

SPECIAL OPERATIONS BUREAU

NOTICE  
16.2

March 3, 2009

**TO:** All Concerned Bureau Commanding Officers,  
**FROM:** Commanding Officer, Special Operations Bureau  
**SUBJECT:** ANNUAL AUDIT OF STANDING PLANS

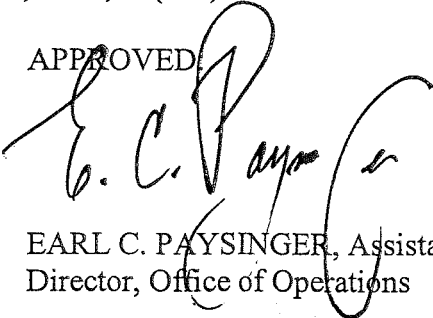
Emergency Operations Division (EOD) is responsible for the review and approval of all Standing Plans Departmentwide. All divisional commanding officers shall ensure that Standing Plans are completed, updated and properly stored at their respective division annually. This year, Emergency Operations Division will be conducting an audit of the completed plans. Three copies of the completed Standing Plans and one electronic copy (Compact Disk or USB Thumb Drive) shall be forwarded along with an Intradepartmental Correspondence, Form 15.2, to the concerned bureau by March 31, 2009. One copy shall remain at the bureau while the other two are forwarded with the electronic version to EOD no later than April 15, 2009.

The Department's ability to coordinate and respond to any type of emergency is incumbent upon our ability to gather and organize critical information into a standardized format. This requires a significant amount of preplanning and preparedness. Standing Plans shall include procedures established in the Department's Emergency Operations Guide and Department Manual. The plans shall also contain emergency control lesson plans, single-use plans and Area specific response plans that will enable an Area or division to respond effectively. Compliance with the National Incident Management System (NIMS) requires an extensive review of our current operational procedures. Submitting Standing Plans as soon as possible will allow enough time for EOD personnel to review and identify any discrepancies or necessary updates. Standing Plans allow supervisors, watch commanders and command staff access to Area specific information at a moment's notice.

If you have any questions regarding this matter, please contact Lieutenant Andrew Neiman, Officer in Charge, Emergency Management Section, EOD, at (213) 847-1600.

  
RICHARD A. ROUPOLI, Deputy Chief  
Commanding Officer  
Special Operations Bureau

APPROVED

  
EARL C. PAYSINGER, Assistant Chief  
Director, Office of Operations

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