

## COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

**NOTICE**  
16.2

January 21, 2015

**TO:** Concerned Commanding Officers

**FROM:** Commanding Officer, Counter-Terrorism and Special Operations Bureau

**SUBJECT:** EMERGENCY AIR TRANSPORTATION PLAN - REVISED

The semiannual audit of the Emergency Air Transportation Plan (EATP) has been completed and has resulted in a minor revision. The revisions consist of the following:

- The *Essential City Personnel* list has been updated.

Supervisors shall ensure that the revised "*Response Protocols – Emergency Air Transportation Plan*" be placed inside both the current Divisional Standing Plans (Section IV Mobilization), and the "*Supervisor's Field Operations Guide*" (FOG) under the "UO Resources, Laws, and Reports" tab. The FOG should be used as a reference guide in the event of a major incident requiring air transport for essential City personnel.

If you have questions regarding this Notice, please contact Captain Gary Walters, Commanding Officer, Air Support Division, at (213) 473-8180.

APPROVED:



MICHAEL P. DOWNING, Deputy Chief  
Commanding Officer  
Counter-Terrorism and Special Operations Bureau



SEAN W. MALINOWSKI, Commander  
Chief of Staff  
Office of the Chief of Police

Attachment

DISTRIBUTION "B"

## RESPONSE PROTOCOLS – EMERGENCY AIR TRANSPORTATION PLAN

The Emergency Air Transportation Plan (EATP) Coordinator will establish the EATP and cause notification to the Chief of Police and the Fire Chief or their designee as soon as possible following activation. The EATP Coordinator will direct City air assets to begin flying EATP missions to the four Regional Emergency Landing Sites according to the Rendezvous Matrix (below). An additional air asset will be utilized to respond to alternate landing sites as necessary in accordance with the EATP. The Rendezvous Matrix illustrates the time frames that air assets will attempt to make contact at the four regional landing zones. Personnel who have been identified as “Essential City Personnel” shall respond to the regional landing sites according to the Rendezvous Matrix. The Rendezvous Matrix has been designed to meet potential flight times of air assets. Personnel awaiting the arrival of an air asset must be vigilant in adhering to the matrix. *If air assets do not arrive during the indicated time, return to the pickup site at the next scheduled rendezvous time and continue the process until contact with an air asset or the EATP Coordinator has been achieved.*

### Rendezvous Matrix

Rendezvous Time	Standby Time
2400 hours	Remain at site until 0200 hours
0400 hours	Remain at site until 0600 hours
0800 hours	Remain at site until 1000 hours
1200 hours	Remain at site until 1400 hours
1600 hours	Remain at site until 1800 hours
2000 hours	Remain at site until 2200 hours

“Essential City Personnel” utilizing the EATP are reminded to bring only those personal care items to sustain themselves for a minimum of three days. All helicopters will vary in weight and balance performances, thus limiting the number of passengers and luggage per aircraft.

### EMERGENCY RADIO ACCESS

When all usual communications capabilities are impaired, it may *still* be possible to access radio systems during such incidents. The following radio protocols should be attempted sequentially during incidents where a total communications failure has occurred in order to utilize Police/Fire Department radio to access Mutual Aid Channels and hail the EATP Coordinator or any City helicopter who will relay the message to the EATP Coordinator.

#### Local Mutual Aid Channels

Mutual Aid Channels may be utilized if they are available. The Los Angeles County Sheriff's Department (LASD) maintains several channels that are currently programmed into the

Los Angeles Police Department (LAPD) radios. These channels are part of the Los Angeles Regional Tactical Communications System (LARTCS). The LARTCS provides direct communication interoperability between law enforcement, fire, emergency medical services, Federal, State and military agencies at the scene of a major, multi-agency incident. These incidents may be short term (felony pursuits through multiple jurisdictions, fires, hazardous materials, etc.) or long term (large-scale fires or floods, civil disturbances, terrorist incidents, etc.). Safety of the on-scene personnel involved in these incidents will be enhanced through real-time, unit-to-unit communication. The LARTCS channels are available to any public safety agency within Los Angeles County or the surrounding counties. Keep in mind that during a disaster, these channels may be utilized by other agencies.

