

SPECIAL OPERATIONS BUREAU

NOTICE

16.2

January 21, 2008

TO: All Concerned Bureau Commanding Officers


FROM: Commanding Officer, Special Operations Bureau

SUBJECT: STANDING PLANS

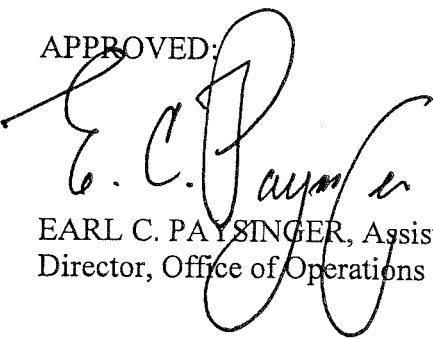
Emergency Operations Division is responsible for the review and approval of all Standing Plans Department wide. All divisional commanding officers shall ensure that Standing Plans are completed, updated and properly stored at their respective division annually. Three copies of updates or revisions shall be forwarded along with an Intradepartmental Correspondence, Form 15.2, to the concerned operations Bureau by March 31, 2008. One copy shall remain at the Bureau. The concerned Bureau shall forward the other two copies to Emergency Operations Division (EOD) no later than April 15, 2008.

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 and 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. ROPOULI, Deputy Chief
Commanding Officer
Special Operations Bureau

APPROVED:


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

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