Department Operations Center (DOC) serves as the centralized point for collection and dissemination of information and coordination of department resources for response, recovery and employee safety during emergency situations or during any other event / incident that warrants the activation of the DOC.

The DOC is the communication point for all department sections and for the department to the EOC. Only the Director of Field Operations – Field / Emergency Manager Director may contact the EOC via any channels outside of the DOC. In additions, field responders will only communicate directly with the Incident Command Post (ICP) that is staffed and operated by the Emergency Preparedness Coordinator, if the department representative is at the location. Otherwise, the field responder will contact the ICP agency representative via the DOC. The ICP will communicate with both the DOC and the EOC, and communicate with the other agencies / departments via the EOC responder at the EOC.

The Animal Services DOC is activated when the field resource demand exhausts the resources of one shelter. The DOC, which is headed by the DOC Director (Director of Field Operations – Field), will coordinate the resource requests among the centers with assistance from the Director of Field – Shelter. If not able to satisfy the requests, will contact the EOC.

Depending on the disaster the size of the DOC will vary which is consistent NIMS/ICS principles. In large disasters there could be a DOC director, Public Information Officer (working as a command staff member directly for the DOC director), Liaison Officer (depending upon what other agencies the DOC is coordinating activities with, also working directly for the DOC
director), Operations Section Chief (includes Animal Services Resource Unit, the Volunteer Coordinator, and possibly Document Unit but have the Planning Section Chief check with the EOC Documentation Unit, it may be that he/she can handle this job themselves for the DOC), Logistic Section Chief and Finance / Administration Section (one person documenting costs for the Finance / Administration section at the DOC). Positions cannot be combined on the organization chart but the same person can perform more than one function.

**Incident Command Structure**
The incident command structure is consistent with ICS principles and shall be used whenever the DOC is activated. It should be noted that in most incidents the Incident Commander will usually take direct control of operations without the use of an Operations Section Chief. The Planning / Logistic section will usually consist of only 1 or 2 persons. Finance will usually not be at the DOC but at Administration offices and will consist of selected individuals from personnel and accounting.

The DOC is not set up at a specific site and is located at whichever shelter or department facility is most conveniently situated with respect to the event. Director of Field Operations-Field or Emergency Preparedness Coordinator will choose the site which will function as the DOC. The location of the DOC can change with the needs of the incident and at the direction of the aforementioned persons.
Position Descriptions

- **Incident Commander (IC):** responsible for directing the Department of Animal response to the incident whether the Department is the lead agency or in a support role
- **Public Information Officer (PIO):** responsible for keeping a record of information for the IC
- **Scribe:** an assistant to the IC, responsible for keeping a record of information for the IC
- **Safety Officer:** responsible for insuring the safety of all personnel with respect to incident response
- **Operations Chief:** responsible for all operations in response to the incident
- **Field Branch Director:** responsible for all field unit responders, including shelter set up at remote locations
- **Shelter Branch Director:** responsible for all remote shelter locations set up and maintenance
- **Medical Branch Director:** responsible for veterinary medical services and stationing of the BluMed mobile unit
- **Planning Section Chief:** responsible for overseeing resources, schedules and calling in off-duty personnel during an incident
- **Intelligence Unit:** responsible for gathering information on conditions, including animals being sheltered
- **Resource Unit:** responsible for making schedules and allocating supplies within the Department
- **Situation Unit:** responsible for keeping current information regarding the situation of the incident and shelters
- **Demobilization Unit:** responsible for demobilizing units
- **Logistic Section Chief:** responsible for overseeing acquisition and ordering of supplies during an incident
- **Supply Unit:** responsible for obtaining internal supplies for department
- **Finance Chief:** responsible for tracking expenditures for the Department during and after an incident

### Primary Points of Contact

<table>
<thead>
<tr>
<th></th>
<th>Cellular</th>
<th>Landline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Director of Field Operations (DFO)</td>
<td>213-305-4104</td>
<td>213-482-7455</td>
</tr>
<tr>
<td>Commander Mark Salazar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Emergency Management Coordinator (EMC)</td>
<td>213-305-9067</td>
<td>818-756-9323</td>
</tr>
<tr>
<td>Lieutenant Susan Botta</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. SMART Team Leader</td>
<td>213-305-4095</td>
<td>213-847-2440</td>
</tr>
<tr>
<td>Acting Lieutenant Armando Navarrete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. SMART Alternate Team Leader</td>
<td>213-305-4134</td>
<td>213-482-9595</td>
</tr>
<tr>
<td>Acting Lieutenant Annette Ramirez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. General Manager (GM)</td>
<td>213-435-0815</td>
<td>213-482-9556</td>
</tr>
<tr>
<td>Brenda Barnette</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
E. Roles / Responsibilities in Multiagency Coordination Systems (MACS)

Police Incident Command Post
The Department of Animal Services will send an Agency Representative (AR) to the Police Incident Command Post only when requested by Los Angeles Police Department (LAPD). The Animal Services AR will be a subject matter expert for the department and will be able to provide information for the capabilities that the Department of Animal Services can provide to LAPD or any other agency involved in the incident. Once on scene, the Animal Services AR will be the primary point of contact for LAPD for any Department of Animal Services support. The Department of Animal Services AR will have the authority to make decisions on behalf of the Department of Animal Services in support of the incident.

Fire Incident Command Post
The Department of Animal Services will send an Agency Representative (AR) to the Fire Incident Command Post only when requested by Los Angeles Fire Department (LAFD). The Animal Services AR will be a subject matter expert for the department and will be able to provide information for the capabilities that the Department of Animal Services can provide to LAFD or any other agency involved in the incident. Once on scene, the Animal Services AR will be the primary point of contact for LAFD for any Department of Animal Services support. The Department of Animal Services AR will have the authority to make decisions on behalf of the Department of Animal Services in support of the incident.

Los Angeles County Animal Care and Control Command Post
The Department of Animal Services will send an Agency Representative (AR) to the Los Angeles County Animal Care and Control Incident Command Post only when requested by Los Angeles County Animal Care and Control (LACACC). The Department of Animal Services AR will be a subject matter expert for the department and will be able to provide information for the capabilities that the Department of Animal Services can provide to LACACC or any other agency involved in the incident. Once on scene, the Animal Services AR will be the primary point of contact for LACACC for any Department of Animal Services support. The Department of Animal Services AR will have the authority to make decisions on behalf of the Department of Animal Services in support of the incident.

F. Department Roles and Responsibilities in the City EOC
The Department of Animal Services is committed to support the EOC by collaborating with City departments as well as other response organizations that support the objectives established by the EOC Director and the Incident Commander. The General Manager’s appointed staff shall constitute the EOC personnel staffing, which shall be responsible for disseminating and managing the flow of information to and from other departments, outside agencies, field operations and the DOC during emergency situations. The EOC staff will support the field responders by assisting in resources acquisition and if need be the EOC will coordinate with other City resource providers.

All Department EOC responders are trained in the required SEMS, NIMS and ICS courses and will be involved in citywide exercises that include activation for the EOC. The EOC responders will report to the Operations Section Chief and sit at the Animal Services Desk as agency representative located in the Mass Care Pod. The Department of Animal Services EOC responder will request necessary resources from other City departments and may elevate these requests via the EOC Logistic Section for a mutual aid request.
All field activity is in support of the objectives set by the IC. As required by NIMS, the Department of Animal Services DOC will participate in the City’s Incident Action Planning process through the EOC responder and then implement the City-wide incident action plan (IAP) once issued during activation of the EOC and will support City objectives established during this process. The planning process should ensure the use of Management by Objectives (MBO) principles.

Incident Action Plan’s should be developed when:
   a) Resources or authorities from other jurisdictions are involved,
   b) The incident will span several operational periods,
   c) Changes in personnel shifts and/or equipment are required, or
   d) There is a need to document actions or decisions.

The primary functions of the EOC and DOC differ in that the DOC coordinates purely intradepartmental resources in support of the needs of the Department of Animal Services, whereas the City EOC provides coordination of all department within the City of Los Angeles and provides the Department of Animal Services the conduit for requesting resources and assistance from outside of the Departments.

EOC Response Notification
In the event the City EOC is activated, representatives from Department of Animal Services may be required to report to the City EOC to support its operation. The Director of Field Operations and/or Emergency Preparedness Coordinator will contact the EOC Responders from a call out list, consisting of SEMS, NIMS, ICS and EOC trained EOC responders. Once the first EOC Responder has been contacted, the Emergency Preparedness Coordinator will notify the Director of Field Operations that EOC responder has been notified and is enroute to the EOC.

