City of Beverly Hills

Health and Safety Commission
Regular Meeting

March 24, 2008
4:00 pm
City Hall Room 180-A

Enhancing the Health and Safety of Our Community
CITY OF BEVERLY HILLS  
City Hall Room 180-A  
AGENDA WORKING DRAFT

HEALTH AND SAFETY COMMISSION REGULAR MEETING  
Monday, March 24, 2008  
4:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. COMMISSION MINUTES  
   • Consideration of minutes of February 25, 2008  
   • Consideration of minutes of March 3, 2008

D. ORAL COMMUNICATIONS FROM THE AUDIENCE  
   At this time, members of the public may address the Commission regarding any items  
   not on the Agenda that are within the subject matter jurisdiction of the Commission. By  
   State law, the Commission may not discuss or vote on items not on the Agenda.

E. REPORT FROM THE CHAIRPERSON  
   • Mayor’s Cabinet Meeting – March 12, 2008.  
   • Other items of interest.

F. DIRECTOR’S REPORT  
   • Report from Myra Lurie, Beverly Hills School District Board Member  
     1. The Great Southern California Shakeout  
     2. Information Only:  
        • Earthquake Safety Quiz  
        • ESP Monthly Flyers  
        • City of Beverly Hills Economic Summary

G. NEW BUSINESS  
   3. “Every 15 Minutes” Program  
   4. Neighborhood Watch Zone Meetings  
   5. Future Meetings – May Meeting Date  
   6. Postponement of Citizen Corps Volunteer Award  
   7. April Earthquake Preparedness Month
8. Department Presentations:
   - Policy and Management: Katie Lichtig, Assistant City Manager
     ❖ Emergency Management: Pamela Mottice Muller, Director of Emergency Management
   - Fire Department: Assistant Chief Mark Embrey
   The meeting will adjourn to and reconvene at the Fire Department located at 445 N. Rexford Drive for a department presentation and facility tour.

9. Stakeholder Sub-Committees

H. COMMENTS FROM COMMISSIONERS
Commissioners' brief responses to public comments, questions for clarification, brief announcements, and brief reports on activities.

I. COMMISSIONERS' INSTRUCTIONS TO STAFF
Requests for information, provision of references, and directions to place items on future Agendas.

J. ADJOURNMENT
MEMORANDUM

TO: Health and Safety Commissioners
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: March 24, 2008
SUBJECT: Stakeholder Groups

It is important that the City of Beverly Hills coordinates with the Community Stakeholder groups in the City before, during and after a disaster strikes. According to Wikipedia the word Stakeholder may refer to:

- **Stakeholder (general)**, an individual or organization with a legitimate interest in a given situation, action or enterprise.
- **Stakeholder (corporate)**, a party who affects, or can be affected by, an organization's actions

Examples of the City's Disaster Stakeholders are as follows:

- Community & Faith Based Organizations (social and religious based)
- Businesses
- Schools: Both Private and Public
- Medical
- City Tenants
- Others such as Homeowner Groups

These Stakeholders are a valuable source of information, resources and expertise. To have a fully effective community response these groups should be integrated with government emergency management during all emergency management phases. It is the interest of the Office of Emergency Management and the Liaison Officer of the EOC: Management Section to establish a relationship with these groups by holding stakeholder meetings.
For Commission purposes only we will establish these groups as sub-committees. Staff is requesting a Commission Liaison to all these groups. This person would help with the stakeholder contacts and then the hosting of a meeting. A Stakeholder can have more than one Commissioner serving as a Liaison and additional Stakeholder groups can be suggested.

Topics for discussion at a future Stakeholder meeting would be as follows:

- City Disaster Response: What can you expect?
- Stakeholders Response: What can the City expect?
- Prepareness Expectations

Please begin thinking about your area of interest and level of participation. Staff does not want to rush the discussion of this item. Due to the time constraints of the March 24 Commission meeting this item is being submitted as a discussion for a future agenda or to be discussed after the Fire Presentation and dinner.
Department Liaison tours and presentations will be given by the following:

- Policy and Management: Asst. City Manager Katie Litchig
  - Office of Emergency Management: OEM Director Pamela Mottice Muller

- Fire Department: Asst. Chief Mark Embrey

These tours and presentations will highlight the department’s role as related to health and safety matters.