In order to utilize these channels, a request must be made to the LASD Communications Center at (323) 881-8100. During an emergency or disaster, and you are unable to utilize a telephone to contact the LASD Communications Center, you may turn your LAPD Radio to Channel 80. This is the LASD Access Channel. This channel is available to all outside agencies. **\*\*NOTE: In addition to being the access channel, it is also the primary dispatch channel for the LASD Parks Bureau\*\***

- LARTCS MA/1 – LAPD CHANNEL 81
- LARTCS MA/2 – LAPD CHANNEL 82
- LARTCS MA/3 – LAPD CHANNEL 83
- LARTCS MA/4 – LAPD CHANNEL 84
- LARTCS MA/5 – LAPD CHANNEL 85

**NOTE:** Mutual Aid Channels operate via a repeater system, have a greater range and should be utilized first.

#### **Nationwide Mutual Aid Channels**

The LAPD is authorized to use several Non-Federal National Interoperability Channels. The U-Call channel is a shared national calling channel, and the U-Tac channels are shared national tactical channels. These channels are for multi-agency responses similar to Fire Ground and Mutual Aid channels. The U-Call and U-Tac channels will allow interoperability between all agencies that have these frequencies in their radios. These channels are shared, and may be utilized by other surrounding agencies, ***and should only be utilized as a last resort.***

- U-CALL40D – LAPD CHANNEL 69 (Simplex / Direct Mode)
- U-TAC-41D – LAPD CHANNEL 70 (Simplex / Direct Mode)
- U-TAC-42D – LAPD CHANNEL 71 (Simplex / Direct Mode)
- U-TAC-43D – LAPD CHANNEL 72 (Simplex / Direct Mode)

**NOTE:** UHF channels may also be utilized to communicate with radio systems within direct line of sight only. These channels may be used as a last resort to make contact.

## **AIR CREW RESPONSIBILITIES – LAPD / LAFD**

- Staff air resources with personnel to complete missions – LAPD/LAFD
- Flight crew will manage landing zones from the air - LAPD
- Provide instruction to prospective passengers on air safety – LAPD / LAFD
- Verify “Essential City Personnel” authorization to EATP - LAPD
- Transport “Essential City Personnel” to designated locations – LAPD/LAFD
- Communicate all EATP transports with EATP Coordinator – LAPD/LAFD
- Five air assets will be assigned to fly the EATP missions as directed.
  - Four air assets will respond to Primary Regional Emergency Landing Sites.
  - One air asset will be tasked with responding to all other EATP locations.
- Helicopter Landing Zone Protocols shall be followed.

**NOTE:** The updated “Essential City Personnel” list will be provided semiannually to all air crews for inclusion in their aviation plans.

## **ESSENTIAL CITY PERSONNEL RESPONSIBILITIES**

In the event of partial communications failure, “Essential City Personnel” shall attempt to initiate contact with the EATP Coordinator through one of the means listed below:

- Call Air Support Division (ASD) Watch Commander at (213) 485-2600, or ASD administrative office at (213) 473-8180, during regular business hours;
- Radio – Police/Fire Department Radio to Channel 44 – Citywide TAC-1;
- If Channel 44 is inoperable, utilize the Emergency Radio as outlined above;
- Utilize Emergency Communication Protocols;
- Send an email to [RACR@lapd.lacity.org](mailto:RACR@lapd.lacity.org); or,
- Provide current location information to EATP Coordinator.

