

**TOPANGA CANYON EMERGENCY MANAGEMENT  
STEERING COMMITTEE  
MEETING NOTES**

**Co-Chair: Pat MacNeil  
Co-Chair: Jeff Terry  
Lead Coordinator: Susan Nissman  
June 1, 2006**

**ATTENDEES:** Jeff Terry (OEM), Pat MacNeil (T-CEP), Susan Nissman (BOS 3), Cynthia Scott (BOS 3), Dorothea Park (UAS), Abigail Bok (Arson Watch), Stacey Sledge (Topanga Town Council), Lance Grindle (LADPW), Maria Grycan (LACOFD), Mary Lukins (LADACC), Andrea Makshanoff (T-CEP), John Cvjetkovic (LADPSS), Peggy Edwards (KH Consulting Group)

**AGENDA, NOTES, & ACTION ITEMS**

*(Action Items are italicized)*

**I. WELCOME, INTRODUCTIONS, & GENERAL UPDATES**

*The April minutes will be corrected to reflect that CERT, not T-CEP is putting boxes of supplies together to be stored at each Community Safety Area. (Peggy Edwards)*

**II. RECOVERY PLANNING**

John Cvjetkovic, of Los Angeles County Department of Public Social Services, briefed the Steering Committee on agency plans in the aftermath of a disaster in Topanga Canyon. DPSS will be the lead agency coordinating services from both government and non-profit organizations. They manage a rapid deployment team responding from various agencies.

They would establish a primary location, most likely the regional shelter located outside the Canyon. Some of the services that will be provided are available to all people impacted by the disaster; others are income-based. Residents will be encouraged to visit and determine the services they qualify for.

Long term housing is a gap. Los Angeles County will approve bringing in mobile homes to use while reconstructing residences. The regulations surrounding this are not clear.

FEMA no longer establishes Federal Assistance Centers in impacted areas. Their benefits, programs, and procedures have changed greatly since the 1994 Northridge earthquake, and even since Hurricane Katrina in 2005.

The County's 2-1-1 information telephone line can be adapted to what we need in the aftermath of a disaster.

**ACTION ITEMS:**

*Determine the County requirements and assistance for temporary housing after a disaster. (Recovery Subgroup)*

*Determine how to use 2-1-1 in the aftermath of a disaster. (Recovery Subgroup)*

*Develop a checklist for Recovery for residents, including information about insurance policy numbers and contact information in evacuation kits. (Recovery Subgroup)*

*Contact other County agencies (e.g. Regional Planning & Building and Safety) to determine their disaster recovery plans. (Recovery Subgroup)*

*Research booklets prepared for residents by insurance companies after the San Bernardino fire. (Andrea Makshanoff)*

*Add information developed by the Recovery Subgroup to the [topangasurvival.org](http://topangasurvival.org) web site when available. (Pat Nelson, Bob Loftus)*

### **III. UPDATES ON PLANNING & RESPONSE WORK GROUP SUBGROUPS**

- Evacuation Notification:** This Subgroup has finished its primary work. Brad Davis will continue to monitor developments in technology, radio availability, and CalTrans transmitter towers.
- Small Animal/Pet:** The plan is almost completed. The tasks that need to be completed are all related to communications, including a public awareness campaign and development of a brochure. This subgroup will continue on in Phase II. Susan Clark has completed several PSAs and has more in development.

**ACTION ITEM:** *Ask Susan Clark to provide PSA materials and budgets to Susan Nissman for review and ideas for future funding. (Cynthia Scott)*

- Personal Emergency Shelters:** The basic planning is completed. Jack MacNeil will continue to monitor this project.
- Hard-to-Reach Populations:** This newly formed subgroup will continue in Phase II. There are an estimated 12,000 people coming into the Canyon to work each day. These are one component of the hard-to-reach population.

### **IV. STATUS REPORTS**

See Attached

### **V. ORGANIZATION OF PHASE II**

The Steering Committee will charter two new Committees and continue three Committees in Phase II. (We will be using the organization terms "Steering

Committee,” “Work Group,” and “Committees. Phase II will have one Work Group composed of 5 Committees.) Andrea Makshanoff and Maria Grycan will Co-Chair the Work Group.

The two new Committees are:

- Prevention Methods (chaired by Rick Pfeiffer)
- Recovery

The on-going Committees are:

- Small Animal/Pets (chaired by Andrea Makshanoff)
- Hard-to-Reach Populations (chaired by Michelle Johnson)
- Communications

The Communication Committee will have members “embedded” in the other four Committees. These members will coordinate the communication needs of the Committees and develop and implement a plan of work that addresses these.

The reorganization of Committees and the initial development of Phase II work plans will be on the agenda for the June 21<sup>st</sup> Work Group meeting.

There will not be a work group focused on equipment and operators as there are tremendous liability issues to the County. T-CEP maintains such a list so it does not need to be duplicated.

## **VI. FUTURE MEETING DATES & TIMES**

June 29<sup>th</sup> from 2:30 – 5 p.m. at the T-CEP EOC

July 27<sup>th</sup> from 2:30 – 5 p.m. at the T-CEP EOC

August 24<sup>th</sup> from 2:30 – 5 p.m. at the T-CEP EOC

September 28<sup>th</sup> from 2:30 – 5 p.m. at the T-CEP EOC

**TOPANGA CANYON EMERGENCY MANAGEMENT PLANNING  
STEERING COMMITTEE**

**STATUS REPORT**

| INITIATIVE/ISSUE                             | STATUS   | WHO  | WHEN |
|--|--|--|------|
| <b>Traffic Control Plan</b>                  | The plan needs to be revisited after the July 15 <sup>th</sup> Drill   |  |      |
| <b>Signage Program</b>                       |  |  |      |
| <b>CSA &amp; NSA Signage</b>                 | <p>The <b>CSA and NSA street signs</b> are waiting on the Fire Dept. to approve parking and shelter logistics for the sites so they can be properly oriented and worded. (See Other Signage and Logistics below)</p> <p>The “<b>Bot’s Dots</b>” concept for CSAs is being explored by Public Works.</p>  | <p>CERT</p> <p>Maria Grycan</p> <p>Lance Grindle</p> <p>Maria Grycan</p> |      |
| <b>Other Signage</b>                         | <p><b>New street signs</b> – CalTrans has concerns about placing County signs on a State road. The same situation exists for CSA signs on Topanga Canyon Blvd.</p> <p>Greg Jaquez and Chris Sheppard are researching the status of these.</p>  |  |      |
| <b>Logistics for CSAs &amp; NSAs</b>         | Under discussion are supplies, water, port-a-potties (in some locations without facilities), and a cache of supplies.  | CERT   |      |
| <b>Calvary Church MOU</b>                    | John Cvjetkovic will check with Keith Garcia of the Red Cross to determine status.   |  |      |
| <b>Emergency Preparedness Planning Guide</b> | <p>OEM, UAS, and KH are consolidating comments from the EMC and will update the document for the August approval process.</p> <p>There was some confusion within OEM about the purpose of the Planning Guide. Some thought that it was intended to be the emergency plan for the community. It was not intended for that purpose, nor does it meet those requirements.</p> |  |      |

|                                  |  |              |  |
|----------------------------------|--|--------------|--|
|                                  | See Emergency Management Plan below.   |              |  |
| <b>Emergency Management Plan</b> | <p>There is a need to develop an Emergency Management Plan for Topanga Canyon that will meet the requirements of SEMS and NIMS.</p> <p>Maria Grycan will develop this, based on the Westlake Village plan.</p> | Maria Grycan |  |
| <b>Governance</b>                |  |              |  |