The Department of Animal Services will maintain a group of trained EOC responders familiar with their individual and departmental roles and responsibilities within the EOC. These responders will maintain the minimum level of training required by both the Department of Animal Services and by the Emergency Management Department.

Records and certificates of training for designated EOC responders must be kept on file with the Emergency Preparedness Coordinator (or General Manager in the event that the position is vacant) as well as copies forwarded to the Emergency Management Department; Training & Exercise Division. The individual responder should keep the originals of all training certificates.

G. Resource Management
A local emergency can impact heavily upon the City’s resources, especially on those resources pertaining to immediate response efforts. Resources may be requested from, or requested by the Department of Animal Services.

Resource requests can take two forms: internal or external. All requests will be processed through the DOC (or IC in the event that the DOC has not been formed). If the request is internal, then the Director of the DOC will fulfill the request utilizing internal resources. Requests for extra departmental resources will be made to the EOC via the DOC.

The DOC may directly make the request if either the EOC has not been activated or the Department of Animal Services EOC responder had not yet arrived at the EOC.
Resource requests from other departments or agencies to be fulfilled by the Department of Animal Services will be presented to the EOC responder. The requesting department will provide the location needed and service to perform. The EOC responder will contact the DOC (or IC if the DOC is not yet activated) to request the resources providing as much detail as possible regarding the request. The DOC will inform the EOC responder if the resource is available, location of the resource and an estimated time of deployment. The Director of the DOC, the Director of Field Operations, or the Incident Commander has the authority to deploy any resources within the scope of the policy of the Department of Animal Services.

The logistic section of the DOC will track the resource origin location, time in service and destination. The resource will keep track of time of deployment, mileage, time in services and time of return as well as any additional expenses incurred. The information will be provided to the finance section of the DOC. For resources utilized without personnel, the logistic section of the DOC will keep track of resource origin location, time deployed and time returned. The information will be provided to the finance section of the DOC. The requesting agency will provide information as to the resource’s use for resources utilized without accompanying personnel. In the event that the DOC has not been activated, then the IC or other assigned individual will track the resources.

Resources can be recalled in the event that it is needed for a higher priority either related to the incident or related to routine operations of the Department of Animal Services. The Director of the DOC, the Director of Field Operations, Emergency Preparedness Coordinator, or the General Manager may make decision to recall a resource.

H. Communications Systems and Protocols
A local emergency can impact heavily upon the City’s communications systems, especially to those resources pertaining to immediate response efforts. The Department of Animal Services utilizes the following communication devices and systems for primary and redundant communication needs:

Primary Communications
- Landline Telephone
- Cell Phones
- 800 MHz Radios
- City e-mail

Alternate Communications
- Messengers / Couriers
- Internet

Section V; Sub-section B of this plan identifies how field personnel will communicate with the DOC and how the DOC will communicate with the City EOC during emergency situations. Section VII; Sub-section B of this plan identifies how the Department of Animal Services will communicate the procedures for the mobilization of essential personnel.
I. Alternate Work Sites / Reporting Locations
During emergencies, damage may render regular work and/or reporting locations unusable or inoperable. This will necessitate the utilization of alternate work sites with appropriate equipment and back-up files to continue business operations.

The Department of Animal Services has identified the following locations as Alternate Work:
In recognizing that the administrative offices are the most vulnerable in terms of requiring an alternate work site, administrative personnel shall be relocated to the primary alternate site at East Valley or South Los Angeles - Chesterfield Square or any other Animal Care Facility, until such time General Services can locate a new facility. Without available alternate work sites to sustain the department’s operations, the department may have to close the affected facility to the public until such temporary work sites can safely be established.
Each of the animal control centers shall utilize the outside area in front or beside of the facility until such time as administration relocated staff and animals to another shelter not damaged or until such time that General Services locate a suitable location for staff and animals.
For Field Operations, any or all of the Department of Animal Services shelters can take over for any affected shelter if needed. Special Operations officers would be the first to be assigned to assist any shelter (typically the shelter of the district to which he or she is currently assigned).
The Department will notify staff of the affected shelters / locations via phone and with announcements on its website (which will also notify the public). In addition, the EOC responder will notify the Public Information Officer at the EOC for insertion of alternate work / shelter sites into the official press release.

J. Vital Records
Vital records are defined as those “records necessary to continue, to reconstruct, or to resume the essential operational functions of the City government and to maintain public health, safety and order in the event of a public disaster”. (Los Angeles Administrative Code, Div. 12.1).
Vital records and information reside in various physical and electronic media including paper, microfilm/microfiche, magnetic tape, magnetic disk, optical disk and CD ROM.

The Department of Animal Services Administrative Division complies with City records maintenance requirements for equipment inventories, budget documents, financial reports and accounting records. Off-site storage is required and provided for all these records. Records stored at off-site locations are always reviewed and verified. This does not include records for surgeries or licensing.

In addition to the storage of documents described below, all approved Department budget documents, requests and reports (either electronic or printed) are stored off site by the CAO or the Controller’s Office.

The Department of Animal Services has identified the following vital records and procedures associated with them:

- **Electronic Files, Misc:** the Department of Animal Services has many forms and much of its information regarding policies, operating procedures, manuals, etc. in electronic form (although much of the information is unsystematically copied in paper form in numerous files throughout the Department) only. The files are stored on the U: and X: drives on the Department main server.
Every shelter within the Department has a domain controller called a logon server and a file server for failover purposes. The main database is fully backed up twice a week on our main file server and to external storage devices, and then transferred to the North Central shelter for onsite disaster recovery.

- **Chameleon Files**: Chameleon is the Department of Animal Service’s main database through which much of the information is logged. All of the information is electronic in nature and stored in the main server. Chameleon is backed up similar to other electronic files. Also, paper copies of much of the information also exist unsystematically in paper form throughout the Department.

- **Criminal Investigations**: these files are stored in printed hard copy form only within the squad room of each of the shelters. There is no back-up system for these records although some of the information is kept in rudimentary form within the Chameleon data base system.

- **Hearing Records**: hearing records are stored strictly in printed form at the district of origin, with the hearing examiners at Administration offices. There are no electronic copies.

- **Bite Reports**: a paper copy is made and faxed to Los Angeles County Veterinary Public Health and Rabies Control. The information is then stored electronically in Chameleon and the paper copy is filed at the district.

- **Controlled Substance Records**: these files are kept in paper form in the medical room of each respective shelter. There are no copies made.

- **Medical Records**: most of the vital records are kept in Chameleon only with the aforementioned back-up system.

- **Personnel Records**: personnel records are kept mainly in paper form at the Administrative offices. Some of the records are duplicated in electronic form on the Department database. Many of the records are also kept by the City Personnel Department in either copy or original paper form.

- **Shelter Supplies Purchasing Information**: the information is stored in the Animal Care Technician’s office in paper form, although some of the information is maintained electronically in the City’s SMS database.

- **Training Files**: certain certificates are required as proof that individuals can perform a specific function related to their duties. Employee’s keeps the original copies and copies are being kept at in the Personnel Division.

- **Contracts**: hard copies in file cabinets. Backed up with PDF scans on shared drive (u: drive). City Clerk’s office also keeps contracts.

- **Request for Proposal Documentation**: hard copies in file cabinets and folders. Some documentation is also on shared drive.

- **Microchip Inventory Tracking**: hard copies in file cabinets and folders. Some information is also on shared drive.

- **Misc. Assignment and Projects**: hard copies in file cabinets and folders. Some documentation is also on shared drive.

- **Equipment and Inventory Lists**: most of the lists are kept electronically on the U: drive which is backed-up. Vehicle records are also maintained by the Fleet Services Division of the General Services Department.

The Department of Animal Services has identified the Custodian of Records as the vital records coordinator.
In addition, the division complies with City requirements to maintain specific administrative records in good order. Each administrative record is maintained (or audited) by the Department according to City rules set up for each specific type of record. At the set date, records are then archived or destroyed according to the City's records retention / destruction schedule.

These separate processes are specified by the City and set up according to the City's need to back up or retain a particular type of record. As a result, the Department has not, on its own, designated Department rules regarding identifying or auditing "vital records". However, there are separate processes in place described above to accomplish the goal of preserving records needed to continue Department operations.

