

# CITY OF LOS ANGELES

CALIFORNIA



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MAYOR

## EMERGENCY MANAGEMENT DEPARTMENT

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Date: May 23, 2014

To: Honorable Members of the Budget and Finance Committee

From: Anna Burton, Interim General Manager  
Emergency Management Department

RE: **SPECIAL STUDY QUESTION NO. 83 – REPORT ON CITY SHELTER LOCATIONS  
AND IDENTIFICATION PROCESS**

The Emergency Management Department (EMD) works in direct coordination with agencies that support or have a leadership responsibility related to mass care and sheltering of the public in times of emergency or disaster. They include the Department of Recreation and Parks (RAP), Department on Disability (DOD), Department of Animal Services (ANI), American Red Cross (ARC), and the Los Angeles Unified School District (LAUSD). When an event occurs in the City of Los Angeles and it is deemed necessary to shelter members of the public, EMD, along with these partner agencies will use a Standard Operating Process (SOP) recently developed as part of the citywide review and revision of City emergency plans. This procedure applies when the determination is made in the field (Incident or Unified Command Post), in a Department Operations Center (DOC), and in the City of Los Angeles Emergency Operations Center (EOC). The SOP is currently under final review and approval.

Field or DOC requests to establish a shelter are coordinated through the EMD Duty Officer. The SOP includes step by step instructions to ensure there is appropriate coordination between the City and its mass care and shelter partners. All shelter sites must meet operational requirements for capacity, restrooms and shower facilities, parking, security, and all requirements associated with accessibility for people with disabilities and others with access and functional needs. A selected facility must meet the American with Disabilities Act (ADA) requirements in order to be activated, or specific temporary remediation measures must be undertaken. EMD has purchased supplies and has identified vendors who can be used to implement temporary fixes if an ADA deficiency is identified.

RAP has surveyed its facilities and determined that thirty (30) sites are ADA compliant and appropriate for sheltering the population in times of disaster. They have ranked these sites as "Tier I" locations, those most suitable and available as a mass care site. This site assessment was done using the Department of Justice, Americans with Disabilities Act Checklist for Emergency Shelters (July 26, 2007) and City of Los Angeles building code information. These RAP sites are the preferred locations for Evacuation Centers, Shelters, Family Assistance Centers (FACs), and Points of Distribution (PODs). A list of these RAP Tier I sites is attached.

In cases where the City's Emergency Operations Center (EOC) is activated, the Mass Care Branch will coordinate citywide mass care and shelter functions using the same site selection

SOP. All of the Mass Care and Shelter partners have representatives in this branch, and all must approve any specific shelter designation and activation during an emergency.

RAP and LAUSD have additional facilities that are available for designation and activation as shelter site during times of disaster. A shelter assessment tool is available to City and ARC staff during times of activation. This assessment tool includes, but is not limited to, the identification and detailing of site layout, safety, transportation, ADA requirements, and accessibility to services. When needed during an emergency, a list of potential LAUSD sites would be requested from the LAUSD representative based on the location and size of the incident. Any use of a LAUSD site would be contingent on a site assessment and temporary remediation related to ADA compliance, as necessary.

EMD and RAP Co-Chair a Shelter and Welfare Subcommittee. This Subcommittee reports through the Emergency Management Committee who formalizes recommendations, and as appropriate, forwards to the Emergency Operations Board. All Mass Care and Shelter partners are subcommittee members along with other key agencies including the Los Angeles Police Department (LAPD) and Los Angeles Fire Department (LAFD). The subcommittee coordinates planning efforts at the citywide level and is active in advanced event planning, such as the Los Angeles Marathon.

Although the City has a list of potential shelter sites, the specific decision on which one(s) to designate and activate is made on an incident or event specific basis. This ensures sites are operational, meet ADA requirements or can be remediated, and are safe and secure for the public. Once activated, shelter sites are generally managed by the ARC, although RAP staff have been cross trained to augment those resources. The RAP training has included Shelter Management and Shelter Operations training through the ARC training program.

To enhance the City's ability to support shelter operations, EMD, in coordination with the ARC, secured Homeland Security Grant Funds to purchase and pre-deploy shelter supplies and equipment. Twenty (20) caches have been purchased and deployed. They are currently staged at City Public Works yards, the City EOC, and RAP locations. The City caches include durable medical equipment, consumable medical supplies, personal assistance devices, and other goods as recommended by the May 2011 FEMA Grants Program Directorate Information Bulletin No. 361 and DOD. These caches are to be deployed to support mass care and shelter functions. EMD has a formal SOP on the use and deployment of these caches based on the size and scope of the incident. To ensure consistent and uniformity across the region, EMD is also working with the County of Los Angeles Office of Emergency Management to ensure caches purchased and staged across the region, and used by ARC sheltering staff, meet the same criteria and include the same supplies. These caches are in addition to the 84 shelter specific containers the ARC has deployed across the County of Los Angeles (attached).

EMD will continue to work with our Mass Care and Shelter Partners on implementation of the Site Selection, Site Assessment, Shelter Sustainment and Shelter Cache Deployment SOPs, and will coordinate all associated training.

