

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE

15.2

May 28, 2019

TO: All Commanding Officers

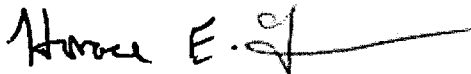
FROM: Commanding Officer, Counter-Terrorism and Special Operations Bureau

SUBJECT: MANDATORY EMERGENCY PREPAREDNESS COORDINATORS MEETING

Emergency Services Division (ESD) has scheduled a meeting for *all* Department Emergency Preparedness Coordinators (EPC) for **Thursday, May 30, 2019**. Pursuant to the Office of the Chief of Police, Special Order No. 10, 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 Deaton Hall next to Police Headquarters Facility, 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 meeting must have their commanding officer submit an Intradepartmental Correspondence, Form 15.02, to the Commanding Officer of ESD, and request that the employee be excused from the EPC meeting. **However, the employee is not excused until notified by the Commanding Officer, of ESD.**

If you have any questions regarding this Notice, please contact Sergeant II Michael Hammett, ESD, at (213) 486-5730.



HORACE E. FRANK, Deputy Chief
Commanding Officer
Counter-Terrorism and Special Operations Bureau

APPROVED:



BOB GREEN, Deputy Chief
Chief of Staff
Office of the Chief of Police

DISTRIBUTION "B"