

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
1.15

July 5, 2012

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 **Thursday, September 13, 2012**. 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 located on the first floor of the 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 a Form 15.2, to the Commanding Officer, EOD. The Form 15.2 should be a request that the employee be excused from 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 Management Analyst II Michelle Houlihan, EOD, at (213) 486-5730.

APPROVED:



MICHAEL P. DOWNING, Deputy Chief
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