L. Financial Documentation
Financial documentation and cost tracking is an important element of any emergency plan. Certain costs may be eligible for Federal or State reimbursement. The City Administrative Officer (CAO) is responsible for coordinating disaster grants and assistance following disasters. Reimbursement through the Federal Emergency Management Agency (FEMA) and the State of California Governor's Office of Emergency Services (OES) is dependent on complete and accurate documentation of all disaster related work and expenses.

The Department of Animal Services provides many services which require expenses to be reimbursed to alleviate much of the financial hardship which could be incurred. The documentation should begin with the first responding unit and tracked by the respective supervisors (and/or collected by the DOC financial unit) until the final packet is submitted through a collaborative effort between the budget staff and the Emergency Preparedness Coordinator (or General Manager's designee in the event the position is vacant) to the CAO.
Chapter 5:

RECOVERY
IX. Citywide Recovery Responsibilities

A. Citywide Recovery
The recovery section of the Department of Animal Services emergency plan is based on the premise that successful Citywide recover and reconstruction is dependent on systematic planning for the restoration of services, housing and economic vitality. The Department of Animal Services identifies in this section both the pre-event and post-event roles and responsibilities as they related to City recovery and reconstruction policies. City recovery and reconstruction policies are identified in the

City's Recovery and Reconstruction Annex identifying nine key areas:
• Residential, Commercial and Industrial Rehabilitation
• Public Sector Services
• Economic Recovery
• Land Use / Re-use
• Organization and Authority
• Psychological Rehabilitation
• Vital Records
• Inter-Jurisdictional Relationships
• Traffic Mitigation

Under each policy, actions are organized into four separate categories:
• **Planning:** a basic premise for this plan is that planning undertaken in advance of a disaster can accelerate a post-disaster return to normalcy. The Department of Animal Services conducts pre-event planning of procedures that can mitigate confusion and reduce the time otherwise required after the event to initiate recovery action.
• **Hazard Mitigation:** the Department of Animal Services conducts pre-event mitigation of structural and natural hazards reduces damages and post-event resource expenditures to respond, recover and reconstruct. This planning helps reduce loss of life and property and cut response and recovery costs.
• **Short-Term Recovery:** the Department of Animal Services has identified the key objectives of short-term recovery are to restore homes, jobs, services and facilities quickly and efficiently. Recovery begins immediately. The first recovery actions are closely linked with the emergency response processes.
• **Long-Term Reconstruction:** the Department of Animal Services plans to assist in rebuilding safely and wisely, reducing future hazards and optimizing community improvements.

The Department has reviewed the FEMA document; *Planning for Post-Disaster Recovery and Reconstruction* at the website [http://fema.gov/media-library/assets/documents/2147](http://fema.gov/media-library/assets/documents/2147) and has incorporated relevant information into this Department Emergency Plan.

B. Recovery Task & Actions
The Department of Animal Services has identified the following tasks as part of the recovery portion of this department emergency plan and provides the following actions to accomplish each task:
<table>
<thead>
<tr>
<th>Task</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Event</strong></td>
<td><strong>Pre-Event</strong></td>
</tr>
<tr>
<td>Establish and maintain liaisons with suppliers of materials and</td>
<td>Opening dialogue with pet supply companies such as Petsmart and Petco.</td>
</tr>
<tr>
<td>equipment necessary for the effective support of Department’s</td>
<td></td>
</tr>
<tr>
<td>activities.</td>
<td></td>
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<tr>
<td>Establish and maintain liaisons with the Southern California</td>
<td>Our Chief Veterinarian is in contact with the CVMA and has set up a</td>
</tr>
<tr>
<td>Veterinary Medical Association to ensure up-to-date systems for</td>
<td>relationship with the emergency veterinarians. Two of our own</td>
</tr>
<tr>
<td>activation to augment the Department’s medical section.</td>
<td>veterinarians have been recruited to the list of disaster response</td>
</tr>
<tr>
<td>Establish and maintain procedures that will provide for the health</td>
<td>Established a liaison with LACO Health to assist and receive regular</td>
</tr>
<tr>
<td>and safety of the public in records to zoonotic diseases following</td>
<td>updates.</td>
</tr>
<tr>
<td>a major disaster.</td>
<td></td>
</tr>
<tr>
<td>Identify and maintain a contemporary inventory of facilities, both</td>
<td>List of facilities kept by the Permits Division. Continue relationships</td>
</tr>
<tr>
<td>public and private, for the housing of wild and domestic animals.</td>
<td>with local stables and boarding facilities.</td>
</tr>
<tr>
<td>Establish and maintain liaisons with community groups with special</td>
<td>Wildlife division is establishing new and maintaining relations with</td>
</tr>
<tr>
<td>expertise in the handling and maintenance of wild and exotic</td>
<td>the area wildlife groups.</td>
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<tr>
<td>animals as well as livestock to provide support to the Department’s</td>
<td>The Department is continuing its relationship with local stables and</td>
</tr>
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<td>field operations.</td>
<td>creating MOU’s for disaster.</td>
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<tr>
<td>Maintain a coordinated training program for Department personnel and</td>
<td>Training and Emergency Preparedness divisions are coordinating and</td>
</tr>
<tr>
<td>Emergency Response Volunteers for response and recovery.</td>
<td>increasing the roles of the BEC’s, CM’s, and staff in emergency</td>
</tr>
<tr>
<td></td>
<td>preparedness.</td>
</tr>
<tr>
<td><strong>Post-Event Short-term</strong></td>
<td><strong>Post-Event Short-term</strong></td>
</tr>
<tr>
<td>Establish a procedure to assess the extent and scope of the</td>
<td>Shelters will utilize existing reporting procedures.</td>
</tr>
<tr>
<td>operation necessary for the Department’s response. Identify, secure</td>
<td></td>
</tr>
<tr>
<td>and distribute supplies and equipment essential for the</td>
<td></td>
</tr>
<tr>
<td>Department’s response to the event.</td>
<td></td>
</tr>
<tr>
<td>Provide controls on numerous wild/exotic animals that may be</td>
<td>Wildlife Officer will contact California Fish and Wildlife to</td>
</tr>
<tr>
<td>anticipated to appear in urban areas which may constitute a</td>
<td>determine ability to assist in the area.</td>
</tr>
<tr>
<td>threat to public health and safety.</td>
<td>Contact the LA Zoo for possible assistance.</td>
</tr>
<tr>
<td>Identify critically damaged department facilities and</td>
<td>Shelter staff will conduct initial assessment to determine damage and</td>
</tr>
<tr>
<td>relocate staff and animals to pre-designated alternate work</td>
<td>notify DOC/EOC if evacuation is needed.</td>
</tr>
<tr>
<td>locations.</td>
<td></td>
</tr>
<tr>
<td>Activate and coordinate private sector volunteer resources.</td>
<td>SMART team leader will activate the departments Volunteer Equine</td>
</tr>
<tr>
<td></td>
<td>Emergency Response Team (VEERT).</td>
</tr>
<tr>
<td>Disseminate information on available resources and services</td>
<td>EOC Responder and EPC will establish communication with RAP, LAUSD,</td>
</tr>
<tr>
<td>available to the public.</td>
<td>and ARC. DOC will coordinate press releases through the Mayor’s PIO.</td>
</tr>
</tbody>
</table>
Activate the facilities necessary for the continued housing of displaced animals, both wild, exotic and domestic.

Shelters will determine which are available for intake. Remote shelter will be set up near busiest evacuation center. Equestrian Centers will be contacted for activation in coordination with Los Angeles County Animal Control.

<table>
<thead>
<tr>
<th><strong>Post-Event Long-term</strong></th>
<th><strong>Post-Event Short-term</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish tracking of animals under the care of the Department.</td>
<td>Assignment and tracking via microchip and Chameleon ID numbers.</td>
</tr>
<tr>
<td>Reunify animals with owners.</td>
<td>Utilize photos taken at time of impound with disaster records both in physical and Chameleon form</td>
</tr>
</tbody>
</table>
Continuity of Operations (COOP)

DEPARTMENT OF ANIMAL SERVICES

221 N. Figueroa St. 6th Floor
Los Angeles, Ca 90012
Effective Date: December 1, 2015
Plan Certification

As General Manager of the Department of Animal Services, I acknowledge and certify that the Continuity of Operations Plan submitted to the City of Los Angeles Emergency Management Department on December 1, 2015 has been reviewed and revised in accordance with current emergency prevention, preparedness and mitigation activities as well as the current emergency response and recovery operations procedures as they pertain to this department.