Should you have any further questions, please contact me at (213) 484-4822.

Attachments

City of Los Angeles  
 Department of Recreation and Parks  
 Tier I Sites

CD	Facility Name	Address	Zip Code	RAP Region	Police Districts
4	Pan Pacific Senior Citizen Center	141 S. Gardner Ave., Los Angeles	90036	Griffith Metro	West
4	Pan Pacific Recreation Center	7600 Beverly Blvd., Los Angeles	90036	Griffith Metro	West
5	Westwood RC	1350 South Sepulveda Blvd., Los Angeles	90025	West	West
10	Queen Ann RC	1240 West Blvd., Los Angeles	90019	Griffith Metro	West
9	Slauson RC	5306 S. Compton Ave., Los Angeles	90230	Pacific	West
11	Westchester RC	7000 W. Manchester Ave., Los Angeles	90045	Pacific	West
11	Palisades RC	851 Alma Real Dr., Pacific Palisades	90272	West	West
5	Cheviot Hills RC	2551 Motor Ave., Los Angeles	90064	Valley	West
13	Bellevue RC	826 Lucile Ave., Los Angeles	90026	Griffith-Metro	Central
1	Lincoln Heights RC	2303 Workman St., Los Angeles	90031	Griffith-Metro	Central
14	El Sereno RC	4721 Klamath St., Los Angeles	90032	Griffith-Metro	Central
1	Alpine RC	817 Yale St., Los Angeles	90012	Griffith-Metro	Central
14	Hazard RC	2230 Norfolk St., Los Angeles	90033	Griffith-Metro	Central
10	LaFayette Multipurpose Center (Formerly Lafayette Park/Senior Citizen Center)	625 South Lafayette Park Place, Los Angeles	90057	Metro	Central
10	Baldwin Hills RC	5401 Highlight Pl., Los Angeles	90016	West	South
15	Bogdonovich RC	1920 Cumbre Dr., San Pedro	90732	Habour	South
9	EXPO CENTER	3980 Bill Robertson Lane, Los Angeles	90037	Pacific	South
8	Jackie Tatum / Harvard RC	1535 West 62nd St., Los Angeles	90047	Pacific	South
	Wilmington RC- Gymnasium	325 N. Neptune Ave., Wilmington, CA	90744	Pacific	South
15	Wilmington RC- Multi-Purpose Room	325 N. Neptune Ave., Wilmington, CA	90744	Pacific	South
8	Algin Sutton RC	8800 South Hoover St., Los Angeles	90044	Pacific	South
15	Peck Park Community Center 1 of 2	560 N. Western Ave., Rancho Palos Verdes	90732	Pacific	South
15	Peck Park Community Center 2 of 2	560 N. Western Ave., Rancho Palos Verdes	90732	Pacific	South
6	Sepulveda RC	8801 Kester Ave., Panorama City	91402	Valley	Valley
6	Sun Valley RC	8133 Vineland Ave., Sun Valley	91352	Valley	Valley
6	Branford RC	13306 Branford St., Pacoima	91331	Valley	Valley
7	David M. Gonzales RC (A.K.A. Pacoima Recreation Center)	10943 Herrick Ave., Pacoima	91331	Valley	Valley
2	Sunland RC	8651 Foothill Blvd., Sunland	91040	Valley	Valley
6	Fernangeles RC	8851 Laurel Canyon Blvd., Sun Valley	91352	Valley	Valley
7	Lake view terrace RC	11075 Foothill Blvd., Sylmar	91342	Valley	Valley

**American Red Cross  
Shelter Container Listing**

Venue Name	Street Address
Augora Hills High School	28545 W. Driver Ave, Calabasas, 91301
Balboa Sports Complex	17015 Burbank Blvd, Encino, 91316
Baldwin Hills Recreation Center	5401 Highlight Pl, Los Angeles, 90016
Banning High School	1527 Lakme Ave, Wilmington, 90744
Belvedere Moddle School	312 N Record Ave, Los Angeles, 90063
Berendo Middle School	1157 S Berendo St, Los Angeles, 90006
Bernstein High School	1309 N Wilton Pl, Los Angeles, 90028
Beverly Hills High School	242 Morono Dr, Beverly Hills, 90212
Birmingham High School	17000 Haynes St, Van Nuys, 91406
Bogdonavich Recreation Center	1920 Cumbre Dr, San Pedro, 90732
Branford Recreation Center	13306 Branford St, Arleta, 91331
Canoga Park High School	6850 Topanga Canyon, Canoga Park, 91303
Canyon High School	19300 W Nadal St, Canyon Country, 91351
Carson High School	22328 S Main St, Carson, 90745
Centennial High School	2600 N Central Ave, Compton, 90222
Cesar Chavez Recreation Center	208 Park Ave, San Fernando, 91340
Chatsworth High School	10027 Lurline Ave, Chatsworth, 91311
Cheviot Hills Recreation Center	2551 Motor Ave, Los Angeles, 90064
Chevy Case Recreation Center	4165 Chevy Chase Dr, Los Angeles, 90039
Clay Middle School	12226 S Western Ave, Los Angeles, 90047
Cleveland High School	8140 Vanalden Ave, Reseda, 91335
College of The Canyons	26455 Rockwell Canyon Rd, Santa Clarita, 91355
Compton High School	601 S Acacia St, Compton, 90220
Contreras Learning Center	322 S Lucas Ave, Los Angeles, 90017
Crenshaw High School	5010 W 50th St, Los Angeles, 90043
Culver City High School	4401 Elenda St, Culver City, 90230
Cypress Recreation Center	2630 Pepper St, Los Angeles, 90065
Eagle Rock High School	1750 Yosemite Dr, Los Angeles, 90041
El Sereno Recreation Center	4721 Klamath St, Los Angeles, 90032
Fairfax High School	7850 Maltose Ave, Los Angeles, 90046
Faithful Central Bible Church #1	321 N Eucalyptus Ave, Inglewood, 90301
Faithful Central Bible Church #2	322 N Eucalyptus Ave, Inglewood, 90301
Franklin High School	820 N Ave 54, Los Angeles, 90042
General Scott Park	23410 Catskill Ave, Carson, 90745