The following attachments are provided for your review before the meeting. Additional handouts may be provided during the department’s presentations.
POLICY AND MANAGEMENT

Department Organization Chart

City Council

City Manager

Office Administration

Assistant City Manager

Deputy City Manager

Director of Economic Development and Marketing

Director of Emergency Management

Deputy City Manager

Director of Communications
Emergency Management - Community and Employee Preparedness
Program: 4804102

Description

Program promotes and encourages life safety, mitigation, and emergency preparedness in the community and to all City of Beverly Hills employees. This includes providing employees with the skills, knowledge and abilities to manage an emergency/disaster at home and in the workplace.

Ongoing Tasks

- Maintain and develop Employee Emergency Response Team (EERT) consisting of employees from all City facilities
- Prepare employees via articles in the employee newsletter, pamphlets, posters, department training through Employee Emergency Response Teams (EERTs), new employee disaster packets, and the annual employee preparedness pledge drive
- Hold City Facility Drills
- Hold Safety Week
- Support and strengthen all City Disaster Citizen Corp (CERT, DCS, MRC, and VIPS) involved in making our community stronger and better prepared to be self-sufficient in the aftermath of a disaster
- Provide disaster preparedness information to the business and residential community via speaking engagements, press releases, AM radio, cable TV, and posters in parking structures and Recreation and Parks centers and other outreach programs
Emergency Management - Community and Employee Preparedness
Program: 4804102

2007/08 Work Plan

City Initiative #2: Communications and Outreach

- Provide staff support in the City Council's effort to analyze whether to establish a new City commission that promotes public awareness and education on public health and welfare issues. If a commission is created then provide staff liaison to the commission.

Service Indicators

<table>
<thead>
<tr>
<th>Service Indicators</th>
<th>Actual 2005/06</th>
<th>Projected 2006/07</th>
<th>Goal 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of speaking engagements, preparedness and safety presentations, disaster</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>preparedness campaigns, expos and outreach to employees and the community</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of residents, businesses, and employees reached in speaking engagements,</td>
<td>9,000</td>
<td>8,000</td>
<td>9,000</td>
</tr>
<tr>
<td>preparedness and safety presentations, disaster preparedness campaigns, expos and</td>
<td></td>
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<tr>
<td>outreach to the community and to employees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of employees maintained as Employee Emergency Response Team members (EERT)</td>
<td>97</td>
<td>102</td>
<td>105</td>
</tr>
<tr>
<td>Number of City Facility Life Safety drills held</td>
<td>4</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Number of employees and customers participating in drills and life safety training</td>
<td>200</td>
<td>400</td>
<td>600</td>
</tr>
</tbody>
</table>
Emergency Management - Disaster Response and Recovery
Program: 4804101

Description

Program strengthens City departments' ability to respond to and recover from an emergency/disaster, and prepares and maintains systems, supplies and other logistical items to support emergency/disaster response and recovery. Program also prepares and coordinates with external agencies and organizations, to assist the City in its preparedness efforts, mitigation measures, disaster response and recovery.

Ongoing Tasks

- Maintains, revises, implements, and tests the City Disaster Response Plan through a variety of tasks and activities.
- Continues to incorporate the National Response Plan and the National Incident Management System into the City planning, training, response, and recovery to meet all federal and state requirements.
- Continues the development of the Policy Group and EOC Team to improve members' understanding of their roles, functions and responsibilities during a disaster including holding meetings, purchasing EOC equipment/upgrades, the design and construction of a new EOC, and the development and implementation of EOC software programs.
- Develops, implements and facilitates training, drills, and exercises that will strengthen the City's ability to respond and recover from an emergency or disaster.
- Keeps current all Disaster related manuals, lists, rosters, checklists, supplies, and containers.
- Interfaces and plans with all levels, including, but not limited to, departments of the Federal, State, County, and surrounding city governments, Beverly Hills Unified School District, Maple Counseling Center, utility companies, relief agencies such as the American Red Cross, community groups and local businesses.
Emergency Management - Disaster Response and Recovery
Program: 4804101

2007/08 Work Plan

City Initiative #2: Communications & Outreach
- Hold stakeholder meetings for the following groups: community based and faith based organizations, private sector, schools and non-governmental organizations on disaster preparedness, response issues and to ensure NIMS compliance

City Initiative #5: Sustaining Beverly Hills' Reputation for Excellence
- Update Animal Disaster Plan
- Implement the Wireless Priority System for all cell phone users currently holding GETS cards
- Hold City Council Disaster Executive Training
- Develop employee disaster transportation plan