I acknowledge that this certification is valid until January 31, 2017 or until any significant changes to this plan take place, whichever comes first.

______________________________
Signature
Brenda F. Barnette
Print Name
General Manager
Title

______________________________  12-1-15
Date
## Record of Revision

<table>
<thead>
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<th>Revision Date</th>
<th>Changed By</th>
<th>Description of Revision</th>
<th>Revision Page Number(s)</th>
<th>Annual Submission Date to EMD</th>
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</thead>
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<td>11/30/15</td>
<td>Lt. Botta</td>
<td>Updated to new template</td>
<td>N/A</td>
<td>12/01/15</td>
</tr>
</tbody>
</table>
Definitions

Alternate Facility/Location — an alternate work site that provides the capability to perform minimum essential departmental functions until normal operations can be resumed.

Continuity of Operations Plan (COOP) — an internal effort within individual components of a government to ensure that the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.

Catastrophic Event — a natural or manmade incident, including terrorism, which leaves extraordinary levels of mass casualties, damage and disruption — over a prolonged period of time - severely affecting the population, infrastructure, environment and economy.

COOP Team — the personnel of the Department designated to initiate actions during COOP implementation to ensure that the Department is able to perform its essential functions.

Devolution — the capability to transfer statutory authority and responsibility for essential functions from an agency’s primary operating staff and facilities to other agency employees and facilities, and to sustain that operational capability for an extended period.

Disaster Service Worker — any non-sworn employee of the City of Los Angeles registered for the purpose of engaging in disaster service activities authorized by and carried in pursuant to the California Emergency Services Act.

Emergency — a sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage local operations. An emergency may cause a temporary evacuation or the permanent displacement of personnel and equipment.

Mission Essential Functions (MEFs) — those functions, stated or implied, that City departments are required to perform by statute, executive order, or City policy and are necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace and sustain the industrial/economic base in an emergency.

Mission Essential Personnel — staff of the Department necessary for the performance of the Department’s mission essential functions.

Order of Succession — the order in which and conditions under which the responsibilities and authorities of a public official are passed to another official when the original holder of the responsibilities and authorities is unable or unavailable to exercise them.

Pandemic — an epidemic occurring worldwide, or over a very wide area, crossing boundaries and usually affecting a large number of people.
Primary Facility/Location – the site of normal, day-to-day operations; the location where the employee usually goes to work.

Reconstitution – the process of resuming full and normal agency operations.

Secondary/Alternate Location – the site where critical functions will be carried out if the primary facility/location is inaccessible or unable to be used.

Vital Records and Databases – data information, in hard copy or electronic format, necessary to maintain the continuity of operations during an emergency, to recover full operations following an emergency, and to protect the legal rights and interests of citizens and the government.
Acronyms

ACO  Animal Control Officer
ACT  Animal Care Technicians
AGM  Assistant General Manager
COOP Continuity of Operations Plan
DEP  Department Emergency Plan
DOC  Department Operations Center
DFO  Director of Field Operations
DMS  Department Medical Staff
DSW  Disaster Service Worker
EAS  Emergency Alert System
EOC  Emergency Operations Center
EMD  Emergency Management Department
GM  General Manager
LAAS Los Angeles – Department of Animal Services
MEF  Mission Essential Function
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Executive Summary

The Department of Animal Services Continuity of Operations Plan (COOP) describes the staffing, procedures and resources needed to maintain or restore Mission Essential Functions (MEFs) if a large scale emergency incident impacts department operations.

This plan is intended to guide the department to resume essential functions within 12 hours of an emergency, with or without advance warning, and to sustain continuous operations for up to 30 days.

The plan supports the City’s capability to maintain or resume day to day core public services by:

- Tying COOP to the department risks outlined in the Department Emergency Plan;
- Delineating essential functions;
- Identifying minimum essential personnel staffing level including staff recall notifications;
- Identifying interdependencies with other departments and/or outside agencies;
- Delegating authority;
- Establishing Orders of Succession;
- Describing COOP Team positions and responsibilities;
- Identifying interoperable communications resources;
- Describing back-up of essential systems and critical programs;
- Identifying vital records and databases;
- Identifying alternate facilities and back-up supplies;
- Outlining tests, training, and exercises to maintain COOP capabilities;
- Identifying COOP maintenance requirements and responsibilities; and
- Providing COOP operational checklists.
I. Introduction

Local governments face unprecedented challenges in emergency response and recovery as evidenced in recent disasters such as 9/11, Hurricane Katrina, Hurricane Sandy, Ebola and the wave of terrorism around the world. Their impacts have resulted in major disruptions to both public and private operations throughout the nation in recent years.

The City of Los Angeles is vulnerable to 13 of the 16 federally qualifying disasters listed in the Stafford Act:

- Earthquake
- Fire
- Flood
- Explosion
- Drought
- High Water
- Wind Driven Water
- Tidal Wave
- Landslide
- Mudslide
- Storm
- Tsunami
- Tornado

Additional disasters that could have City-wide impacts are:

- Pandemic
- Public Health Emergency
- HAZMAT Spills
- Acts of Terrorism
- Cyber Attacks

Continuity of operations planning is the responsibility of local governments in order to be reliable public institutions. The changing threat environment and recent events, both domestic and foreign, have shifted awareness to the need for a viable COOP. Local governments must be able to continue their MEFs across a broad spectrum of emergencies.
II. Purpose
The Department of Animal Service’s mission is to promote and protect the health, safety and welfare of animals and people.

This COOP establishes policy and guidance to ensure the execution of the MEFs—those functions, stated or implied, that LAAS is required to perform by statute, executive order, or City policy and are necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace and sustain the industrial/economic base in an emergency in the event that an emergency threatens or incapacitates Department operations.

It outlines the following elements to minimize loss of life, property damage, and economic loss:

- Ensure that LAAS, MEFs are able to continue with minimal or no disruption during all types of emergencies.
- Ensure that LAAS is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Provide a means to coordinate information sharing within the City of Los Angeles government to ensure uninterrupted communications to the internal organization of the City and externally to all identified critical customers.
- Provide a means for information coordination to the public to ensure uninterrupted public safety messaging applicable to the disaster impacts.
- Provide timely direction, control, and coordination to support City of Los Angeles leadership and other critical agency executive level stakeholders in critical decision making.
- Implement timely response and recovery operations.
- Facilitate LAAS recovery to normal operating conditions as soon as practical, based on circumstances and the threat environment.

III. Applicability, Scope, and Assumptions
The provisions of this document apply to all LAAS operations. Each City department is responsible for developing their department COOP. Each of the individual department COOPs will serve as separate sections of the overall City of Los Angeles COOP. City departments work collectively to respond and recover during a disaster.

The scope of this document applies to a situation directly impacting a department’s services and/or facilities to the extent that it is unable to perform all department responsibilities due to insufficient resources and/or closed access to facilities. The General Manager (GM), or their designee, will determine the conditions that require activation of the department’s COOP. The scope of this document does not apply to temporary disruptions of services, such as short-term building evacuations or situations where services are anticipated to be restored in the primary facility within a short period of time.
The procedures in this document were developed based on the following key assumptions:

- Emergencies or threatened emergencies can adversely impact the Department’s ability to continue to support essential functions and to provide support to the City’s operations and citizens;
- Emergencies and threatened emergencies differ in priority and impact;
- The impact of an emergency may affect Department operations and performance of essential functions;
- Outside assistance may be interrupted or unavailable during an emergency; and
- City departments and offices must be prepared to operate without help for at least 72 hours.

IV. Mission Essential Functions

MEFs as defined by national COOP guidance are those functions that City departments are required to maintain or immediately restore during or after an emergency. The ability to continue MEFs ensures the safety and well-being of the general populace.

This COOP establishes activation priorities to ensure that the Department of Animal Services can continue or recover the Department’s MEFs. The Department shall ensure that critical Department MEFs can continue or resume as rapidly and efficiently as possible during an emergency including Department relocation, if necessary. MEFs must proceed without interruption. Any task not deemed an MEF shall be deferred until normal operations resume.

In addition to respective Department MEFs, all non-sworn employees are Disaster Service Workers (DSWs). The DSW function is considered an MEF. Those departments declaring no identified MEFs will utilize their staffing, expertise and skill set throughout the City to assist overall City continuity efforts. DSWs will be assigned to support functions throughout the City through coordination in the Emergency Operations Center (EOC) and with the Personnel Department.

