

City of Los Angeles  
**TRAINING ANNEX**

to the  
**Emergency Operations Master Plan and Procedures**

# Table of Training Requirements and Responsibilities

TRAINING CATEGORIES	TYPES OF TRAINING	AUTHORITY	FREQUENCY	TRAINING RESPONSIBILITY					
				Employee's Department	EPD	Fire	GSD	Pers	Other/Comments
1. <b>City Employees</b>	a. Fire/Life Safety								
	- Personal/Family Preparedness	Exec Dir 54	Annually (4)	P		A		A	
	- Workplace/Home/Auto	Exec Dir 54	Annually (4)	P		A		A	
	b. SEMS Orientation	State Law	As Needed	P	A				
	c. BEC	Council Action	Annually	P			A/C		
	- Floor Wardens, etc.	Exec Dir 54	Annually	P		A/C	A/C		
	- CPR/First Aid (as designated)	Departmental	As Needed	P				A/C	
- Emergency Response Team	Exec Dir 54	As Needed			P/C	A			
- Hazard Mitigation	Council Action	Annually	A		A	A			
				P					
2. <b>Department Specific</b>	a. Field Personnel								
	- SEMS Courses	State Law	As Needed	P	A	A			Police - A
	- NBC(2) First Responder	Departmental	As Needed	P		A			Police - A
	- Intra-Departmental Exercises (1)	Exec Dir 54	As Needed	P	A	A			
	- Urban Search and Rescue (USAR)	Council Action	As Needed	A	A	P			
	b. Support Staff								
	- First Responder	EOO Ord	Annually	P		A			
	- Intra-Departmental Exercises (1)	Exec Dir 54	Annually	P	A	A			
	- SEMS Courses	State Law	As Needed	P	A	A			
	c. DOC/EOCIMS Operations								
- First Responder	EOO Ord	Annually	P						
- Intra-Departmental Exercises (1)	Exec Dir 54	As Needed	P	A	A				
- SEMS Courses	State Law	As Needed	P	A	A				
3. <b>EOO Specific</b>	a. Elected Officials, Board Members, Newly Assigned Staff	Board Policy	As Needed	A	P				
	b. EOC/EOCIMS Operations	Board Policy	Annually	A	P				ITA - A
	c. Inter-Departmental Training	Board Policy	As Needed	A	P				
	d. Individual OES/FEMA Sponsored Training	Board Policy	As Needed	P	A/C				
4. <b>City-wide Exercises</b>	a. Annual January 17 Earthquake Preparedness Exercise	Council Action	Annually	A	P(3)	A	A	A	
	b. LA County Annual Emergency Preparedness Exercise	Board Policy	Annually	A	P(3)	A	A	A	

**Legend:** A = Assist; C = Coordinator; EPD = CAO Emergency Preparedness Division; GSD = General Services Department; ITA = Information Technology Agency; P = Primary; Pers = Personnel Department; (1) can be combined with any annual City-wide inter-departmental EOO exercise; (2) NBC = Nuclear, Biological, Chemical; (3) EPD, in its role as chair of the EOO Training Subcommittee; (4) EOO recommended.