Service Indicators

<table>
<thead>
<tr>
<th>Service Indicators</th>
<th>Actual 2005/06</th>
<th>Projected 2006/07</th>
<th>Goal 2007/08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of NIMS and MEMS training classes and exercises held</td>
<td>42</td>
<td>52</td>
<td>25</td>
</tr>
<tr>
<td>Number of EOC Section, Policy Group, and Emergency Management Committee and other disaster preparedness meetings held</td>
<td>59</td>
<td>52</td>
<td>45</td>
</tr>
<tr>
<td>Number of participants for trainings, exercises, and meetings</td>
<td>3,808</td>
<td>4,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Number of external preparedness meetings, speaking engagements, and classes attended</td>
<td>67</td>
<td>50</td>
<td>53</td>
</tr>
<tr>
<td>Number of manuals and plans written or kept updated</td>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
</tbody>
</table>
Definitions: Disaster
A Disaster occurs when a disruption reaches such that there are injuries, deaths, or property damage and when a disruption affects many or all of the community's essential functions.

Disasters
What disasters could happen in the City of Beverly Hills?

DISASTERS
- Earthquake
- Fires
- Terrorism
- Floods
- Landslide
- Windstorms
- Other
If a major quake 7.2 to 7.5 were to hit Los Angeles on the Puente Hills fault at 2 p.m. on a weekday:

- Fatalities could range from 3,000 to 16,000 (7.6%)  
- Injuries could range from 56,000 to 268,000 (120,000)  
- Displaced households ranged from 242,000 to 798,000 (274,000)  
- Short-term public shelter for 42,000 to 211,000 people (80,000)  
- Debris would range from 30,000 to 99,000 tons (51,000)  

City of Beverly Hills  Office of Emergency Management  April 2009

Terrorism

Policy Statement

It is the policy of the City of Beverly Hills to have in place an Emergency Management Plan. The City of Beverly Hills will only prepare for and conduct operations to accomplish the following objectives:

- Save lives, protect property and the environment.
- Provide a basis for the direction and control of emergency operations.
- Plan for continuity of government.
- Repair and restore essential systems and services.
- Provide for the protection, use, and distribution of remaining resources.
- Coordinate operations with the emergency service organizations of other jurisdictions, if necessary.

City of Beverly Hills  Office of Emergency Management  April 2009

Office Of Emergency Management  Mission Statement

The Office of Emergency Management, in coordination, conjunction, and collaboration, with all city departments, will strengthen the City's ability to prepare for, mitigate against, respond to and recover from any natural or manmade emergency/disaster.

Community & Employee

See attachment
Disaster Response & Recovery
See attachment

What Still Needs To Be Completed
- Stakeholder Meetings
  - Medical
  - Schools (private & public)
  - FBO, Non-Profits
  - Businesses
  - Others

WHERE DO WE WANT TO GO?
- WORK PLAN INITIATIVES 08/09

Together We Prepare!
Residents
WE ARE IN THIS TOGETHER!!!

COMMISSIONERS SUPPORT
- OEM Programs
- Preparedness at all Levels
- Spokesperson(s) in community for preparedness
- Stakeholder Sub-Committee members
POLICYGROUP

OEM

II

PREPAREDNESS

MITIGATION

RESPONSE

RECOVERY

PROJECT

II

Commission

Citizen Corp

ERT

Pandemic Flu

Dept.

OEM Coordinators

EOC

positions

Section

EOC: Finance

Health & Safety

Committee

Liaisons

Task Force

CERT: ED

Engineering:

PW: Arnetta

CD: Raffaela

ED: Alberto

CS: Libra

Vincent

Chi Eason

Soady

IPD Liaison

Sonia Berman

Sgt. Joe Chirillo

Julie Kahn

Sgt. Joe Chirub

Shana Epstein

Police Dept.

IT: Flora Martin

Planning:

Donna

Cynthia Jerex

PW & TL Liaison

Sgt. Joe Ogden

CD Liaison

George Chavez

Therese Lee

MRC: CO.

City Clerk: Patty

MRC: PO.

CO. Clerk: Mary

Chief

Embrey

Community

Risk

Management

ED: Michael &

PW: Arne

Admin. Svcs: IT:

Tania

MRC: PO & TL

PO: Lt. Tim West

CS Liaison

Bill Banks

Row/Rosema

I-H Jane Dorman

IT Liaison

Mark Hobson

Communications Liaison

Cheryl Ereidling

Other Volunteers

Fire Dept.
Beverly Hills Fire Department

Mission Statement

Dedicated to providing service with excellence for the preservation of Life, Property, and the Environment

Department Goals

1. Provide a consistent and superior system of emergency and non-emergency services to our community

2. Maintain a commitment of support for our employees through ethical leadership and professional management
BEVERLY HILLS CPR

BHCPR is a program administered by the Fire Department. It has been providing First Aid, CPR, and AED training to the residents of the City of BH, the surrounding communities, City employees, City businesses, and the School District for over 31 years. At the present time, we have trained almost 85,000 people and are still going strong.