Tables 1-3 list the Department of Animal Services MEFs by priority, along a recovery timeline of 30 days, with the minimum personnel needed to accomplish each particular MEF. The basis for identification as an essential City operation is shown under the “Authority” column as Mandate, Executive Directive, or City Policy.
### Table 1: MEFs Performed within 24 hours of COOP Activation

<table>
<thead>
<tr>
<th>Priority</th>
<th>Mission Essential Functions</th>
<th>Minimum Personnel</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provide for the protection of residents from animal health and safety issues</td>
<td>12 ACO</td>
<td>LAMC</td>
</tr>
<tr>
<td>2</td>
<td>Maintain a public pound to hold displaced animals</td>
<td>42 ACT</td>
<td>City Charter</td>
</tr>
<tr>
<td>3</td>
<td>Provide for the care and treatment of injured/sick animals</td>
<td>42 ACT 6 DMS</td>
<td>LAMC</td>
</tr>
<tr>
<td>4</td>
<td>Provide confinement for animals under public health surveillance for communicable disease</td>
<td>6 ACT 6 DMS</td>
<td>LAMC</td>
</tr>
<tr>
<td>5</td>
<td>Contact employee’s currently not on duty, to respond to alternate facility to ensure continuity of services and support for field and shelter operations</td>
<td>2</td>
<td>DSW / Mayor Executive Directive / Department Emergency Plan</td>
</tr>
<tr>
<td>6</td>
<td>Provide information to residents on services provided to the public</td>
<td>2</td>
<td>Department Emergency Plan</td>
</tr>
</tbody>
</table>

### Table 2: MEFs One Week after COOP Activation

<table>
<thead>
<tr>
<th>Priority</th>
<th>Mission Essential Functions</th>
<th>Minimum Personnel</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Continue to provide for the protection of residents from animal health and safety issues</td>
<td>12 ACO</td>
<td>LAMC</td>
</tr>
<tr>
<td>2</td>
<td>Continue to maintain a public pound for displaced animals</td>
<td>42 ACT</td>
<td>City Charter</td>
</tr>
<tr>
<td>3</td>
<td>Continue to provide for the care and treatment of injured/sick animals</td>
<td>42 ACT 6 DMS</td>
<td>LAMC</td>
</tr>
<tr>
<td>4</td>
<td>Continue to provide confinement for animals under public health surveillance for communicable disease</td>
<td>6 ACT 6 DMS</td>
<td>LAMC</td>
</tr>
<tr>
<td>5</td>
<td>Continue to provide information to residents on services provided to the public</td>
<td>12 DSW</td>
<td>Mayor Executive Directive</td>
</tr>
<tr>
<td>6</td>
<td>Obtain and provide essential supplies for feed and care of animals and personnel</td>
<td>12 ACT</td>
<td>LAMC</td>
</tr>
</tbody>
</table>

### Table 3: MEFs One Month after COOP Activation

<table>
<thead>
<tr>
<th>Priority</th>
<th>Mission Essential Functions</th>
<th>Minimum Personnel</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Continue to provide for the protection of residents from animal health and safety issues</td>
<td>12 ACO</td>
<td>LAMC</td>
</tr>
<tr>
<td>2</td>
<td>Continue to maintain a public pound for displaced animals</td>
<td>42 ACT</td>
<td>City Charter</td>
</tr>
<tr>
<td>3</td>
<td>Continue to provide for the care and treatment of injured/sick animals</td>
<td>42 ACT 6 DMS</td>
<td>LAMC</td>
</tr>
<tr>
<td></td>
<td>Continue to provide confinement for animals under public health surveillance for communicable disease</td>
<td>6 ACT 6 DMS</td>
<td>LAMC</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>5</td>
<td>Continue to provide information to residents on services provided to the public</td>
<td>12 DSW</td>
<td>Mayor Executive Directive</td>
</tr>
<tr>
<td>6</td>
<td>Continue to provide essential supplies for feed and care of animals and personnel</td>
<td>12 ACT</td>
<td>LAMC</td>
</tr>
</tbody>
</table>

Table 4: MEF Interdependencies

Table 4a: Department Dependencies

<table>
<thead>
<tr>
<th>Mission Essential Function</th>
<th>Department/Agency</th>
<th>Service Dependency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposal of Deceased Animals</td>
<td>Sanitation</td>
<td>Disease Control</td>
</tr>
<tr>
<td>Monitor Quarantined Animals</td>
<td>LA County Health Department</td>
<td>Public Health &amp; Safety</td>
</tr>
<tr>
<td>Provide Supplies, Equipment, Maintain Facilities</td>
<td>General Services</td>
<td>Operational Shelter and Personnel Needs</td>
</tr>
<tr>
<td>Provide Operational Vehicles (Repairs, Fuel)</td>
<td>Fleet Services</td>
<td>Field Operations</td>
</tr>
<tr>
<td>Utilities (Electricity &amp; Water)</td>
<td>DWP</td>
<td>Operational Department Functions</td>
</tr>
<tr>
<td>Provide Communications (phone, radio, internet)</td>
<td>ITA</td>
<td>Communications between shelters, field operations, public information</td>
</tr>
<tr>
<td>Safety &amp; Security at Facilities</td>
<td>GSD-Police</td>
<td>Provide security for facilities &amp; personnel</td>
</tr>
<tr>
<td>Provide assistance to field personnel</td>
<td>LAPD</td>
<td>Supplemental Law Enforcement</td>
</tr>
</tbody>
</table>

Table 4b: Department Support Functions

<table>
<thead>
<tr>
<th>Mission Essential Function</th>
<th>Department/Agency</th>
<th>Service Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assist with Animal Enforcement</td>
<td>LAPD</td>
<td>Provide transportation, housing, assistance</td>
</tr>
<tr>
<td>Assist with Animal Enforcement &amp; Rescue Operations</td>
<td>LAFD</td>
<td>Provide transportation, housing, rescue assistance</td>
</tr>
</tbody>
</table>

V. Department Authorities

Department of Animal Services authorities and responsibilities are supported by policy and mandates identified in the documents listed in Appendix A: Authorities and References.

Department authority to activate and direct a COOP lies with the GM, followed by the orders of succession. Additional authorities and responsibilities for the department include:

- Authority to operate municipal shelters
- Authority to enforce City Ordinance and State Laws pertaining to Animals
- Authority to issue citations, serve warrants, make arrests and carry firearms
- Authority to activate DOC
VI. Concept of Operations

This section outlines COOP activation and implementation procedures. The decision to activate the Department COOP, because of an emergency or potential emergency, is based on the extent of the impact of LAAS to perform its MEFs. This section also provides a general description of actions that will be taken by LAAS to transition from normal operations to COOP activation, staff responsibilities and relocation to alternate location(s) if necessary.

Incidents may occur with or without warning, during on-duty or off-duty hours. Whatever the incident or threat, the Department of Animal Services’ COOP can be executed. In many cases, it is likely there will be a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation should normally allow the partial, limited, or full activation of the COOP with a complete and orderly alert and notification of all LAAS personnel.

In the absence of a warning, the process of activation becomes less routine and potentially more difficult. The ability to execute the COOP will depend on the incident’s impact—such as its impact on the facilities, whether personnel are present, and hour of impact.

A. Decision to Activate

The GM, or their designee, may decide to activate the Department’s COOP based on, but not limited to the following:

- The Department’s ability to perform MEFs;
- The inaccessibility of the Department’s primary facility or other essential facilities; or
- Any incident or event that results in critical staff shortages.

When a decision is made to activate the COOP, the EMD Duty Officer shall be notified via phone at (213) 200-6414 and via email at emddutyofficer@laCity.org. In the absence of a GM, the Department shall follow their designated line of succession.

1. Order of Succession

LAAS maintains an order of succession to ensure continuity of MEFs. The order of succession establishes that each successor shall have full authority to make decisions and act on behalf of the Department GM during an emergency.

Authority to exercise the order of succession is granted when the GM is unable or unavailable to perform their duties for any reason during the COOP activation. Notifications to the EMD Duty Officer are required whenever the order of succession is implemented during the COOP activation. The order of succession for LAAS is documented in Table 5 below.

