

SPECIAL OPERATIONS BUREAU

NOTICE
16.2

August 27, 2009

TO: All Concerned Bureau Commanding Officers

FROM: Commanding Officer, Special Operations Bureau

SUBJECT: SPECIAL EVENT PERSONNEL TRACKING

Current policy states that an Event Action Plan (EAP) shall be completed for any preplanned event requiring the deployment of 50 or more Department personnel. The EAP shall be completed and submitted to Emergency Operations Division (EOD), Emergency Preparedness Unit (EPU), ten business days prior to the starting date of the event, for review, recommendations, and to ensure compliance with the National Incident Management System (NIMS). Once reviewed, the EAP will be returned to the concerned entity for approval by the Incident Commander (IC).


If the event will require fewer than 50 Department personnel, an ICS Form 201, Incident Briefing (attached) shall be completed. The ICS Form 201 shall serve as the operational plan and guide for the event. It is essential that the ICS Form 201 accurately reflect the number and type of Department personnel used during the event. This information should be documented in the Resources Summary section of the ICS Form 201. It should be noted that an EAP may be completed instead of an Incident Briefing, at the discretion of the Incident Commander.

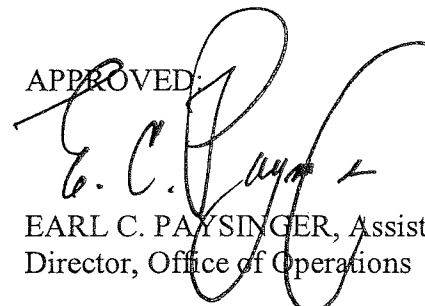
Note: The commanding officer of the affected Area can make the final determination as to whether the document to be completed is an EAP or an ICS Form 201.

All preplanned events that utilize Department resources, regardless of the size of the event, or number of resources, will now be documented in one of the two aforementioned methods.

Upon final completion of an EAP or ICS Form 201, for an event requiring fewer than 50 personnel, the signed original shall be forwarded to the geographic bureau for record keeping and one copy mailed to Incident Management Support Division, Inspection and Project Unit. This policy will enable the Department to accurately keep track of personnel used for all preplanned events.