The program is an American Heart Association Training Center and as such, teaches AHA protocols. We offer three different levels of classes ranging from non-certified for personal use to classes geared specifically to Health Care Providers. In between there are classes that are certified for occupations such as teachers and security guards who need proof of skills but are not required to be at a Provider level. We also have offered two Mass Trainings at a nominal cost and will be offering a third on June 1st.

The program has non-profit 501-C3 status which allows its volunteer board, Friends of Beverly Hills CPR, to fund-raise. The proceeds from fund-raising support the program, with the exception of the Coordinator, who is an employee of the Fire Department. The fund-raising also supports events such as the Mass Trainings and activities such as the donation of AED’s to both the public and private schools. All of the instructors are volunteers who have completed the AHA requirements for that position.

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)

The Community Emergency Response Team also is a program administered by the Fire Department. This program is geared strictly to residents of the City of Beverly Hills although, if there is room in a class, businesses are welcome to send a limited number of employees.

The initial training consists of eight modules over the course of approximately 28 hours. Skills taught include: how to prepare for a disaster; emergency medical treatment; identifying and reducing potential fire hazards and learning how to handle a fire extinguisher; CPR and the use of an AED; how to search a situation and rescue victims; and how to identify possible terrorist activities. The class culminates with a simulation exercise where the participants show and use the skills learned during the class.

In addition, graduates are encouraged to attend the periodic “Refresher Training” which is offered periodically.

There are approximately 300 people who have graduated from the CERT program.
MESSAGE FROM CAPTAIN BARTON AND SONIA BERMAN

The fact that this message is coming from the two of us instead of separate messages should already tell you that the Refresher on March 29, 2008 from 8:00 to noon will be different. We are both currently working hard to ensure in-depth learning as well as something different and fun for all.

Because of the format, we are limiting the number of people who can attend this Refresher so if you have not already called to register, please do so ASAP. If you have already called, no need to recall. Please come on time because, again due to the nature of the morning, late-comers may not be accommodated.

Participants will be divided into two groups to participate in two stations where everyone will get a chance to participate. One will be on cribbing and the other will be a CPR review. The final station will put everyone together. It will be a number of advanced sub-stations working with Fire Department personnel using tools and skills learned throughout the CERT program.

Everyone will have a great time and as always, everyone who participates and completes the morning’s activities will be provided a special gift at the conclusion.

We will start the morning with a light breakfast snack.

If you have any questions, please contact one of us.

PLEASE REMEMBER TO BRING YOUR BACK PACK WITH ALL OF ITS EQUIPMENT. YOU WILL NEED THESE ITEMS IN ORDER TO PARTICIPATE.

REMEMBER: USE IT OR LOSE IT.

MONTHLY PREPAREDNESS TIP

Preparedness Tip #2

Knowledge is Power. You can reduce the physical and emotional impacts of emergencies by knowing the hazards your community faces and taking steps to prepare for them. Thousands of earthquakes occur in Southern California each year. Most are too small for people to feel, and only a few are large enough to hurt people or cause damage. The Northridge earthquake and others in the last 20 years caused significant
losses of life and property. Scientists believe larger earthquakes are possible in the future. You can reduce your risk of death, injury and property losses in future earthquakes by bolting your home to its foundation, securing tall pieces of furniture to wall studs and securing computers, stereos and other valuables that could break or cause injury if they fall.

**ARE YOU PREPARED FOR AN EARTHQUAKE?**
*(Take this 5-minute quiz to find out)*

1. Which of the following is not a safe way to create drinking water?
   a) Boil water for 3 to 5 minutes.
   b) Add 16 drops of bleach per gallon.
   c) Use water from the hot-water heater, if undamaged.
   d) Use water from a radiator.

2. Which statement is false about sheltering during an emergency?
   a) You may need to create your own shelter in your home or workplace.
   b) Shelters must accept pets.
   c) When evacuating to a community shelter, bring a disaster supply kit.
   d) You may be instructed to shelter where you are during a chemical attack, even if you are in the area of the chemical release.

3. In the event of an explosion (or a natural disaster, such as an earthquake) you may become trapped under debris. Which of the following steps is the worst one you can take to alert rescuers?
   a) Tap on a pipe or a wall.
   b) Use a flashlight
   c) Shout.

