

COUNTER-TERRORISM AND SPECIAL OPERATIONS BUREAU

NOTICE
16.2

March 25, 2011

TO: All Bureau Commanding Officers

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


SUBJECT: 2011 STANDING PLANS


The Emergency Operations Division (EOD) is responsible for reviewing and approving all Standing Plans for the Department. The Department's ability to coordinate and respond to any emergency incident is incumbent upon our ability to gather and organize critical information into a standardized format. This requires a significant amount of preplanning and preparedness. Also, they allow supervisors, watch commanders, and command staff access to Area-specific information at a moment's notice.

All Area commanding officers shall ensure their respective Standing Plans are completed, updated and appropriately maintained annually. Two copies including an Intradepartmental Correspondence, Form 15.2, shall be forwarded to the concerned Bureau by May 15, 2011. The Bureau shall maintain one electronic copy and forward a Portable Document Folder version electronically or on a CD disc to EOD no later than June 1, 2011. Adhering to the submission deadlines will allow EOD personnel to review and identify any discrepancies or necessary updates. The Standing Plans shall include procedures established in the Department's Emergency Operations Guide and Department Manual containing emergency control plans, single use plans, and Area specific response plans. This will allow the respective Area to respond appropriately and efficiently, and maintain compliance with the National Incident Management System.

If you have any questions regarding this matter, please contact Sergeant Clint Dohmen, Emergency Preparedness Unit, EOD, at (213) 486-5730.

APPROVED:


MICHAEL P. DOWNING, Deputy Chief
Commanding Officer
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