

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE  
16.2

January 2, 2013

**TO:** All Commanding Officers

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

**SUBJECT:** MANDATORY EMERGENCY PREPAREDNESS COORDINATORS MEETING

Emergency Operations Division (EOD) has scheduled training for *all* Department Emergency Preparedness Coordinators (EPC) for **Tuesday, March 5, 2013**. Pursuant to the Office of the Chief of Police Special Order dated March 4, 2008, entitled *Emergency Preparedness Coordinator Program-Established*, each Geographic Area shall designate two Area employees, including at least one non-probationary supervisor as the EPC for their respective area. The Commanding Officer of each specialized division shall designate a minimum of one employee (sworn or civilian), of supervisory rank, as the EPC to represent their respective division. Any Office, bureau, or division which includes sworn or civilian personnel who are subject to mobilization or response in the event of a critical incident shall ensure that an EPC is designated.

The meeting will be held in the COMPSTAT Room, 1st Floor, Police Administration Building, 100 West First Street, from 0800 hours to 1200 hours. **This is a primary duty assignment.** Any scheduling conflicts are to be resolved in favor of this assignment. The only acceptable reasons for non-attendance are prescheduled vacation, court, military leave or illness. Any employee who cannot attend the training must have his/her commanding officer submit an Intradepartmental Correspondence, Form 15.02, to the Commanding Officer, EOD, and request that the employee be excused from the EPC meeting. **However, the employee is not excused until notified by the Commanding Officer, EOD.**

If you have any questions regarding this Notice, please contact Sergeant Eric Lee, EOD, at (213) 486-5730.

APPROVED:



MICHAEL P. DOWNING, Deputy Chief  
Commanding Officer  
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STEPHEN R. JACOBS, Deputy Chief  
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