4. What should you have in an emergency kit?
   a) Food.
   b) Water.
   c) First-aid kit.
   d) Battery-powered radio.
   e) Flashlight and extra batteries.
   f) All of the above.
5. How many Beverly Hills Firefighters are on duty each day?
   a) 10
   b) 25
   c) 50
   d) 75

6. How long should a person be prepared to be on their own after a disaster?
   a) 24 hours
   b) 48 hours
   c) 72 hours
   d) 1 hour

7. Which best describes a “dirty bomb”?
   a) A miniature nuclear device.
   b) An explosive device that release chemicals.
   c) An explosive device that releases a biological agent.
   d) An explosive device that spreads radioactive materials over a specific area.

8. The warning signs of chemical attack include people suddenly becoming violently ill, choking or passing out. If you see this, what’s the first thing to do?
   a) Leave the area as fast as possible.
   b) Cover your mouth and nose with fabric, and then run away.
   c) Head for a basement and seal all doors and windows.
   d) Cover your nose and mouth and wait for emergency personnel to arrive to be decontaminated.

9. What is the best way to call for help after a disaster?
   a) Cordless phone
   b) Cell phone
   c) Land-line phone
   d) Shout for help.

10. When treating a burn, you should:
    a) Put ice on the burn
    b) Wrap the burn in gauze
    c) Rinse the burn with cold water
    d) Apply butter or petroleum jelly

    Answers: 1: d, 2: b, 3: c, 4: f, 5: b, 6: c, 7: d 8: a, 9: c, 10: c
TO: Health and Safety Commissioners
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: March 24, 2008
SUBJECT: April is Earthquake Preparedness Month

INTRODUCTION
Disaster Preparedness is highlighted during the months of April for Earthquake Preparedness Month, September for National Preparedness Month and in October during Safety Week. In April, the State, County and a variety of cities will proclaim April as Earthquake Preparedness Month.

DISCUSSION
The following items provides information on the activities and programs surrounding Earthquake Preparedness Month:

- Copy of staff memo to the City Council to be provided as part of the April 1, 2008 Informal Meeting.
- Copy of proclamation to be presented to the Health and Safety Commissioners who can attend the April 1, 2008 regular Meeting at 7:00 pm.
- Copy of a variety of preparedness activities and programs to be completed in April.

RECOMMENDATION
The Health and Safety Commission is asked to recommend the City Council declare April Earthquake Preparedness Month and to support the activities and programs being offered in the City. Commissioners and the City Council are asked to encourage all community members, both residential and businesses, to take emergency preparedness steps to make themselves, their neighborhoods and our community more self-sufficient in the event of an earthquake or other disaster; and to be able to live without outside assistance for three to seven days. The Commissioners are also asked to encourage all residents, neighborhoods, businesses to increase their knowledge and awareness of what to do before, during, and after an earthquake or other emergency by calling the City’s Office of Emergency Management, attending Neighborhood Watch meetings held in April, signing up for a Community Emergency Response Training class and going to www.beverlyhills.org or www.ready.gov.
Commissioners are invited to participate in the following ways:

- Attend the April 1, 2008 Regular Meeting at 7:00 pm to accept the Proclamation,
- Attend Earth Day on April 13 from 9:00 am to 1:00 pm and to assist, if possible, with the Office of Emergency Management Booth.
- Participate by attending your Neighborhood Watch Zone Meeting.
- Sign up for CERT, Community Emergency Response Training.

Thank you for your support.
INTRODUCTION
At the Regular Meeting tonight, the Health and Safety Commission recommends the City Council proclaim April as Earthquake Preparedness Month in the City of Beverly Hills. The City will join the State, the County of Los Angeles Board of Supervisors and other cities and counties in the State with encouraging our community, both residential and businesses, to take action in becoming prepared for earthquakes and all other types of disasters.

DISCUSSION
Community members, both residential and businesses are encouraged to take emergency preparedness steps to make themselves, their neighborhoods and our community more self-sufficient in the event of an earthquake or other disaster; and to be able to live without outside assistance for three to seven days.

Citizens can locate earthquake preparedness information at the following locations:

- City Web Page www.beverlyhills.org. and by going to www.ready.gov,
- City’s cable channels 10 and 35,
- information booth at the Farmers Market including a booth at Earth Day,
- City parking structures, the Library, and public counters,
- 1500 AM radio station,
- Neighborhood Watch Meetings held during April, and
- by calling the Office of Emergency Management at 310.285.1025.

Additional preparedness information and programs will be provided to all City employees and various community groups.
Meeting Date: January 10, 2005

FISCAL IMPACT
No fiscal impact.