Table 5: Order of Succession

<table>
<thead>
<tr>
<th>Order of Succession</th>
<th>Position Title</th>
</tr>
</thead>
</table>

16
<table>
<thead>
<tr>
<th>Order of Succession</th>
<th>Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Manager</td>
</tr>
<tr>
<td>2</td>
<td>Director of Field Operations – Field</td>
</tr>
<tr>
<td>3</td>
<td>Director of Field Operations – Shelter</td>
</tr>
<tr>
<td>4</td>
<td>Director of Field Operations – Clerical</td>
</tr>
<tr>
<td>5</td>
<td>Assistance General Manager</td>
</tr>
<tr>
<td>6</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>7</td>
<td>Chief Veterinarian</td>
</tr>
</tbody>
</table>

2. **Delegation of Authority**

Delegation of Authority specifies who is authorized to make decisions or act temporarily on behalf of the Department head if they are unable to perform their duties. Delegation of Authority applies to a Department’s essential operations and other responsibilities as assigned by the Office of the Mayor during COOP activation.

The General Manager or in his/her absence, the Director of Field Operations/EMD, will be responsible for the overall command of the emergency and the COOP. He/she will coordinate as necessary through joint efforts for governmental agencies and private organizations. EMD Lead will support the Director of Field Operations/EMD with all emergency preparedness activities and functions. The Assistant General Manager will be responsible for the financial and administrative functions to maintain operations.

The Director of Field Operations (Shelter) will have the oversight of shelter and medical operations. The Chief Veterinarian is responsible for the remediation of animals for safety and welfare. The Director of Operations (Clerical) will have the oversight of clerical and volunteer operations.

3. **Devolution**

In the event LAAS is unable to perform their MEFs, transfer of statutory authority and responsibility shall take place. Departments must notify the EMD Duty Officer, who then notifies the Deputy Mayor of Homeland Security and Public Safety. Under extreme circumstances devolution of the Department may occur and a decision will be made by the Office of the Mayor regarding the reassignment of LAAS MEFs to other departments.

**B. Notifications**

When a decision is made to activate the COOP, the General Manager and Director of Field Operations - Field will initiate notifications to the COOP Team by notifying supervisory staff at each shelter and field. The Department will also ensure notifications of COOP activation are made to all Department staff.

**Notification System and Process:**

- Via telephone (landline and cellular)
- 800mhz radios
- Intranet
- Department Website
- Announcement to local radio and TV stations
- NIXEL
C. COOP Team

1. Organization

LAAS management and staff assigned to initiate actions under this plan are known as the LAAS COOP Team. The COOP Team should be restricted to only those personnel who possess the specific skills and experience necessary to assess the impact and coordinate the support needs and identification of MEFs. The COOP Team is responsible for planning and logistical coordination, such as determining an incident action plan, resource accountability, and ensuring activation of mission essential functions. Changes to the COOP Team members during the COOP activation are at the discretion of the General Manager.

The following table identifies COOP Relocation Team positions and essential personnel:

![Chart: COOP Relocation Team Organizational Chart](chart.png)

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager</td>
<td>General Manager or Designee</td>
</tr>
<tr>
<td>Administration/Systems</td>
<td>Assistant General Manager</td>
</tr>
<tr>
<td>COOP Team Leader</td>
<td>Director of Field Operations – Field</td>
</tr>
<tr>
<td>Facilities</td>
<td>Director of Field Operations – Shelter</td>
</tr>
<tr>
<td>Staffing</td>
<td>Each Director and the AGM Contacts their staff to respond.</td>
</tr>
</tbody>
</table>

2. Implementation Procedures

The Director of Field Operations: Field acting as the Department’s COOP Team Leader shall determine what COOP elements will be implemented based on the impacts of the emergency. The COOP Team
Leader will provide instructions and direction to COOP team members including but not limited to assignments, reporting location, and transportation.

The COOP Team, once activated, must be able to coordinate MEFs with minimal resource support, including assigning mission essential personnel, until full operations are re-established. Mission essential personnel, under COOP Team instruction and leadership, ensure that the Department performs specific MEFs to which they are assigned. Refer to Tables 1-3. This may also necessitate the use of an alternate location and/or crisis staffing protocols.

To aid in the COOP implementation process, the COOP team should utilize the COOP Implementation Checklist in Attachment A.

Table 6: COOP Team Positions with Assigned Responsibilities

<table>
<thead>
<tr>
<th>COOP Team Function</th>
<th>Position Title</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin/Systems</td>
<td>Assistant General Manager (AGM)</td>
<td>Public Information, Payroll, Financial Records, Information Management, Social Media, Communication, Internet, Radio, Phones</td>
</tr>
<tr>
<td>Leader</td>
<td>Director of Field Operations: Field</td>
<td>Activating COOP, notification to COOP Team Members, Field Operations Continuity</td>
</tr>
<tr>
<td>Facilities</td>
<td>Director of Field Operations: Shelter</td>
<td>Assessment of all facilities for operational functions, equipment and supplies are readily available</td>
</tr>
</tbody>
</table>

The COOP Team will verify the range of communication systems that are still available to the Department immediately after the emergency. Communication resources should provide for accessible and effective communications for people with disabilities and others with access and functional needs.

Some examples of communication systems that may be used following an incident are provided below:

- Telephone (Landline, Cellular)
- Intranet Web Site
- Electronic Mail (E-Mail)
- Mobile Text Messaging
- NotifyLA, NIXEL
- Department Notification System
- Local Radio and Television Emergency Alerts [Emergency Alert System (EAS)]
- Social Media
- 800 MHz Radios

D. Personnel and Operational Hours

Personnel accountability is an imperative. Per the LAAS Department Emergency Plan (DEP), Director of Field Operations: Field, Shelter and Clerical are responsible for providing staff rosters and accounting for staff. All supervisors will report back to senior Department leadership and/or the Department Operations Center (DOC) or Emergency Operations Center (EOC) on the status of their staff.
After COOP activation, affected departments may be required to function at a 24-hour, seven-day operational capacity. As such, it is recommended to staff the COOP Team in two 12-hour shift assignments. Additional Department staff will be assigned to support the COOP Team if support is needed.

The COOP Team and Department leadership will implement the Department's MEFs. Priorities will be adjusted based upon the incident impact. Mission essential personnel will be assigned to Department functions as necessary.

The Los Angeles Administrative Code (Chapter 3, Sec. 8.30) states that the Mayor "may require emergency service of any City officer, employee, or citizen, and may requisition necessary personnel or material of any City Department or agency." Moreover, in any emergency, City employees may be assigned, regardless of their civil service class, any duties that they are capable of performing safely.

It is, therefore, the policy of the City of Los Angeles that in the event of a disaster during normal working hours, all City employees shall remain at work to make themselves available for disaster relief, and each General Manager is responsible to ensure that their employees do so. No supervisor is authorized to release any employee from work in the event of a disaster, without the approval of the GM, or their designee. Employees who leave without such authorization shall be subject to discipline.

In the event that a disaster occurs outside normal working hours, all employees in public safety operations shall respond according to established emergency response procedures for their Departments. All other employees are hereby directed to listen to the Emergency Alert System (EAS) which can be found on most radio and television stations, and to comply with instructions given for City employees. In general, all employees will be expected to report to work as normal unless they are informed over the EAS.

1. Mayor’s Authority for Release of Employees

Only the Mayor has the authority to order a general release of City employees in the event of any disaster. However, the Mayor may authorize GMs, or their designee, to exercise their judgment in releasing individual employees to return home. It is the City policy that employees who leave their assignment without authorization may be subject to disciplinary action.

2. Mayor’s Authority for Disaster Service Worker Program Activation

Department staff may be assigned temporary duties outside of their Department under the Mayor’s direction as specified in the City Administrative Code under the Disaster Service Worker (DSW) Program. Under this policy, in an emergency the Mayor may make temporary transfers of employees, not to exceed 120 days in any calendar year, from one appointed office or department to another to relieve temporary shortages in personnel regardless of their Civil Service class, for any duties that they are capable of performing safely. The Mayor also retains the authority to move material resources to any area of the City of Los Angeles or to any City Department. City staff has been trained on the program mandates and are aware that they may be required to perform functions for other departments or in different capacities than their normal job duties.
E. Primary and Alternate Location Operations

Certain hazards may impact Department operations to the extent that the primary facility is inaccessible. Appendix D identifies both critical and non-critical facilities utilized by LAAS along with alternate locations.

**NOTE:** Proposed alternate facilities may be evaluated by GSD and ITA for priority, availability, and systems/supply support. Based on future evaluations, departments may be requested to identify different alternate facilities/locations.