With any level of communications failure:

- Respond to the nearest regional Emergency Landing Site according to the Rendezvous Matrix (see below);
- If unable to respond to one of the four Regional Emergency Landing Sites, respond to the nearest police station and advise the watch commander that you are on the “Essential City Personnel” list;
- Prepare for rendezvous with air asset and follow directions of ground/flight crew personnel at the landing site;
- If no ground crew is present at the landing site, conduct a visual site survey of the landing area where the helicopter is likely to land. Check for obstructions or items that could interfere with the landing of the aircraft. When possible, clear the obstructions from the landing area. The pilot of the aircraft will survey the area prior to landing and will land in an area determined to be the safest; and,
- Approach aircraft with extreme caution.
  - Always follow directions of the ground/flight crew;

- If no ground crew, remain at least 300 feet away from the aircraft until the pilot/crew from the aircraft provide direction to approach;
- Always approach aircraft from the front of aircraft;
- Approach with caution and be alert for moving parts that may not be visible;
- Board the aircraft ONLY when directed by the flight crew; and,
- Once boarded be guided by all instructions from the flight crew.

### WATCH COMMANDER RESPONSIBILITIES

- Verify the individual requesting emergency air transportation is listed on the “Essential City Personnel” list;

**NOTE:** The “Essential City Personnel” list will be compiled and updated each January and July by the Emergency Management Department (EMD). The EMD will disseminate the updated list to the LAPD, Real-Time Analysis and Critical Response Division (RACR) and all City General Managers. Real-Time Analysis and Critical Response Division will distribute the updated list to all Watch Commanders (W/Cs) immediately upon receipt from EMD. Watch Commanders will place the updated “Essential City Personnel” list in the Area Standing Plans.

- Upon verification, assign personnel to make contact with air assets that are within line of sight of the police station using the ASTRO radio;
- Advise the air asset that an authorized EATP user is standing by at the police facility for emergency air transport;
- Obtain a time and location where the EATP air asset will rendezvous with the “Essential City Personnel”;
- Assign personnel to transport and assist the “Essential City Personnel” to rendezvous with the air asset;
- Assist ground/flight crews as necessary to facilitate the safe landing and takeoff of the air asset. It may be necessary to close off a City street, park, or large parking lot to facilitate the landing of an air asset, and assign personnel as needed; and,
- Document the EATP activity and forward to the Department EATP Coordinator, C/O, ASD.

**NOTE:** It is imperative that only those personnel who have been designated as “Essential City Personnel” gain access to emergency air transportation in compliance with the EATP. City General Managers delegate authority to each flight crew to deny access to any person, *regardless of rank or position*, who is not listed on the “Essential City Personnel” list.

## REGIONAL EMERGENCY LANDING SITES

### EAST

1. Brackett Field Airport (POC) (Specific location: Restaurant area, south side of airport)  
1615 McKinley Avenue, La Verne, CA 91750  
(909) 844-7805 (Regional Site)

### NORTH

2. Santa Clarita Sheriff's Station  
23740 West Magic Mountain Parkway, Valencia, CA 91335  
(661) 255-1121 (Regional Site)  
**\*Roof top pad - May not be safe in the event of an earthquake.**

### SOUTH

3. Orange County-John Wayne Airport (SNA) (Martin East Aviation)  
19301 Campus Drive, Santa Ana, CA 92707  
(949) 252-5183 (Regional Site)

### WEST

4. Ventura County Sheriff's Department, East Valley Station  
2101 East Olsen Road, Thousand Oaks, CA 91360  
(805) 662-6755 (Regional Site)

**NOTE:** In the event you are unable to respond to any of the four Regional Emergency Landing Sites, respond to the nearest police facility and advise the watch commander that you are on the "Essential City Personnel" list. Request the watch commander to make contact with the EATP Coordinator according to procedures listed previously.

## ALTERNATE PICK-UP SITES

In addition to the four regional landing sites, the following locations have been identified by the EATP Coordinator to be viable alternative landing sites. This list may be amended at any time by the EATP Coordinator to ensure the safety of all personnel involved in the EATP. This list is not all inclusive and personnel may be directed to additional landing sites not listed within the EATP.