RECOMMENDATION
The Health and Safety Commission recommends the City Council:

- proclaim April as Earthquake Preparedness Month,
- encourage all residents, neighborhoods, businesses to increase their knowledge and awareness of what to do before, during, and after an earthquake or other emergency by calling the City's Office of Emergency Management, attending Neighborhood Watch meetings held in April, signing up for a Community Emergency Response Training class and going to www.beverlyhills.org or www.ready.gov.

In the near future, Staff will be working with the City Council to review the Council's roles and responsibilities during and after a disaster and to increase the Council's knowledge on how the City will operate when a disaster occurs.

______________________________
Pamela Mottice Muller
PROCLAMATION OF CITY OF BEVERLY HILLS, STATE OF CALIFORNIA,
PROCLAIMING THE MONTH OF APRIL 2008 AS “EARTHQUAKE PREPAREDNESS
MONTH”

WHEREAS, the City Council and the Health and Safety Commission encourages
residents to prepare for earthquakes, wildland fires, floods, acts of terrorism and other
hazards and

WHEREAS, the State of California has experienced numerous earthquakes, including
the magnitude 6.7 Northridge earthquake on January 17, 1994, which resulted in
property damage and loss of life; and

WHEREAS, scientists agree that the earthquake threat in Southern California is
extremely high; and

WHEREAS, the City of Beverly Hills Earthquake Preparedness Month campaign is
designed to increase public awareness regarding proper procedures to take before,
during, and after an earthquake; and

WHEREAS, all community members, both residential and businesses, of the City of
Beverly Hills are encouraged to take emergency preparedness steps to make
themselves, their neighborhoods and our community more self-sufficient in the event of
an earthquake or other disaster; and to be able to live without outside assistance for
three to seven days. The City Council encourages all residents, neighborhoods,
businesses to increase their knowledge and awareness of what to do before, during,
and after an earthquake or other emergency by calling the City’s Office of Emergency
Management, attending Neighborhood Watch meetings held in April, signing up for a
Community Emergency Response Training class and going to www.beverlyhills.org or

NOW, THEREFORE, IT IS HEREBY PROCLAIMED by the City Council of that the
month of April 2008 is designated as EARTHQUAKE PREPAREDNESS MONTH in the
City of Beverly Hills.
COMMUNITY
1. CITY COUNCIL MEETING (April 1)
   • Memo in City Council packet announcing April is Earthquake Preparedness Month.

2. PRESS RELEASES
   • Provide Press Releases on City activities and on Earthquake Preparedness.
   • Hang sign in entrance of City parking structure.

3. WEB PAGE & THE BEVY
   • Information on Earthquake Preparedness Month.
   • PSA EQ related

4. BH NEWSLTR
   • EQ month feature

5. CABLE
   • Preparedness information on channel 35.
   • Programs Shown on Channel 10.
     Innovations Day Video
     Surviving the Big One (PBS)
     Living with Earthquakes (Red Cross)
     Lessons in Recovery (Kobe, Japan)
     Neighbor to Neighbor: CERT
     Disaster Alert series including School Safety, Evacuation Plan, Pet Safety, EOC, RSVP, Preparing Your Business (premiers April 16th at 7:00 PM)
     Badge of Safety: Chain of Survival

6. 1500 AM RADIO
   • Air Earthquake Preparedness Tips throughout the month. Recordings will be used from Lynne Egerman, Community Emergency Response Team (CERT), Steve Legin, Disaster Communication System (DCS) and Helen Elliot, Neighborhood Watch program.
7. **NEIGHBORHOOD WATCH MEETINGS**
   - Police Department will encourage disaster preparedness.

8. **EARTHQUAKE PAMPHLETS DISTRIBUTION**
   - EQ pamphlets located at all parking garages, library, and City counters.

9. **EMPLOYEE PREPAREDNESS**
   - EQ Quiz
   - Newsltr Article
   - Disaster Jeopardy Class
   - ESP flyer distribution
   - NIMS, SEMS, ICS Training
   - DSW Training review

10. **BOOTH AT EARTH DAY**
    - Farmer’s Market April 13 9:00 to 1:00

11. **BEVERLY HILLS SCHOOL DISTRICT**
MEMORANDUM

TO: Health and Safety Commissioners
FROM: Sara Cohen, Intern Office of Emergency Management
DATE: March 24, 2008
SUBJECT: Postponement of the Community Volunteer Citizen Corp Award

INTRODUCTION

Information on the Volunteer Citizen Corp Award was previously presented to the Health and Safety Commission at the February 25th meeting. The Commission is now asked to postpone the award until a later date at which time Commissioners may re-evaluate the specifics of the award, including award name, criteria, and presentation details.