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

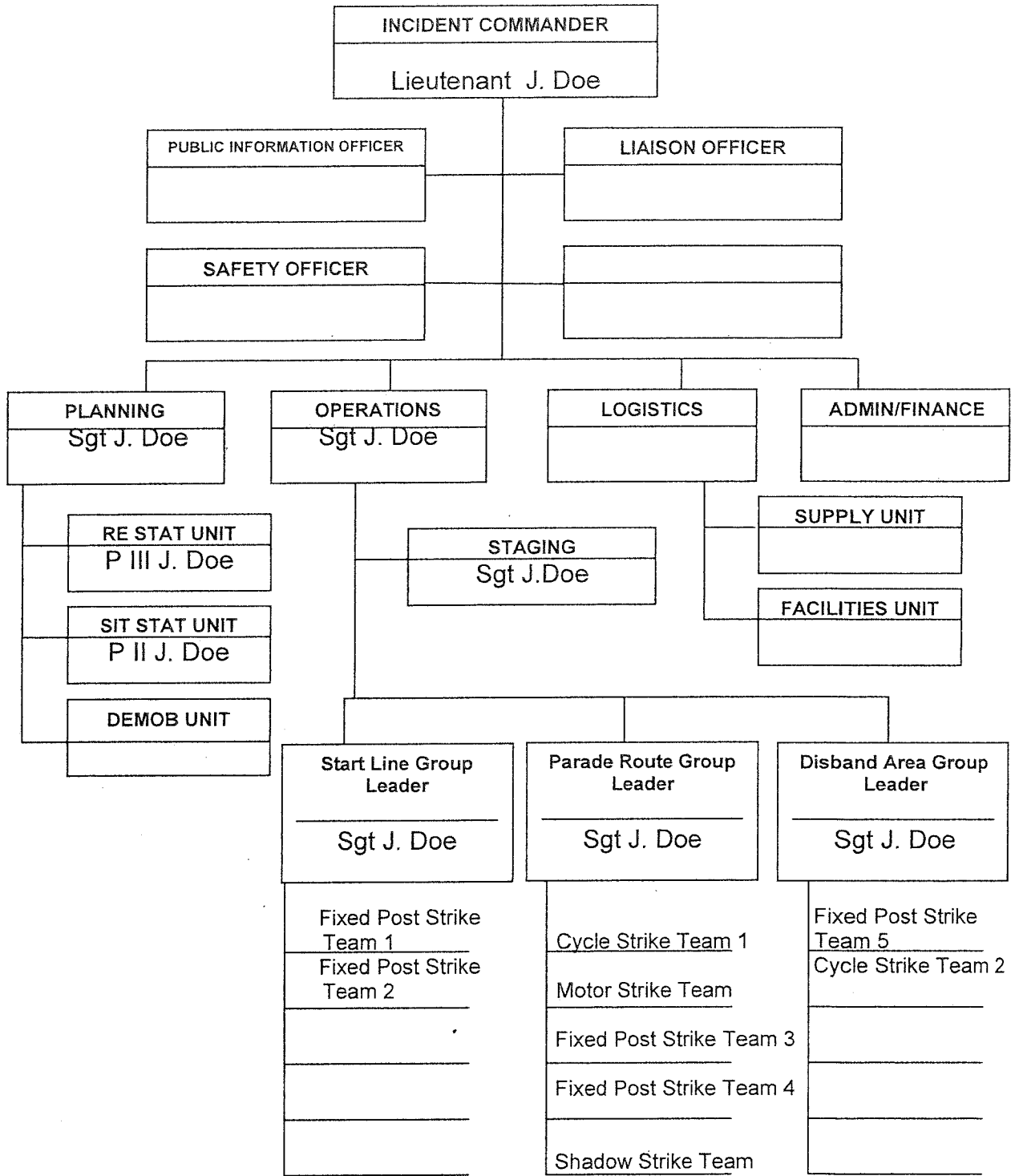

RICHARD A. ROUPOLI, Deputy Chief
Commanding Officer
Special Operations Bureau

APPROVED:

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

Attachment

Distribution "B"

7. Current Organization



*The Intelligence function may be activated at a Command Staff level (Intel Officer), General Staff level (Intel Section), within the Operations Section (Intel Branch), or within the Planning Section (Intel Unit).

6. Summary of Current Objectives and Actions

Current Objectives:

Patrol the parade route and surrounding area to deter criminal activity.

Respond to and investigate any crimes that occur during the event.

Facilitate the safe movement of traffic around the impacted area including necessary street closures.

Maintain a safe viewing area for spectators along the parade route.

Ensure officers stay hydrated and are provided with relief.

Current Actions:

0900 hours: CP operational.

0930 hours: Supervisors checked in/briefed.

1000 hours: Officers briefed by supervisors.

1030 hours: All officers are on post.

1100 hours: Street closures put into effect.

1130 hours: Start of parade.

1200 hours: Unit C121 made (1) arrest for concealed weapon.

1230 hours: RA55 responded to treat (1) for heat exhaustion.

1245 hours: DOT reporting traffic crossing the parade route at 1st and Pine, requesting PD to assist with maintaining street closure.

1250 hours: 2Red1 and 2Red2 Ats, 1st and Pine.

1300 hours: Last float finished.

1320 hours: Street sweepers off of parade route.

1330 hours: Streets reopened.

1400 hours: CP closed down.

8. Resources Summary

Resources Ordered (Name & Serial No.)	Rank & Resource Identification	Time Ordered	ETA	Time On Scene	Departed Scene	Specialized Equipment	Location/Assignment
J. Doe #11111	Lt 1/IC	0900	----	0900	1400	-----	Incident Commander
J.Doe #22222	Sgt 2/PSC	0900	----	0900	1500	-----	Planning Section Chief
J. Doe #33333	Sgt 2/OSC	0900	----	0900	1430	-----	Operations Section Chief
J. Doe #44444	Sgt 2/ Staging mgr	0900	----	0900	1420	-----	Staging Manager
J. Doe #44445	P 3/Restat	0900	----	0900	1500	-----	Restat Unit Leader
J. Doe #44446	P 2/Sitstat	0900	----	0900	1500	-----	Sitstat Unit Leader
J. Doe #44447	Sgt 1/ P120	0930	----	0930	1345	-----	Fixed Post S/T 1 Leader
J. Doe #44448	Sgt 1/ P220	0930	----	0930	1345	-----	Fixed Post S/T 2 Leader
J. Doe #44449	Sgt 1/ P320	0930	----	0930	1345	-----	Fixed Post S/T 3 Leader
J. Doe #44410	Sgt 1/ P420	0930	----	0930	1345	-----	Fixed Post S/T 4 Leader
J. Doe #44411	Sgt 1/ P520	0930	----	0930	1345	-----	Fixed Post S/T 5 Leader
J. Doe #44413	Sgt 1/ Cycle 20	0930	----	0930	1400	-----	Cycle S/T 1 Leader
J. Doe #44414	Sgt 1/ Cycle 30	0930	----	0930	1400	-----	Cycle S/T 2 Leader
J. Doe #44415	Sgt 1+2 2RED 1	0930	----	0930	1345	-----	Motor S/T Leader
J. Doe #44416	D2/ V120	0930	----	0930	1345	-----	Shadow S/T Leader
J. Doe #44417	P3/ P121	0930	----	0930	1345	-----	Start/F.P
J. Doe #44418	P1/ P121	0930	----	0930	1345	-----	Start/F.P
J. Doe #44419	P3/ P122	0930	----	0930	1345	-----	Start/F.P
J. Doe #44420	P2/ P122	0930	----	0930	1345	-----	Start/F.P
J. Doe #44421	P2 / P123	0930	----	0930	1345	-----	Start/F.P
J. Doe #44422	P2/ P123	0930	----	0930	1345	-----	Start/F.P
J. Doe #44423	P3 C121	0930	----	0930	1400	-----	Parade/Cycle
J. Doe #44427	P2 C121	0930	----	0930	1400	-----	Parade/Cycle
LAPD ICS 201	PAGE 4	Sgt J. Doe					