1. Security and Access Control

The COOP Team Leader should ensure that security for personnel, assets, and information are in place at any location utilized by Department staff for MEFs.

Security at any location utilized by Department staff for MEFs should include duplication of the level of security that had been in place at the primary facility. When utilizing a facility under the control of another City department, LAAS will follow any existing security measures at that location. At a minimum, LAAS will require employee ID or proof of identification.

2. Department Systems

Any location utilized by LAAS for execution of MEFs should have systems that ensure the Department can carry out core services. These systems include both IT controlled systems and isolated systems under Department control only. Current systems at LAAS primary and alternate facilities are listed in Table 7.

### Table 7: Department Systems

<table>
<thead>
<tr>
<th>System Name</th>
<th>Current Location</th>
<th>Alternate Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITA Firewall System</td>
<td>200 N Main Street</td>
<td>ITA backs-up (City Hall East)</td>
</tr>
</tbody>
</table>

3. Critical Communications Modes

Several types of communication modes have been determined to be critical to the mission essential functions for LAAS. These hard wired, cellular, and internet based systems ensure LAAS connectivity to carry out their necessary responsibilities, communicate with Department personnel, and inform the public of any impacts to services. A list of critical communications modes, and their backup locations, can be found in Appendix E.
4. Vital Files, Records, and Databases

This section will identify and describe the back-up protection procedures of vital files, records, systems, data management software, databases, and equipment (including sensitive, restricted, or confidential data as defined by the City or other regulations) necessary to perform MEFs. The listed required systems must be maintained or resumed if impacted during an emergency and are key elements in continuity of operations planning.

The Department of Animals Services will build contingencies to carry out MEFs in situations ranging from full technological capability all the way down to situations requiring the use of a manual documentation process. The categories of LAAS vital files, records, systems or databases essential to the Department’s critical operation are identified below and the Assistant General Manager / System Analyst will ensure that these records are maintained and updated as needed.

Appendix G lists vital files, records, databases such as personnel files, City legal records, compliance databases, City plans, employee forms required by law, contracts. The files are identified as sensitive, restricted, or confidential, format (electronic or hardcopy) and whether it is stored or hand carried to an alternate facility.

F. Reconstitution to Normal Operations

When the performance of MEFs is adequately underway and any transition to alternate facilities is completed, Department recovery planning should begin in order to ensure a coordinated transition back to normal operations as directed by the Office of the Mayor.

When the threat or actual emergency no longer exists, the GM, or their designee, will provide instructions to staff on the procedures to resume normal operations. All LAAS personnel will be notified via the same processes outlined in section VI: B, Notifications. All departments shall review and reference the Department Reconstitution Checklist in Attachment B.

VII. Test, Training, and Exercises

The development of training and periodic exercises to validate this COOP will guarantee that personnel are adequately trained. It also ensures an effective identification of the necessary resources, equipment, and systems to support mission essential functions. In order to accomplish this, employee training will be conducted, followed by periodic testing of all alert and notification procedures. In conjunction with periodic testing, the Department will conduct periodic exercises to test COOP implementation, relocation, capabilities of the alternate location, and interoperable communications. Utilizing the after action reporting process, the LAAS COOP will be updated with the improvements from lessons learned.

VIII. COOP Maintenance

The Director of Field Operations: Field will review and update the plan on an annual basis. Annual updates will include any changes to COOP procedures, COOP Team members, resources and communication systems at the primary and alternate location, Department or City policies, and other essential COOP elements. A current approved COOP must be submitted each year.
The GM, or their designee, shall approve all changes to the COOP.

The annual approval date and additional revisions made throughout the calendar year will be completed on the “Record of Changes.”

A revised COOP shall be distributed to Department staff after approval via posting on the Department Intranet Site and notification of all supervisory personnel from each division at each district via email. A hard copy of the LAAS COOP can be found at in the “Red Emergency Information Binders” distributed to each district. Electronic copies of the COOP can be accessed on the Department Intranet Bulletin Board under the “Emergency Management” Section.

All departments are required to submit an electronic and hard copy of their updated, approved Continuity of Operations Plan to the Emergency Management Department’s Planning Unit.

Due to the sensitive information contained in this COOP, the GM will also ensure that distribution of this plan is limited to employees of LAAS and an accounting of those who have access to the plan is maintained.

Table 8: COOP Maintenance Responsibilities

<table>
<thead>
<tr>
<th>Task</th>
<th>Position Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review and Approval</td>
<td>Director of Field Operations: Field</td>
</tr>
<tr>
<td>Annual Update and Submission</td>
<td>Emergency Management Coordinator</td>
</tr>
<tr>
<td>Identification of MEFs</td>
<td>Director of Field Operations: Field</td>
</tr>
<tr>
<td>Facility Logistics</td>
<td>Director of Field Operations: Shelter</td>
</tr>
<tr>
<td>Plan Training and Exercise</td>
<td>Training Division / Emergency Management Coordinator</td>
</tr>
</tbody>
</table>

Table 9: COOP Maintenance Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Tasks</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan update</td>
<td>• Review entire plan for accuracy</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td>• Incorporate lessons learned and changes in policy and philosophy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Update Orders of Succession/Delegation of Authorities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Manage distribution of plan updates</td>
<td></td>
</tr>
<tr>
<td>Checklists</td>
<td>Update and revise checklists</td>
<td>Annually</td>
</tr>
<tr>
<td>Change in COOP Team and</td>
<td>Provide an orientation and training</td>
<td>As changes occur</td>
</tr>
<tr>
<td>Contingency staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Train other new staff members</td>
<td>• Provide an orientation</td>
<td>Within 90 days of hire or transfer date</td>
</tr>
<tr>
<td></td>
<td>• Schedule participation in all training and exercise events</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Tasks</td>
<td>Frequency</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| Maintain alternate work site readiness (for departments with Essential Functions) | • Check all systems  
• Verify access codes and systems  
• Cycle supplies and equipment as needed  
• Ensure alternate facility/location availability  
• Review and update supporting Memoranda of Understanding/Agreements | Annually   |

IX. Appendices

Appendix A: Authorities and References

- California Emergency Services Act
- California State Law (Section 3100-3109)
- Executive Order 12148, Federal Emergency Management, July 20, 1979, as amended
- Los Angeles Charter and Administrative Code
- Mayoral Executive Directive No. 16
- National Continuity Policy Implementation Plan, August 2007
- National Response Framework, January 2008
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (42 U.S.C. 5121, et seq.)

Appendix B: Supporting Documents (Including MOAs/MOUs/Emergency Contracts)

Please provide a list of your agency’s emergency contracts. For example, if you have emergency food, fuel, alternate facility contracts, specify the following information in the table below:

<table>
<thead>
<tr>
<th>Agreement Type</th>
<th>Contract Name</th>
<th>Contract #</th>
<th>Contract Term</th>
<th>Contract Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/a</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix C: Orders of Succession Contact List

Appendix C identifies positions which have full authority to make decisions on behalf of the GM during an emergency, should the GM be unable to fulfill their responsibilities.
<table>
<thead>
<tr>
<th>Order of Succession</th>
<th>Position Title</th>
<th>Name</th>
<th>Phone Number</th>
<th>Alternate Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Manager</td>
<td>Brenda Barnette</td>
<td>213-435-0815</td>
<td>213-482-9556</td>
</tr>
<tr>
<td>2</td>
<td>Director of Field Operations: Field</td>
<td>Mark Salazar</td>
<td>213-305-4104</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Director of Field Operations: Shelter</td>
<td>Louis Dedeaux</td>
<td>213-305-4111</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Director of Field Operations: Clerical</td>
<td>Jan Selder</td>
<td>213-305-4133</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Assistant General Manager</td>
<td>Dana Brown</td>
<td>213-760-1025</td>
<td>213-482-9507</td>
</tr>
<tr>
<td>6</td>
<td>Emergency Management Coordinator</td>
<td>Susan Botta</td>
<td>213-305-9067</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Chief Veterinarian</td>
<td>Jeremy Prupas</td>
<td>213-407-2153</td>
<td></td>
</tr>
</tbody>
</table>

**Appendix D: Department Facilities/Locations**

Appendix D identifies all facilities/locations utilized by the Department of Animal Services.

