

**COUNTY OF LOS ANGELES
LOS ANGELES COUNTY OPERATIONAL AREA
EMERGENCY RESPONSE PLAN FOR EMERGENCY OPERATIONS
MATRIX OF RESPONSIBILITIES
POLICY AND DEFINITION OF TERMS**

DEPARTMENTS' EMERGENCY RESPONSIBILITIES

Under Chapter 2.68 of the County Emergency Ordinance, all officers and employees are a part of the County Emergency Organization. All County departments, commissions, agencies, boards, and districts have emergency duties as prescribed in the Los Angeles County Operational Area Emergency Response Plan for Emergency Operations. Following are definitions for the responsibilities assigned to departments in the Los Angeles County Operational Area Emergency Response Plan Matrix.

"P" – PRINCIPAL AGENCY

The "Principal Agency" (Lead department) is the County department or private organization with the primary or lead responsibility for carrying out the emergency response function listed at the top of the matrix.

"S" – SUPPORTING AGENCY

A "Supporting Agency" may be defined as one of the following:

1. A department or agency with a significant role or responsibility to either carry out or assist in carrying out the emergency response function listed at the top of the matrix;
or,
2. A department or agency that is expected to (and can) defer most, if not all, of its normal day-to-day operations during a disaster to devote its personnel and equipment to carrying out the function it is assigned during the emergency response phase.

“R” – POTENTIAL RESOURCE

A “Potential Resource” is a department or agency that has either equipment, personnel, or specialized/skilled staff that may be a potential resource to a Principal Agency. It is possible for a department to be a Support Agency to a Principal Agency for a specific emergency response function, while at the same time a Potential Resource to one or more other Principal Agencies for other emergency functions.

As part of the County Emergency Organization, any County department, whether or not they have been assigned specific emergency roles, may be called upon to provide emergency assistance to other departments. For example, if interpreters are needed to assist with non-English speaking disaster victims, any department may be called upon to provide bilingual staff to assist.

IMPLEMENTATION OF SUPPORT AND RESOURCE AGENCY ROLES

Support and Resource Agency departments are expected to comply immediately with reasonable requests for assistance from Principal Agency departments. However, in the event the request will impede the ability of the Support or Resource Agency department to fulfill its normal primary *and* non-deferrable mission, the Principal Agency department and the Support or Resource Agency department will inform the Chief Executive Office (CEO) staff in the County Emergency Operations Center (CEOC). In those instances, the final decision to divert a department's resources from its normal primary mission to disaster support activities will be made by the CEO or its representative.

“C” – COORDINATION

A department designated by “C” coordinates, or assists in coordinating emergency response functions between departments and/or outside agencies. As a rule, the Coordination Agency department is not directly responsible for performing the function or service. They may, however, be the only County department with a natural tie to the function, hence the assignment.

“L” – LIAISON

A “Liaison” department provides liaison to other departments and/or outside agencies that are performing specific emergency response functions. The Liaison Agency department is not responsible for performing those functions or coordinating the activities of the departments or agencies that are responsible. They may, however, be the only County department with a natural tie to the function, hence the assignment.

COMMUNICATION AND TRAINING

Each County department is aligned with a Principal Agency/Lead department for exchange of information and training purposes. The Principal Agency communicates and interacts with its “Contact” departments on relevant joint emergency planning, training, and exercises.

COORDINATION AND COMMUNICATION DURING EMERGENCY OPERATIONS

Principal/Lead department representatives in the CEOC need to be aware of the status/availability of the resources they may need in order to carry out its primary emergency mission. To accomplish this, Support and Resource Agency departments must keep track of the resources they have deployed, and the resources they still have available, and be able to furnish the information quickly to its lead department DOC. Lead DOC’s will communicate information to its representatives in the CEOC when requested.

Lead department representatives are not expected to be knowledgeable about resources other than those that pertain to its primary emergency mission. For example, the County Office of Education (COE) is a Support Agency department to the Department of Public Social Services (DPSS) for Care and Shelter; therefore, DPSS is expected to quickly get information about the schools COE has available for sheltering operations. The COE is a Resource Agency department to ISD for transportation; therefore, ISD is expected to quickly get information about how many busses COE has available to assist with transportation needs. In short, COE does not track busses and ISD does not track schools.