## LOS ANGELES POLICE DEPARTMENT FACILITIES

1. Communications Division – Valley Communications Dispatch Center  
23001 Roscoe Boulevard, West Hills, CA 91304  
(818) 778-4752
2. C. Erwin Piper Technical Facility - Hooper Heliport  
555 Ramirez Street, Los Angeles, CA 90012  
(213) 485-2600

## **LOS ANGELES CITY FIRE DEPARTMENT FACILITIES**

3. Los Angeles City Fire Department, Station 88  
5101 North Sepulveda Boulevard, Sherman Oaks, CA 91403  
(818) 756-8688
4. Van Nuys Airport (VNY) (Specific location: Los Angeles Fire Department Station 114)  
16617 Arminta Street, Van Nuys, CA 91406  
(818) 756-8635

## **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT FACILITIES**

5. Industry Station  
150 North Hudson Avenue, City of Industry, CA 91744  
(626) 330-3322
6. Long Beach Airport (LGB) (Los Angeles County Sheriff's Department Aero Bureau)  
3235 North Lakewood Boulevard, Long Beach, CA 90808  
(562) 421-2701
7. Malibu/Lost Hills Station  
27050 Agoura Road, Agoura, CA 91301  
(818) 878-1808
8. West Hollywood Station  
720 North San Vicente Boulevard, Los Angeles, CA 90069  
(310) 855-8850  
**\*Roof top pad – May not be safe in the event of an earthquake.**

## **OTHER FACILITIES**

9. Burbank Airport (BUR) (Specific location: Million Air Fixed Base Operation)  
2800 North Clybourn Street, Burbank, CA 91505  
(818) 843-8311
10. Cable Airport – Upland (CCB)  
1749 West 13<sup>th</sup> Street, Upland, CA 91786  
(909) 982-6021
11. Canoga Park Boeing Plant  
8900 North De Soto Avenue (Nordhoff Street/De Soto Avenue) Northridge,  
CA 91311  
(562) 426-0248

(Corporate phone number: (312) 544-2000)

12. El Monte Airport (EMT) (Specific location: Fuel pit area, midfield, east side of airport)  
4233 Santa Anita Avenue, El Monte, CA 91731  
(626) 448-6129
13. Fullerton Airport (FUL) (Specific location: Fuel pit area, midfield, south side of airport)  
4011 West Commonwealth Avenue, Fullerton, CA 92833  
(714) 738-6323
14. Huntington Beach Police Heliport  
18401 Gothard Street, Huntington Beach, CA 92648  
(714) 536-5619
15. Los Angeles International Airport (LAX) (Specific location: Standard Aero)  
6201 West Imperial Highway, Los Angeles, CA 90045  
(310) 568-3700
16. Ontario Airport (ONT) (Specific location: Ontario Police Heliport)  
2009 West Porterfield Way Suite-B, Upland, CA 91786  
(909) 395-2930  
(909) 376-4874 (Duty Crew Cellular Telephone)
17. Pasadena Police Department Heliport  
2175 Yucca Lane, Altadena, CA 91001  
(626) 744-4625
18. Santa Monica Airport (SMO) (Specific location: South side of runway)  
3223 Donald Douglas Loop South, Santa Monica, CA 90405  
(310) 458-8591
19. Torrance Airport (TOA) (Specific location: North end of runway, off Skypark Drive)  
3301 Airport Drive, Torrance, CA 90505  
(310) 784-7900

## ESSENTIAL CITY PERSONNEL

The following matrix contains those critical positions within the City that have been identified as Critical Job Functions by City General Managers. Personnel assigned to those Critical Job Functions are deemed to be "Essential City Personnel." As such "Essential City Personnel" shall receive priority with respect to access to air assets when the Emergency Air Transportation Plan (EATP) is activated.