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Golden Valley High School	27051 Robert C Lee Pkwy, Santa Clarita, 91321
Gompers Middle School	234 E 112th St, Los Angeles, 90061
Gonzalez Recreation Center	10943 Herrick Ave, Los Angeles, 91331
Granada Hills	16730 Chatsworth St, Granada Hills, 91344
Granada Hills High School	10535 Zelzah Ave, Granada Hills, 91344
Grant High School	1300 Oxnard St, Van Nuys, 91404
Green Meadows Rec Center	431 E 89th St, Los Angeles, 90003
Harvard Recreation Center	1535 W 62nd St, Los Angeles, 90047
Hawthorne High School	4859 W El Segundo Blvd, Hawthorne, 90250
Hollywood High School	1521 N Highland Ave, Los Angeles, 90028
Jefferson High School	1319 East 41st St, Los Angeles, 90011
Lincoln Park Recreation Center	3501 Valley Boulevard, Los Angeles, 90019
Los Angeles High School	4650 W Olympic Blvd, Los Angeles, 90019
Luezinger High School	4118 W. Rosecrans Ave, Lawndale, 90260
Malibu High School	30215 Morning View Dr, Malibu, 90265
Markham Middle School	1650 E 104th St, Los Angeles, 90002
Mason Rec Center	10500 Mason Ave, Chatsworth, 91311
Monroe High school	9229 Haskell Ave, NorthHills, 91343
North High School	3620 W. 182nd St, Torrance, 90504
North Hollywood High School	5231 Colfax Ave, Los Angeles, 91601
North Hollywood Recreation Center	5301 Tujunga, ,
Pacific Palisades Charter High School	15777 Bowden St, Pacific Palisades, 90272
Palms Middle School	10860 Woodbine St, Los Angeles, 90036
Palos Verdes High School	600 Cloyden Rd, Palos Verdes, 90274
Pan Pacific Park	7600 Beverly Blvd, Los Angeles, 90057
Panorama Rec Center	8600 Hazeltine Ave, Panorama City, 91402
Redondo Union High School	631 Vincent Park, Redondo Beach, 90277
Reseda High School	18230 Kittridge St, Reseda, 91355
Roybal Learning Center	1200 Colton St, Los Angeles, 90026
San Fernando High School	11133 O'Melveny Ave, San Fernando, 91340
Saugus High school	21900 West Centurion Wy, Saugus, 91350
Sherman Oaks Rec Center	14201 Huston St, Van Nuys, 91423
South Gate High School	3351 Firestone Blvd, South Gate, 90280
Sunland Recreation Center	8651 Foothill Blvd, Sunland, 91040
Sylmar High School	13050 Borden Ave, Los Angeles, 91342

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Torrance High School	2200 W. Carson St, Torrance, 90501
Valencia High School	27801 N. Dickson Dr, Valencia, 91355
Valley Plaza Rec Center	12240 Archwood St, North Hollywood, 91606
Van Nuys High School	6535 Cedros Ave, Los Angeles, 91411
Washington Prep High School	10860 S. Denker Ave, Los Angeles, 90047
West Hollywood Park	647 San Vicenta Blvd, West Hollywood, 90069
West Ranch High School	26255 Valencia Blvd, Stevenson Ranch, 91381
Westchester High School	7400 W. Manchester, Los Angeles, 90045
Westwood Recreation Center	1350 Sepulveda Blvd, Los Angeles, 90025
Widney High School	2302 S Gramercy Pl, Los Angeles, 90018
William S. Hart High School	24825 N. Newhall Ave, Newhall, 91321
Wilmington Rec Center	230 N. Neptune, Wilmington, 90744
Wright Middle School	6550 W. 80th St, Los Angeles, 90045
Wright Middle School	4029 N. Las Virgenes Rd, Calabasas, 91302
Yosemite Recreation Center	1840 Yosemite Dr, Los Angeles, 90041