

## COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

**NOTICE**  
16.2

September 13, 2011

**TO:** All Concerned Commanding Officers

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

**SUBJECT:** EMERGENCY AIR TRANSPORTATION PLAN

### **PURPOSE**

The purpose of this Notice is to provide information on how “Essential City Personnel” may obtain emergency transportation via air assets following a catastrophic incident. In the event of such an occurrence, including an earthquake or terrorist attack, key City personnel who fulfill critical job functions may find it difficult to respond to their duty assignments due to damaged transportation infrastructure. The Emergency Air Transportation Plan (EATP) has been developed to assist with this challenge and will provide the framework with which to facilitate emergency transportation of such personnel during a catastrophic incident.

### **BACKGROUND**

The Los Angeles Police Department developed an EATP that will provide emergency transportation for all key City personnel following a catastrophic incident. General Managers from each City department were tasked to identify those job functions that would be absolutely essential to support emergency operations following a catastrophic incident, and a list of Essential Job Functions was developed. In order for the EATP to function during an emergency, the Essential Job Functions list must be maintained and updated semiannually. It shall be the responsibility of each department General Manager to ensure that the list is updated each January and July and transmitted to the General Manager, Emergency Management Department.

EATP protocols have been developed to address both total and partial communications disruption. The timeframe for implementing the EATP will be incident driven and as such, it is impossible to adopt a specific timeline. However, based upon prior operational practices that occur following catastrophic incidents, it is conceivable that the EATP could be operational within six hours following such an event. Personnel must remain flexible during implementation of the EATP.

### **PROCEDURES**

#### **Emergency Air Transportation Plan Coordinator – Established**

The Commanding Officer, Air Support Division (ASD) or their designee shall be designated as the City EATP Coordinator.

**Responsibilities**

Make notifications to the Chief of Police and the Fire Chief whenever a request to activate the EATP is received. Upon approval, coordinate and manage all assigned EATP resources and requests. Monitor and document all requests for EATP pick-ups. Develop the EATP response plan to accomplish all EATP requests.

**Activation**

The EATP Coordinator will notify the Chief of Police and the Fire Chief to obtain approval to activate the EATP. Upon activation, the EATP Coordinator shall also cause notification to be made to the Emergency Management Department (EMD). The EMD will assist where necessary to coordinate EATP response for City departments other than Fire and Police. Generally, consideration for EATP activation should be given following any seismic activity with a magnitude of 6.0 or greater, or any other significant incident within the greater Los Angeles region which is likely to require alternate transportation of Essential City Personnel.

**NOTE:** In the event of a catastrophic incident so devastating that all means of communication are non-operable, the EATP will be activated automatically by the EATP Coordinator. The EATP Coordinator will notify all aviation assets via aviation radio frequencies.

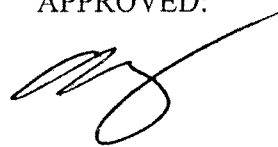
During the EATP activation, air transportation requests for personnel who have **not** been identified on the "Essential City Personnel" list shall be reviewed and approved by the Director of the City Emergency Operations Center (EOC). General Managers with identified "Essential City Personnel" may contact the Director of the EOC following a catastrophic incident when Essential City Personnel are unable to respond to staff essential job functions due to the disruption.

Supervisors shall ensure that this attachment for "*Response Protocols – Emergency Air Transportation*" is placed inside the current Divisional Standing Plans and the "*Supervisor's Field Operations Guide*" under the "UO Resources, Laws, and Reports" tab, and be used for reference in the event of a major incident requiring air transport for Essential City Personnel. Any questions regarding this Notice should be directed to Captain Bill Sutton, Commanding Officer, ASD, at (213) 473-8180.



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

APPROVED:



STEPHEN R. JACOBS, Commander  
Chief of Staff  
Office of the Chief of Police

DISTRIBUTION "B"

Attachments

# RESPONSE PROTOCOLS – EMERGENCY AIR TRANSPORTATION

The 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 belongings necessary 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 total communication failure has occurred.

**Mutual Aid Channels – work via a repeater system and thus have greater range and should be utilized first.**

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. The following Mutual Aid Channels shall be accessed in the listed order:

- Mutual Aid Channel 52 RTC/MA1

- Mutual Aid Channel 53 RTC/MA2
- Mutual Aid Channel 54 RTC/MA3
- Mutual Aid Channel 55 RTC/MA4
- Mutual Aid Channel 56 RTC/MA5

*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.*

Utilize Police/Fire Department radio to access and hail the EATP Coordinator or any City helicopter who will relay the message to the EATP Coordinator. The following UHF access channels shall be accessed in the listed order:

- Channel 32 U-CALL
- Channel 33 U-TAC 41
- Channel 34 U-TAC 42
- Channel 35 U-TAC 43

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

- Staff air resources with personnel to complete missions – LAPD/LAFD
- Deploy air crew staff to secure and manage landing zones - 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 213-485-2600 or 213-485-4238 (landline or cell phone).
- Radio – Police/Fire Department Radio to Channel 44 – Citywide TAC-1.
- Should Channel 44 be inoperable, utilize the Emergency Radio as outlined above.
- Send a text message (SMS) via Personal Digital Assistant (PDA) or home internet to the above telephone numbers. SMS will relay a text message to a landline phone via computer-generated voice. This system may work when other systems are down. Pre-programmed responses will be available using the telephone key pad.
- Send an email to [RACR@lapd.lacity.org](mailto:RACR@lapd.lacity.org).
- 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 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.
- Approaching Aircraft – Use 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.
  - 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 EMD. The EMD will disseminate the updated list to the LAPD RACR Division and all City General Managers. RACR will distribute the updated list to all Watch Commanders 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 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. Assign personnel as needed.