### "Essential City Personnel" Authorized for EATP

	Essential Job Function	Essential City Personnel Assigned
1.	Chief of Police	Chief Charlie Beck
2.	Chief of Staff	Commander Sean Malinowski
3.	Director, Office of Operations	Assistant Chief Earl Paysinger
4.	Director, Office of Special Operations	Assistant Chief Michel Moore
5.	Director, Office of Administrative Services	Assistant Chief Sandy Jo MacArthur
6.	Operations Section – EOC	Level III Activation Fire Lead: 1 + 5 staff (Subject to monthly EOC On-Call Roster) Police Lead: 1 + 6 staff (Subject to monthly EOC On-Call Roster)
7.	Planning and Intelligence Section – EOC	Level III Activation Fire Lead: 1 (Subject to monthly EOC On-Call Roster) Police Lead: 1+ 5 staff (Subject to monthly EOC On-Call Roster)
8.	Counter-Terrorism and Special Operations Bureau	Deputy Chief Michael Downing
9.	Emergency Operations Division	Captain Philip S. Fontanetta
10.	Information Technology Bureau	Radio Technicians
11.	Department PIO	PIO Commander Andy Smith
12.	ITA – Inside / Outside Plant	Rito Cisneros + 11
13.	ITA – EOC Operations Support	Joyce Edson
14.	Commanding Officer, OCB	Deputy Chief Jose Perez
15.	Commanding Officer, OSB	Deputy Chief Robert Green
16.	Commanding Officer, OVB	Deputy Chief Jorge Villegas
17.	Commanding Officer, OWB	Deputy Chief Terry Hara
18.	Commanding Officer, DB	Deputy Chief Kirk Albanese
19.	Commanding Officer, PSB	Deputy Chief Debra McCarthy
20.	Special Assistant for Constitutional Policing	Police Administrator III Arif Alikhan
21.	EOC Director (Police Lead) or EOC Deputy Director (Fire Leader) Primary A-Watch	See current Assignments During Major Incidents Roster
22.	EOC Director (Police Lead) or EOC Deputy Director (Fire Lead) Relief A-Watch	See current Assignments During Major Incidents Roster

23.	EOC Director (Police Lead) or EOC Deputy Director (Fire Lead) Relief B-Watch	See current Assignments During Major Incidents Roster
24.	Director of Emergency Operations (DOC) Primary A-Watch	See current Assignments During Major Incidents Roster
25.	Director of Emergency Operations (DOC) Relief A-Watch	See current Assignments During Major Incidents Roster
26.	Director of Emergency Operations (DOC) Primary B-Watch	See current Assignments During Major Incidents Roster
27.	Director of Emergency Operations (DOC) Relief B-Watch	See current Assignments During Major Incidents Roster
28.	Deputy Director of Emergency Operations (DOC) Primary A-Watch	See current Assignments During Major Incidents Roster
29.	Deputy Director of Emergency Operations (DOC) Relief A-Watch	See current Assignments During Major Incidents Roster
30.	Deputy Director of Emergency Operations (DOC) Primary B-Watch	See current Assignments During Major Incidents Roster
31.	Deputy Director of Emergency Operations (DOC) Relief B-Watch	See current Assignments During Major Incidents Roster
32.	LAPD Agency Representative County EOC Primary A-Watch	See current Assignments During Major Incidents Roster
33.	LAPD Agency Representative County EOC Relief A-Watch	See current Assignments During Major Incidents Roster
34.	LAPD Agency Representative County EOC Primary B-Watch	See current Assignments During Major Incidents Roster
35.	LAPD Agency Representative County EOC Primary B-Watch	See current Assignments During Major Incidents Roster

NOTE: The *Assignments During Major Incidents* Roster is updated each deployment period and a copy maintained at Real-Time Analysis and Critical Response Division as well as emailed out to listed personnel. Personnel assignments will change each deployment period and therefore the current list must be referenced during an incident requiring implementation of the Emergency Air Transportation Plan.

Updated January 5, 2015