

TOPANGA EMERGENCY MANAGEMENT TASK FORCE MEETING
November 14, 2012

Task Force Members in attendance:

Pat MacNeil, T-CEP and ARC
Keith Harrison, Jeanne O'Donnell, CEO/OEM
Susan Nissman, Cynthia Scott, Third District
Maria Grycan, Fire Department
Mary Lukins, Department of Animal Care and Control
John Adkins, Department of Public Works
Chase McMunn, Public Library
Marge Santos, CEO/UAS
Scott Ferguson, CERT
James Grasso, T-CEP
Ryan Ulyate, North Topanga Fire Safe Council
Rebecca Goldfarb, Topanga Town Council

Introductions

The meeting was called to order by Co-Chair, Keith Harrison. A review of the Minutes from the August 22, 2012 meeting were reviewed and approved.

I. Issues and Reports

- A. **Topanga Community Wildfire Evacuation Annex** - Keith Harrison indicated that the draft has been sent to members of the Task Force and requested that we review and provide comments to Jeanne O'Donnell of OEM, since Keith announced his retirement from County services effective December 12, 2012. Ms. O'Donnell will be taking over Keith's duties at OEM and on the Task Force as well, until a replacement for Keith is made by the Chief Executive Office.

After the Task Force's approval of the Topanga Wildfire Evacuation Annex document, it will go to the Access and Functional Needs Committee for their review and approval. Keith advised that the Fire and Sheriff Departments need to include information in their respective sections on the SNAP program (Specific Need Awareness Planning). This document is not tactical but for the EOC's use to see "the big picture". Scott suggested that some of the repetition in the verbiage could be streamlined but Maria noted that each section must be able to stand alone. Susan reminded the group that the document is designed to meet compliance. She suggested that we review with the Topanga Library staff, Bob Held, to include this new facility.

B. Communications Sub-committee – Cynthia Scott reported that the Sub-committee is in the beginning stages of revising the Topanga Survival Guide and the Supplement and combining these into one document. A recycled paper binder with pockets will be prepared to replace these booklets in order to provide flexibility for updating. The Sub-committee also discussed plans to complete a condensed version of “Grab n Go” vital information in a booklet form.

Apps – The Sub-committee is discussing the development of an Emergency Management App; however, this application would require constant updating since the information will not be useful if it is not updated to reflect real time activities. Logistics of how and what entity would be responsible for maintaining this App is yet to be determined. Maria is working with FD staff to quote and design.

Kiosks – The Sub-committee still has this item on their agenda for consideration; however, the update of the Topanga Survival Guide and Supplement will take priority over the development of Kiosks.

C. A 2013 Exercise Drill vs. Table Top Exercise – A discussion was held on whether to conduct a Drill in 2013 vs. a Table Top Exercise. To date five Canyon drills have taken place and the 2012 drill was the first time that an evacuation drill was conducted. Annual drills require intense planning and coordination of resources. A Table Top drill typically involves creating stations where participants each work on worst case scenarios and find the gaps, then share lessons learned. Keith sees this as an ideal opportunity for Task Force players to familiarize themselves with the updated Annex Plan. Maria is looking into how to get the community engaged. It would be desirable to invite “newbies” and get a fresh perspective from other key stakeholders. However, an informed community is imperative. To that end, an educational presentation at a community workshop could be conducted prior to the Exercise. It was suggested that Neighborhood Networks can get involved as well.

After much discussion, it was determined that Maria Grycan, Susan Nissman and Jeanne O'Donnell provide assistance to put together an Exercise Design Team to determine the best method of outreach to the community in order to maintain emergency planning efforts in Topanga, since it was agreed that a Canyon-wide drill will not take place in 2013. Outreach to the community would be handled in two phases: (1) Conduct a Table top exercise for the stakeholders; and (2) Stakeholders would conduct workshops for the community to obtain information. The information obtained from the community workshops would be used to improve planning and coordination efforts for emergency preparedness in the Canyon and to include these findings into the planning of the next drill. Keith suggested that OEM's Jeff Terry be involved to assist with the Exercise. The Task Force agreed to this approach for 2013 and

determined that a Canyon-wide drill will be conducted in 2014, the last year of Supervisor Yaroslavsky's term.

II. Future Agenda Items

1. Communication Subcommittee report on the updates of the Topanga Survival Guide and the Supplement; Apps; Kiosks
2. Update on the Topanga Evacuation Annex
3. Report from the Exercise Design Team

III. Announcements

1. The Department of Animal Care and Control along with the CHP will be conducting a horse trailer inspection this Saturday, November 17, 2012.
2. A luncheon to honor Keith Harrison's retirement will be held on 12/11/12.
3. SD3 Holiday Reception will be held at the Calabasas Field Office on 12/13/12 from 5:00 to 7:00 p.m.
4. A lecture series was completed on fire safety and preparedness. Youtube videos may be viewed at NTCFSC.org.

Next TEMP meeting is scheduled for 2/20/13.