- Document the EATP activity and forward to the EATP Coordinator (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) 593-1395 (**Regional Site**)

### NORTH

2. Santa Clarita Sheriff’s Station  
23740 West Magic Mountain Parkway, Valencia, CA 91335  
(661) 255-1121 (**Regional Site**)

### 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, Simi Valley, CA 91360  
(805) 494-8200 (**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 Dispatch Center
  - a. 23001 Roscoe Boulevard, West Hills, CA 91304
  - b. (818) 778-4752
2. Piper Technical Facility - Hooper Heliport
  - a. 555 Ramirez Street, Los Angeles, CA 90012

- b. (213) 485-2011

## LOS ANGELES SHERIFF'S DEPARTMENT FACILITIES

- 3. Crescenta Valley Station
  - a. 4554 North Briggs Avenue, La Crescenta, CA 91214
  - b. (818) 248-3464
  
- 4. Industry Station
  - a. 150 North Hudson Avenue, City of Industry, CA 91744
  - b. (626) 330-3322
  
- 5. Malibu/Lost Hills Station
  - a. 27050 Agoura Road, Agoura, CA 91301
  - b. (818) 878-1808
  
- 6. West Hollywood Station
  - a. 720 North San Vicente Boulevard, Los Angeles, CA 90069
  - b. (213) 885-8850

## OTHER FACILITIES

- 7. Burbank Airport (BUR) (Specific location: Media Aviation Terminal)
  - a. 3000 North Clybourn Street, Burbank, CA 91505
  - b. (818) 843-8311
  
- 8. Cable Airport – Upland (CCB)
  - a. 1749 West 13<sup>th</sup> Street, Upland, CA 91786
  - b. (909) 982-6021
  
- 9. Canoga Park Boeing Plant
  - a. 8900 North De Soto Avenue (Nordhoff Street/De Soto Ave) Northridge, CA 91311
  - b. (Corporate phone number: 312-544-2000)
  
- 10. El Monte Airport (EMT) (Specific location: Fuel pit area, midfield, east side of airport)
  - a. 4233 Santa Anita Avenue, El Monte, CA 91731
  - b. (626) 448-6129
  
- 11. Ernest Debs Park (Montecito Heights Area)
  - a. 4235 Monterey Road, Los Angeles, CA 90052
  - b. (213) 847-3989
  
- 12. Fullerton Airport (FUL) (Specific location: Fuel pit area, midfield, south side of airport)
  - a. 4011 West Commonwealth Avenue, Fullerton, CA 92833
  - b. (714) 738-6323
  
- 13. Huntington Beach Police Heliport
  - a. 18401 Gothard Street, Huntington Beach, CA 92648

- b. (714) 536-5619
- 14. Long Beach Airport (LGB) (Los Angeles County Sheriff's Department Aero Bureau)
  - a. 4324 Donald Douglas Drive, Long Beach, CA 90808
  - b. (310) 421-2701
- 15. Los Angeles City Fire Department, Station 88
  - a. 5101 North Sepulveda Boulevard, Sherman Oaks, CA 91403
  - b. (818) 989-8688
- 16. Los Angeles International Airport (LAX) (Specific location: Garrett Aviation)
  - a. 6201 West Imperial Hwy, Los Angeles, CA 90045
  - b. (310) 568-3700
- 17. Ontario Airport (ONT) (Specific location: Ontario Police Heliport)
  - a. Beechcraft West, 2161 East Avion Street, Ontario, CA 91761
  - b. (909) 988-6481 Ext. 7801
- 18. Pasadena Police Department Heliport
  - a. 2175 North Yucca Lane, Altadena, CA 91001
  - b. (818) 405-4625
- 19. Santa Monica Airport (SMO) (Specific location: Fuel pit area, east side of airport)
  - a. 3223 Donald Douglas Loop South, Santa Monica, CA 90405
  - b. (310) 458-8591
- 20. Torrance Airport (TOA) (Specific location: Base of tower)
  - a. 3301 Airport Drive, Torrance, CA 90505
  - b. (310) 784-7900
- 21. Van Nuys Airport (VNY) (Specific location: Base of tower)
  - a. 16461 Sherman Way, Van Nuys, CA 91406
  - b. (818) 908-5950



## 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	Deputy Chief Rick Jacobs
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.	ITB	Radio Technicians
10.	Department PIO	Commander Andy Smith
11.	ITA – Inside / Outside Plant	Rito Cisneros + 11
12.	ITA – EOC Operations Support	Heather Jenoure
13.	Commanding Officer, OCB	Deputy Chief Jose Perez (OCB)
14.	Commanding Officer, OSB	Deputy Chief Pat Gannon (OSB)
15.	Commanding Officer, OVB	Deputy Chief Kirk Albanese (OVB)
16.	Commanding Officer, OWB	Deputy Chief Debra McCarthy (OWB)
17.	Commanding Officer, DB	Deputy Chief David Doan
18.	Commanding Officer, PSB	Deputy Chief Mark Perez
19.	Special Assistant for Constitutional Policing	Police Administrator III Gerald Chaleff
20.	EOC Director (Police Lead) or EOC Deputy Director (Fire Leader) Primary A-Watch	See current Assignments During Major Incidents Roster
21.	EOC Director (Police Lead) or EOC Deputy Director (Fire Lead) Relief A-Watch	See current Assignments During Major Incidents Roster
22.	EOC Director (Police Lead) or EOC Deputy Director (Fire Lead) Primary B-Watch	See current Assignments During Major Incidents Roster
23.	EOC Director (Police Lead) or EOC Deputy Director (Fire Lead) Relief B-	See current Assignments During Major Incidents Roster

	Watch	
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 Relief 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.