DISCUSSION

The original award was intended to honor an exceptional Volunteer Citizen Corp member. Nominations were to be made by those department supervisors involved in these specific groups.

To ensure that the award becomes a signature of the Beverly Hills Health and Safety Commission, staff is recommending postponing the award until there is time for proper discussion.

RECOMMENDATION

The Health and Safety Commission is asked to postpone the Volunteer Citizen Corp Volunteer Award until a later date at which time commissioners may decide upon the following:

- Official Name of Award
- Understanding of Award Criteria
- Presentation Details – e.g. date, venue, awards
- Possibility of other Health and Safety Commission-related awards
TO: Health and Safety Commissioners

FROM: Pamela Mottice Muller, Director of Emergency Management

DATE: February 25, 2008

SUBJECT: Future Meetings

The following provides information on the next two Commission meetings:

**Regular Scheduled Meeting – April 28: 4:00 to 5:30, Room 180-A**
Wear walking shoes
- Presentation by School District: Myra Lurie, School Board Member and Cheryl Plotkin, Asst. Superintendent
- Public Works Presentation & Facility Tour: Shana Epstein, Environmental Utilities Manager
- Presentation by American Cancer Society
- Presentation by Cheryl Friedling, Deputy City Manager of Public Affairs

**No Regular Scheduled Meeting in May**
In May, the fourth Monday of the month is Memorial Day. The meeting should be rescheduled for another date. The Commission should consider extending the meeting time to provide ample time for developing a vision, brainstorming and discussion. The following dates are available:

- Monday, May 12th
- Tuesday, May 13th
- Monday, May 19th
- Wednesday, May 28th
- Thursday, May 29th

**May ?: 4:00 to 5:30, Room 180-A**
- Vision Development
- Brainstorming Items for Future Discussion
- Developing Priorities
- Developing a Work Plan
During the March 24, 2008 Health and Safety Commission Meeting, I will be speaking to about our Crime Prevention Bureau and our Neighborhood Watch Program. In that regard, I have enclosed a copy of what is being mailed to each residence in the City to inform our citizens about our upcoming Neighborhood Watch Zone Meetings. This information may be helpful to you in understanding the concept of zone meetings and the structure of Neighborhood Watch.
BEVERLY HILLS POLICE DEPARTMENT
ATTN: CRIME PREVENTION
464 N. REXFORD DRIVE
BEVERLY HILLS, CA 90210

PLEASE RETURN THIS CARD PROMPTLY

Name: ______________________________ (Please Print)

I live in Zone ______ and will attend the Neighborhood Watch Training Program on ________________, 2008.

I cannot attend the meeting scheduled for my Zone; however, I do wish to attend on ________________, 2008.

There will be _____ of us attending. Phone No.: __________________________ (Daytime)

CRIME PREVENTION BUREAU
(310) 285-2163
April 2, 2008

Don't Be Late In 2008, Prepare Now

Have you thought about what you and family are going to do in the event of a natural disaster such as an earthquake or a terrorist attack? Are you prepared? Do you and your family, or your neighbors have a plan to be self-sufficient for 3-5 days in case emergency services are not able to reach you? Would you like some common sense tips on how to reduce being vulnerable to Scammers, Telemarketers and Panhandlers. Would you like to see what really takes a bite out of Crime? You guessed it, a Police K-9 of course.

The Crime Prevention Bureau of the Beverly Hills Police Department is offering an informational program dedicated to disaster preparedness, the importance of Citizen Corps and Neighborhood Watch. Other pertinent topics will focus on dealing with Scams and Telemarketers, as well as, handling Panhandlers. In conclusion, there will be a Police K-9 Demonstration followed by a question and answer session. We are confident that after attending this program "You Won't Be Late In 2008" in getting prepared for a major emergency or protecting yourself from would-be scam artists.

You reside in Zone 1 and your meeting date is scheduled on April 8, 2008, from 7:00PM to 9:00PM in the Police Department's Emergency Operations Center. For those unable to attend the evening meetings there will be four afternoon presentations to select from: Wednesday, April 16, and Thursday, April 24, Wednesday, May 7, and Thursday, May 22, 2008. The afternoon sessions will also be held in the emergency operations center and will take place from 1:00pm to 3:00pm

If you are not able to attend your regularly scheduled zone meeting, please feel free to attend any of the scheduled meetings, please refer to the schedule of zone meetings included in this mailing. Please fill out the R.S.V.P. card for the meeting that you wish to attend and return it to the Crime Prevention Bureau. If you have any questions contact the Crime Prevention Officer, Doug Trerise at 310-285-2163

