



*Los Angeles County*  
**BOARD OF SUPERVISORS POLICY MANUAL**

Policy #:	Title:	Effective Date:
<b>0.000</b>	<b>EMERGENCY MANAGEMENT IMPLEMENTATION TASK FORCE POLICY</b>	<b>03/03/08</b>

### **PURPOSE**

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Provides for the sustainability of emergency management planning strategies for specific unincorporated areas. Provides for the establishment of Emergency Management Implementation Task Forces to:

- Implement, review, and update unincorporated community specific emergency management strategies;
- Monitor community emergency management strategies to ensure they comply with County, State and federal planning guidelines including the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS);
- Advise the Office of Emergency Management and the Board of Supervisors Field Offices via the respective Supervisor about emergency management related issues;
- Test emergency management strategies through annual emergency preparedness drills and tabletop exercises; evaluate the results of the tests; and ensure the necessary changes are made to the strategies;
- Design and implement community education programs to increase awareness of community emergency management strategies including strategy updates and modifications; and
- Build community involvement and investment in emergency preparedness through ongoing communication and educational outreach programs regarding emergency management strategies.

### **REFERENCE**

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- ▶ July 3, 2001, Board Order #70
- ▶ September 20, 2005, Board Order #62-C
- ▶ October 23, 2007, Board Order #12

## **POLICY**

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It is the policy of the Board of Supervisors that the Chief Executive Office, Office of Emergency Management in conjunction with the affected Board Office and in consultation with the Chief Executive Office, Office of Unincorporated Area Services, shall establish an Emergency Management Planning Task Force for each unincorporated community that has developed specific emergency planning and preparedness strategies. The Policy establishes that each Emergency Management Implementation Task Force will:

- Develop operating procedures;
- Implement efforts to maintain and update emergency management planning strategies in the community for which it is established;
- Coordinate efforts of various County departments, State and federal agencies, local community organizations and businesses, public and private non-profits and institutions, and utility companies;
- Develop ongoing programs, goals and objectives;
- Provide an annual report to the Board of Supervisors on the status of the emergency management planning strategies for the community represented by the Emergency Management Planning Task Force; and

Ensure that members on the Emergency Management Planning Task Force include County Departments, State and local agencies as appropriate, local community organizations and businesses, and utility companies.

## **RESPONSIBLE DEPARTMENT**

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The Chief Executive Office, Office of Emergency Management, with assistance of the affected Board Office and in consultation with the Chief Executive Office, Office of Unincorporated Area Services, shall coordinate the implementation of the Emergency Management Planning Policy for unincorporated areas. The Chief Executive Office, Office of Emergency Management will co-chair the Emergency Management Implementation Task Force with the Board appointed member of the community and will coordinate implementation of the aforementioned Policy with the:

- Affected Board Office
- Chief Executive Office, Office of Unincorporated Area Services
- Sheriff
- Department of Animal Care and Control
- Fire Department
- Department of Health Services
- Department of Mental Health
- Department of Public Health
- Department of Public Social Services
- Department of Public Works

The Department of Parks and Recreation and the Office of Public Safety will be included if park

facilities are located in the affected unincorporated area community. Other County departments may be added as required.

The Guidelines for the formation of Emergency Management Implementation Task Forces are attached to this Policy.

**DATE ISSUED/SUNSET DATE**

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**Issue Date: March 3, 2009**

**Sunset Date: March 3, 2012**