<table>
<thead>
<tr>
<th>Name of Department Subsection/Division</th>
<th>Primary Location (Address)</th>
<th>Critical Facility? (Y/N)</th>
<th>Alternate Location 1</th>
<th>Alternate Location 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>221 N. Figueroa St. 6th Floor, Los Angeles, CA 90012</td>
<td>Y</td>
<td>Any Shelter</td>
<td>Any Shelter</td>
</tr>
<tr>
<td>North Central Shelter</td>
<td>3201 Lacy St., Los Angeles, CA 90031</td>
<td>Y</td>
<td>Chesterfield Square</td>
<td>North Central</td>
</tr>
<tr>
<td>East Valley Shelter</td>
<td>14409 Vanowen St., Van Nuys, CA 91405</td>
<td>Y</td>
<td>North Central</td>
<td>West Valley</td>
</tr>
<tr>
<td>Chesterfield Square</td>
<td>1850 W 60th St., Los Angeles, CA 90047</td>
<td>Y</td>
<td>Harbor</td>
<td>North Central</td>
</tr>
<tr>
<td>West Valley Shelter</td>
<td>20655 Plummer St., Chatsworth, CA 91331</td>
<td>Y</td>
<td>East Valley</td>
<td>North Central</td>
</tr>
<tr>
<td>West Los Angeles</td>
<td>11361 W. Pico Blvd, Los Angeles, CA 90064</td>
<td>Y</td>
<td>North Central</td>
<td>Chesterfield Square</td>
</tr>
<tr>
<td>Harbor Shelter</td>
<td>957 N Gaffey St., San Pedro, CA 90731</td>
<td>Y</td>
<td>Chesterfield Square</td>
<td>West Los Angeles</td>
</tr>
</tbody>
</table>

**Appendix E: Critical Communication Modes**

The success of operations at an alternate facility/location depends on the availability and redundancy of critical communications modes to support connectivity to internal and external organizations, other
departments, critical customers, and the public. Interoperable communications should provide the following:

Communications capability that adequately supports MEFs

- Ability to communicate with key COOP Team members, mission essential personnel, other support staff, management, and other City departments
- Ability to communicate with other organizations and emergency personnel
- Access to data and systems necessary to conduct MEFs
- Ability to operate in the alternate facility/location within 12 hours, and for up to 30 days

<table>
<thead>
<tr>
<th>Communication Mode</th>
<th>Current Provider/Primary Facility/Location Specifications</th>
<th>Alternate Facility/Location Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone Lines/Jacks</td>
<td>ITA (AT&amp;T)</td>
<td>N/a</td>
</tr>
<tr>
<td>Fax</td>
<td>ITA</td>
<td>N/a</td>
</tr>
<tr>
<td>ACD/IVR</td>
<td>ITA</td>
<td>N/a</td>
</tr>
<tr>
<td>Cellular Phones</td>
<td>Verizon Wireless</td>
<td>N/a</td>
</tr>
<tr>
<td>Pagers</td>
<td>N/a</td>
<td>N/a</td>
</tr>
<tr>
<td>Videoconferencing</td>
<td>N/a</td>
<td>N/a</td>
</tr>
<tr>
<td>Network Connectivity</td>
<td>ITA</td>
<td>N/a</td>
</tr>
<tr>
<td>Data Lines/Jacks</td>
<td>ITA</td>
<td>N/a</td>
</tr>
<tr>
<td>Computers (laptops, PCs, etc.)</td>
<td>LAAS IT</td>
<td>N/a</td>
</tr>
<tr>
<td>Printers</td>
<td>LAAS IT</td>
<td>N/a</td>
</tr>
<tr>
<td>E-mail</td>
<td>ITA LAGEECS</td>
<td>N/a</td>
</tr>
<tr>
<td>Internet/Wireless Broadband</td>
<td>ITA (Verizon)</td>
<td>N/a</td>
</tr>
<tr>
<td>Radio Communication (i.e. 800MHz)</td>
<td>ITA (Samsung)</td>
<td>N/a</td>
</tr>
<tr>
<td>Wireless</td>
<td>ITA (Verizon)</td>
<td>N/a</td>
</tr>
<tr>
<td>Other</td>
<td>N/a</td>
<td>N/a</td>
</tr>
</tbody>
</table>
Appendix F: Alternate Location/Facility Supplies

Appendix F details information on necessary supplies if alternate locations need to be used.

<table>
<thead>
<tr>
<th>Supply</th>
<th>Quantity</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/a</td>
<td>N/a</td>
<td>N/a</td>
</tr>
</tbody>
</table>

Appendix G: Vital Files, Records and Databases

Appendix G details information on vital files, records, databases, and their locations before an incident. Appendix G also shows which vital files, records, and databases are duplicated in additional locations.

<table>
<thead>
<tr>
<th>Vital File, Record, or Database</th>
<th>Sensitive, Restricted or Confidential</th>
<th>Format</th>
<th>Pre-positioned at Alternate Location (Y/N)</th>
<th>Hand Carried to Alternate (Y/N)</th>
<th>Backed up at Third Location (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Confidential</td>
<td></td>
<td>N</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Personnel Files</td>
<td>Confidential</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Response Plans</td>
<td>Restricted</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Supplies for ADA Compliance</td>
<td>Sensitive</td>
<td></td>
<td>N</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Computer Back Up Devices</td>
<td>Confidential</td>
<td></td>
<td>Y</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Emergency Binders</td>
<td>Sensitive</td>
<td></td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Nixel Contact List</td>
<td>Confidential</td>
<td></td>
<td>N</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>

Appendix H: Human Services

The assigned COOP Team Leader is responsible for any special accommodations, such as refrigeration for pharmaceutical and medical supplies, needed by COOP Team members or other mission essential personnel.

In extreme circumstances City departments may need to coordinate additional support such as lodging, food, etc. if COOP Team members are required to work extended shift hours.

The Personnel Department is the City coordinator for arranging the staffing of emotional welfare counselors for City employees at the EOC if needed. In addition, the Personnel Department oversees the Employee Assistance Program for City employees and their families.
X. Attachments

Attachment A: COOP Implementation Checklist

Department COOP Implementation Checklist

*Use this checklist as guidance for department reconstitution considerations.*

☐ Has the executive decision been made to activate the Department Continuity of Operations Plan (COOP)?

☐ Have you evaluated your operation and determined if you need to activate your alternate facility/location?

☐ Is the alternate facility/location prepared for your relocation, including security measures?

☐ Have you evaluated your operation and determined if you need to contact your staff or request additional staff from another department?

**Have you notified:**

☐ The Emergency Management Department  
[Duty Officer Contact: (213) 200-6414, emddutyofficer@laCity.org]

☐ Deputy Mayor of Homeland Security and Public Safety

☐ Alternate Facility/Location Point of Contact

☐ Your department’s COOP Team

☐ Mission Essential Personnel

☐ Support staff

☐ Advisories to other department staff

☐ Other City departments as appropriate (such as General Services)

☐ Other external organizations, as appropriate

☐ Critical customers

**Have you transported the following to the alternate facility/location:**

☐ Vital files, records, databases

☐ Supporting communications resources i.e. radios, etc.

☐ Information Technology hardware and software, as appropriate?

☐ Other necessary equipment?
Have you transferred the performance of essential functions or activities to the alternate facility/location?

Have you secured the primary facility/location, including any equipment or vital records left behind?

Attachment B: Department Reconstitution Checklist

Department Reconstitution Checklist
Use this checklist as guidance for department reconstitution considerations.

Has the executive decision been made to return to the primary facility/location?

Is the primary facility/location, or other temporary or permanent facility/location, prepared for your return, including security measures, water, power, heating, and air conditioning, etc.?

Have you notified:

The Emergency Management Department
[Duty Officer Contact: (213) 200-6414, emddutyofficer@laCity.org]

Deputy Mayor of Homeland Security and Public Safety

Alternate Facility/Location Point of Contact

Your department’s COOP Team

Mission Essential Personnel

Support staff

Other departmental staff

Other City departments as appropriate (such as General Services)

Other external organizations, as appropriate

Critical customers

Have you transported the following back to the primary facility/location:

Vital files, records and databases

Supporting communications

Information Technology hardware and software, as appropriate?

Other necessary equipment?
☐ Have you transferred the performance of essential functions or activities back to the primary facility/location?

☐ Have you secured the alternate facility/location or worked with the point of contact to secure the alternate facility/location?

☐ Have you conducted an after-action review to assess the performance of the essential functions at the alternate facility/location and prepared a remedial action plan to correct any areas of concern?

Add additional Attachments or Appendices here, and make sure they are properly referenced in the document.