

**16. Emergency Preparedness**

LAWA is required to comply with Federal, State and City emergency management mandates which include the development of emergency response plans and the related training program for all hazards that impact airport operations. These mandates are indicated in the City Charter; ordinances approved by the City Council, which are contained in the Los Angeles Administrative Code; Executive Directives issued by the Mayor; and, other applicable laws and regulations.

LAWA's Emergency Management Division is responsible for providing essential information and fundamental understanding of emergency preparedness and management to preserve life, maintain safety and security, preserve property, communicate with stakeholders, and promptly recover operations. This section establishes conditions for emergency preparedness for all airlines, contractors or stakeholders working at the airport.

**16.1. Emergency Preparedness Training**

- 16.1.1.** All badged employees using the Airport shall have emergency preparedness training.
- 16.1.2.** LAWA's General Manager or designee shall determine the emergency preparedness training requirements.
- 16.1.3.** Companies shall incorporate emergency management and personal preparedness in their new employee orientation.
- 16.1.4.** Any badged employee who fails to obtain emergency preparedness training may have their badge rescinded.

**16.2. Certified Service Providers**

Section 10.37.2(b)(4) of the City of Los Angeles' Living Wage Ordinance (LWO) states that all LAWA Certified Service Providers (CSPs) shall provide sixteen (16) hours of compensated release time annually to their employees to attend and complete 'Emergency Response Training' courses approved by LAWA.

- 16.2.1.** A CSP Employer shall provide a badged employee at the Airport, 16 hours of additional compensated release time annually to attend and complete emergency response training courses approved by the Airport.
- 16.2.2.** By December 31, 2018, and continuing thereafter on an annual basis, an Employee of a CSP Employer shall successfully complete the 16 hours of emergency response training.
- 16.2.3.** An Employee of a CSP Employer hired after December 31, 2018, shall complete the 16-hours of emergency response training within 120 days of the first date of hire.
- 16.2.4.** The 16 hours of compensated release time shall only be used to attend Airport approved annual emergency response training courses. The 16 hours of compensated release time does not accumulate or carry over to the following year.

- 16.2.5.** CSPs must maintain training records to provide evidence that their employees, contractors and vendors are in compliance with training requirements and make those records available upon request for review from LAWA.

**16.3. Emergency Plans**

- 16.3.1.** All companies working at the Airport shall have an emergency plan and all employees shall be oriented to that plan.
- a.** Emergency plans should define the most appropriate protective action for each hazard to ensure the safety of employees and others.
  - b.** Emergency plans should identify how the company will warn workers and occupants of their workspaces to take protective action.
  - c.** Emergency plans should identify protocols and procedures to alert first responders including emergency services, trained employees and management. Emergency plans will identify 424-646-7911 as the LAWA emergency number and 911 as the City of Los Angeles emergency number.
  - d.** Emergency plans should identify how employees and management will communicate during and following an emergency.

**NOTE:** Information on emergency planning may be obtained from Ready.gov  
<https://www.ready.gov/business/implementation/emergency>