

TOPANGA EMERGENCY MANAGEMENT TASK FORCE MEETING
February 27, 2013

Task Force Members in attendance:

Pat MacNeil, T-CEP and ARC
Jeanne O'Donnell, CEO/OEM
Cynthia Scott, Tim Pershing, Third District
Maria Grycan, Fire Department
Eric Fox, Sheriff's Department
Chase McMunn, Public Library
Mary Lukins, ACC
Marge Santos, CEO/UAS
Officer Leland Tang, CHP
Stacy Sledge, Topanga Town Council
Ali Acker, LACDACERT
Susan Clark, LACDACERT, alt

I. Introductions

The meeting was called to order by Co-Chair, Pat McNeil. The Minutes from the November 12, 2012 were reviewed and approved.

II. Issues and Reports

- A. **Topanga Wildfire Evacuation Annex** - Jeanne O'Donnell of OEM reported that she received input from only three people (Marge, Scott, and Rebecca) on the 11/23/12 version. She will send out the draft again to the Task Force members to obtain input. Names of organization leaders should be eliminated, like at CERT for instance. A map of Topanga should also be included. Further comments and suggested edits should be forwarded directly to Jeanne and she will track changes in the document.
- B. **Communications Sub-committee** – Cynthia Scott reported that another meeting of the Sub-committee will be scheduled soon. A draft time line has been developed for completion of the updated Topanga Survival Guide which is expected to be early spring of 2014. The guide will combine into one document the contents of previous publications of the Survival Guide and related emergency preparedness information. It is hopeful that the guide will be more user-friendly.

The Task Force is currently contacting departments and agencies to request them to review previous information and provide updates as necessary. The guide will be organized into 8 sections- Introduction, Preparation, Response, Recovery, Other Topanga Issues, Resources,

Zones and Maps, and Glossary- with tabs to identify each section. The information on California Fair Plan and Santa Monica Mountains Brush clearance program will be eliminated from the new guide.

Ali Acker and Susan Clark requested to join the Sub-committee so that they may provide assistance on the development of the new document. Jeanne O'Donnell indicated that public health emergencies are becoming more prevalent in recent months, and therefore suggested that Public Health's input is obtained and included in the revised Survival Guide.

Apps – Maria Grycan indicated that the development of an App for both the iPhone and Android is being considered. The App will be developed in stages with the most basic and GIS information, after which real time content will be added. The App will also contain for example, the CSAs and TRAs. Fire will solicit the assistance of a private App developer to build the App. Maria will set a meeting with Susan and the App developer, Chris, to begin discussion on the framework on which the App will be designed.

Kiosk – Cynthia Scott indicated that SD3 has secured funding for the installation of the kiosk. It will be approximately 4' x 6' and will include a map of the CSA's and TRAs with available pocket areas to display materials for the community's use. Location will be at the Pine Tree Circle.

- C. **Exercise Design Team:** – Maria Grycan reported that she has not been able to schedule a meeting to begin discussions/planning for the Table Top Exercise.

Stacy Sledge indicated that the seniors of Canyon Sages would like to be included. Maria indicated that the Table Top Exercises will be done in two phases; and therefore it will be easy to accommodate the Canyon Sage's request.

Timeline for the Table Top Exercise: The Table Top exercise is expected to be conducted in June/July of this year; the community exercise is expected to take place afterwards in the fall. Maria also noted that the annual school exercise at Topanga Elementary will still be held as usual before the end of this school year.

Eric Fox of Sheriff's Department indicated that they just recently a simulated emergency response to a 7.0 earthquake was conducted in Carson. After the exercise an equipment inspection and an evaluation of the response were conducted. Classes were also held to educate participants on what is needed for preparedness and response. It was discovered that had this been a real earthquake the preparedness was not

at a level that it should be. Currently, Fire is visiting each Sheriff's station to evaluate the integrity of the buildings should a 7.0 magnitude earthquake occur. Fire is also doing educational outreach and has suggested stockpiling supplies at each Sheriff Station to sustain staff in the event of an emergency. He stressed the importance of critical needs preparedness and suggested that each Sheriff station should be self-sustainable for at least 3 days after an emergency, such as an earthquake.

Erick Fox indicated that the next large preparedness event will be a Countywide Active Shooter Drill. This will be done in two phases (1) a symposium will be conducted with high level school officials and law enforcement; and (2) an "Active Shooter Drill" will be conducted to include approximately 200 law enforcement personnel from the Sheriff. Fire Department will also participate in this drill.

III. Emergency Preparedness Funding

Cynthia Scott provided information on various emergency preparedness non-profit initiatives in SD3 that has been allocated funding to continue with community outreach and preparedness efforts.

Cynthia Scott also announced her departure from SD3 effective March 15, 2013 to accept a position as Regional Director of Development for UCLA. She noted that SD3 District office will remain in full operation and business will be conducted as usual. Tim Pershing will be taking over Cynthia Scott's assignment.

Public Comment:

Susan Clark requested that the Department of Fish and Game contact information be included in the revised version of the Survival Guide, as appropriate. She also asked for an electronic version of Draft Wildfire Plan so that she could review and provide suggestions. Jeanne O'Donnell agreed to send her a copy of the initial draft.

IV. Future Agenda Items

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

Next TEMP meeting is scheduled for May 29, 2013.