

### **EPT BACKGROUND & REQUIREMENTS**

On April 5, 2018, the BOAC per Board Resolution No. 26468 adopted the City Council and Mayor approved amendments to the City of Los Angeles Worker Retention and Living Wage Ordinances (LWO). On February 21, 2019, the BOAC per Board Resolution No. 26711 approved updates to the CSPP Requirements to specifically include the LWO amendments, which required CSPs to establish a paid release time policy for employees so as to provide 16 hours of Emergency Preparedness Training (EPT) on an annual basis. The ordinance requires all CSP employees to be certified annually and new employees be trained within 120 days of hiring.

In January 2020, LAWA developed the EPT E-Affidavit System (EAS) for each CSP to provide an electronic signature confirming full compliance with all CSP-EPT requirements for the calendar year, in addition to providing their support documents. All CSP employees are required to complete the LAWA Emergency Management (EM) online training course annually, which also satisfies the LAX Rules and Regs minimum training requirement to coincide with issuance of a new or renewed badge by the LAX Security Badge Office.

### **FREQUENTLY ASKED QUESTIONS**

**Q: Can you hire a vendor to develop your EPT curriculum and provide the training for employees at LAX?**

A: Yes; however, all EPT curriculums and certified trainers must be approved by LAWA Emergency Management Division (LAWA EMD).

**Q: Is there a list of LAWA approved EPT vendors available?**

A: LAWA does not recommend nor endorses any company providing EPT assistance/services; however, a list of EPT vendors is located on the CSPP website.

**Q: How long does it take for LAWA EMD to approve an EPT curriculum and certified trainer credentials?**

A: Approximately 60 days.

**Q: If you hire an individual who has completed the 16 hours of EPT for the calendar year with another CSP, do you have to re-train that employee?**

A: No; however, you must provide LAWA support documents confirming the employee(s) received the 16 hours of annual EPT.

**Q: Did LAWA make any changes to the EPT requirements for CY 2020?**

A: No, your approved EPT plan for CY 2019 is valid for CY 2020.

**Q: Can you provide a classroom style training to provide the annual LAWA EM online training course to your CSP employees at LAX?**

## LAWA EMERGENCY PREPAREDNESS TRAINING INFORMATION

A: Yes, however, you must use and submit the LAWA Certificate of Achievement (COA) signed by the employee, trainer, and Authorized Signer. 1. The COA must also include the company and division code as the unique ID at the bottom.

**Q: What type of EPT support documents are needed to verify if the CSP provided 16 hours of EPT (including LAWA 1-Hour EM online training course) to all employees at LAX are acceptable to LAWA?**

A: Employee sign-in rosters must be provided for all computer-based and classroom style trainings covering the full 16 hours of annual EPT. The LAWA COA generated upon completion of the EM online training course or the manual COA signed by the employee, trainer, and Authorized Signer must also be provided to be in full compliance with EPT requirements. Sample CSP EPT sign-in sheet available on CSPP website.

**Q: Where is the LAWA 1-Hour EM online training course and CSP e-affidavit signature located, and who should I contact with any access problems?**

A: Click the following link to access the LAWA EM online training course and CSP e-affidavit signature - <https://emdtrainingprogram.lawa.org/login/index.php>

For any online access issues, please contact LAWA Emergency Management Division, at [emdtrainingprogram@lawa.org](mailto:emdtrainingprogram@lawa.org).

**Q: What is the deadline to submit the annual CSP EPT support documentation to LAWA and sign the CSP e-affidavit to confirm full compliance with all EPT requirements?**

A: The deadline to provide all CSP EPT support documents and e-affidavit signature is January 31st.

**Q: How often are companies required to report on EPT status throughout the year?**

A: Yes. CSPs are required to submit quarterly EPT status reports to confirm new employee(s) received the 16 hours of EPT within 120 days of hiring date AND that training is completed within 90 days of employee(s) starting the first training module, or whenever practicable, to make sure employees complete the training within a reasonable amount of time and reduce the time between trainings.

**Q: Who should I contact for questions regarding CSP EPT administrative and reporting requirements?**

A: LAX Airfield Permits Unit, Trémayne Noles at (424) 646-6455 or [tnoles@lawa.org](mailto:tnoles@lawa.org).

**Q: Who should I contact for questions regarding CSP EPT curriculum approvals and/or LAWA EM online training course completion status?**

## LAWA EMERGENCY PREPAREDNESS TRAINING INFORMATION

A: LAWA Emergency Management Division, Cassandra Heredia at (424) 646-5058 or [cheredia@lawa.org](mailto:cheredia@lawa.org).