

LAWA EMERGENCY PREPAREDNESS TRAINING INFORMATION

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 LAX Certified Service Provider Program (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 Ordinances require all Certified Service Provider (CSP) employees to be certified annually and new employees be trained within 120 days of hiring. Los Angeles World Airports (LAWA) was tasked with the administration of the LAX CSP EPT program, which included developing a 16-hour training curriculum and standards to become a certified Trainer. LAWA was also responsible for monitoring compliance with all EPT requirements annually.

All CSP badged employees are required to complete the LAWA 1-Hour Emergency Management (EM) online training course annually, which also satisfies the LAX Rules and Regulations minimum training requirement to coincide with issuance of a new or renewed badge by the LAX Security Badge Office. CSPs are also required to submit an Affidavit attesting to full compliance with all EPT requirements for each calendar year, which is due by January 1st.

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 must be in alignment with the standards identified by the LAWA Emergency Management Division (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: Are CSPs still required to submit their EPT plan (training syllabus & curriculum) for LAWA review and approval prior to training employees?

A: No. However, your EPT plan must be in alignment with the approved training modules located on the CSPP website. Also, CSPs are required to retain all support documentation on file throughout the term of their CSPLA to confirm compliance with EPT requirements, and be subject to LAWA audit.

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

A: CSPs are no longer required to submit EPT packets for LAWA review and approval. EPT Certified Trainer approval takes approximately 1-2 weeks.

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Q: If a CSP employee completes the annual 16 hours of EPT, then rebadged under a different CSP, is that employee required to be re-trained for that calendar year?

A: No; however, support documents must be on file confirming the employee(s) received the 16 hours of annual EPT for said calendar year.

Q: If a CSP employee is badged under multiple CSP companies, does each CSP company have to provide the 16 hours of EPT to that employee for that calendar year?

A: The CSP companies have a shared responsibility to ensure the employee receives the annual 16 hours of EPT. If LAWA cannot verify that the employee received the annual 16 hours of EPT, then each of the CSP companies will be in considered non-compliant with EPT requirements.

Q: Are CSP rebadged employees considered new hires for LAX operations?

A: No. CSP rebadged employees are not considered new hires at LAX. CSPs acquiring an employee(s) from another CSP are responsible for providing the 16 hours of EPT for that calendar year, unless support documentation is provided confirming the rebadged employee(s) fulfilled the EPT requirements for that calendar year.

Q: Where can I find updates to the CSP EPT requirements?

A: On the CSPP website at www.lawa.org/cspp.

Q: Can a classroom style training be provided to CSP employees to cover the annual LAWA 1-Hour EM online training course?

A: Yes, however, you must use and submit the LAWA Certificate of Achievement (COA) signed by the employee, trainer, and LAX Authorized Signer.

Q: Is the LAWA 1-Hour EM online training course and e-affidavit still accessible through the LAWA Tenant Suite?

A: No. Until the LAWA 1-Hour EM Training online course is migrated to a new platform, the training course has been separated into six (6) videos and posted on the CSPP website. The hard copy CSP EPT Affidavit is located on the CSPP website.

Q: What type of support documentation is required to verify if the CSP provided the full 16 hours of EPT to all employees, which includes completion of the LAWA 1-Hour EM online training course?

A: Sign-in rosters and certificates of completion are required if the EPT curriculum was provided to employees in a classroom-style setting. If the EPT curriculum was provided to employees via computer-based, then a computer-generated printout reflecting successful completion of the course.

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Until the LAWA 1-Hour EM Training online course is migrated to a new platform, the LAWA COA generated upon completion of the course will not be available. CSPs must utilize the LAWA COA template to confirm employees completed the LAWA 1-Hour EM training course, which must be signed by the employee, EP Trainer, and LAX Authorized Signer. Sample CSP EPT sign-in sheet and LAWA COA template available on the CSPP website.

Q. Are companies required to submit support documentation to LAWA verifying that all CSP badged employees completed the 16 hours of annual EPT?

A. No, CSPs are required to maintain all EPT support documentation on file, and be subject to audit by LAWA throughout the term of their CSPLA.

Q. Are companies required to submit an EPT Letter of Intent (LOI) annually?

A. Yes, an updated EPT LOI must be submitted for each calendar year, and signed by an Executive Officer prior to beginning training employees at LAX. The EPT LOI template is located at on the CSPP website.

Q. When is the deadline to submit the annual CSP EPT Affidavit to confirm full compliance with all EPT requirements for the calendar year?

A: The deadline to provide the CSP EPT Affidavit is January 1st, which **must** be signed by the LAX Authorized Signer. Affidavits not signed by the LAX Authorized Signer will be invalid and signed Affidavits submitted prior to all CSP badged employees completing 16 hours of EPT for the calendar year are considered invalid by LAWA.

CSPs submitting invalid EPT Affidavits are subject to an automatic CSPP Notice of Investigation (NOI) meeting and/or LAWA Contractor Responsibility Program (CRP) investigation conducted by the LAWA Procurement Services Division (PSD), which may have adverse impacts to the CSP's authority to operate at LAX.

Q. Who is authorized to sign the CSP EPT Affidavit?

A: Only your company's LAX Authorized Signer has the authority to sign the CSP EPT Affidavit attesting to full compliance with all EPT requirements annually. CSP EPT Affidavits not signed by your LAX Authorized Signer are considered invalid by LAWA.

Q. Who or where should the CSP EPT Affidavit be sent?

A. All CSP EPT Affidavits must be emailed to: cspp-ept@lawa.org

Q. Can an employee's annual EPT completion records be transferred to an existing or new CSPLA licensee at LAX?

A: Yes; however, the existing or new CSPLA licensee must obtain the required support documentation to verify the employee(s) completed the annual EPT, and is responsible for ensuring that all rebadged employees complete the required annual EPT.

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Q. How long should a CSP retain their EPT support documents on file?

A. CSPs must retain all EPT support documents on file and be subject to LAWA audit, throughout the term of their CSPLA. CSPs submitting insufficient or inaccurate EPT documents to LAWA are subject to an automatic CSPP NOI meeting and/or CRP investigation.

Q. If I'm a LAX permitted air carrier and a Certified Service Provider, are all of my badged employees required to complete the annual 16 hours of EPT?

A. No, only the badged employees directly associated with the CSPLA regulated service(s) provided to another airline/tenant at LAX are required to complete the annual 16 hours of EPT.

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.

Q: Who should I contact for questions regarding the CSP EPT modules/curriculum content, and/or EPT packet approval status?

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