Sincerely

Sergeant Joe Chirillo, Crime Prevention Bureau Supervisor
ZONE #1
NEIGHBORHOOD WATCH MEETING

WILL BE HELD ON
APRIL 8, 2008, AT 7:00 PM

IN THE EMERGENCY OPERATIONS CENTER OF THE
BEVERLY HILLS POLICE DEPARTMENT

DO NOT FORGET TO R.S.V.P.
The Crime Prevention Bureau of the Beverly Hills Police Department will be conducting its annual Neighborhood Watch Zone Meetings. The meetings begin Tuesday, April 8, and end May 22, 2008. This year's program will include tips on disaster preparedness, dealing with scam artists, and a K-9 demonstration. The following is a list of this year's meeting dates.

NEIGHBORHOOD WATCH ZONE MEETINGS

DON'T BE LATE IN 2008. "BE PREPARED"

The date of each zone meeting is listed below. If you are unable to attend on the date scheduled for your zone, feel free to attend any of the other scheduled zone meetings. However, please be sure R.S.V.P. for any meeting that you choose to attend so that we can ensure adequate seating. Please contact the Crime Prevention Office if you have any questions or wish to reschedule 310 285 2163.

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<tr>
<th>Zone #1</th>
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<th>Zone #4</th>
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<th>Zone #8</th>
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<th>Zones #12 - 13</th>
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<tr>
<td>May 20, 2008</td>
<td>May 21, 2008</td>
<td>May 22, 2008</td>
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All meetings will be held in the Police Department's EOC from 7:00PM to 9:00PM.

For those who are unable to attend the evening meetings there will be four afternoon meetings: Wednesday April 16, Thursday April 24, Wednesday May 7, and Thursday May 22, 2008. The afternoon meetings will also be held in the emergency Operations Center from 1:00PM to 3:00PM.
BEVERLY HILLS CITY HALL
455 N. RBXFORD DRIVE
ROUTE TO TEE PARKING STRUCTURE
ENTRANCE TO TEE BUILDINGS (SOUTH)
0.00
CIVIC CENTER
POLICE DEPARTMENT (ENTRANCE 2ND FLOOR)
464 NORTH REXFORD DRIVE
LIBRARY (AUDITORIUM ON SECOND FLOOR)
444 NORTH REXFORD DRIVE
FIRE DEPARTMENT
445 NORTH REXFORD DRIVE
PARKING STRUCTURE (2 HOUR FREE PARKING)
450 NORTH RBXFORD DRIVE
CIVIC CENTER
CITV HALL
TO: Health and Safety Commissioners

FROM: Officer Michael Yamada, Beverly Hills Police Department

DATE: March 24, 2008

SUBJECT: “Every 15 Minutes” Program

Per the request of Lieutenant Tony Lee, Police Department Liaison, I am submitting an overview of our presentation to the Health and Safety Commission.

Community Member Les Bronte and I will be presenting an overview of the “Every 15 Minutes” Program that is being put on by Beverly Hills High School in conjunction with the City of Beverly Hills. We will address the problem of teen driving and consequences of driving under the influence of an alcoholic beverage. This two-day program includes a crash scene, educational trips (including Beverly Hills courthouse and a mortuary), and an assembly with speakers that have personally been involved in DUI crashes.

The attached program information was taken from the “Every 15 Minutes” website.
Life's lessons are best learned through experience. Unfortunately, when the target audience is teens and the topic is drinking and driving, experience is not the teacher of choice.

The Every 15 Minutes Program offers real-life experience without the real-life risks. This emotionally charged program, entitled Every 15 Minutes, is an event designed to dramatically instill teenagers with the potentially dangerous consequences of drinking alcohol. This powerful program will challenge students to think about drinking, personal safety, and the responsibility of making mature decisions when lives are involved.

During the first day events the "Grim Reaper" calls students who have been selected from a cross-section of the entire student body out of class. One student is removed from class every 15 minutes. A police officer will immediately enter the classroom to read an obituary which has been written by the "dead" student's parent(s) - explaining the circumstances of their classmate's demise and the contributions the student has made to the school and the community. A few minutes later, the student will return to class as the "living dead," complete with white face make-up, a coroner's tag, and a black Every 15 Minutes T-shirt. From that point on "victims" will not speak or interact with other students for the remainder of the school day. Simultaneously, uniformed officers will make mock death notifications to the parents of the students at their home, place of employment or business.

After lunch, a simulated traffic collision will be viewable on the school grounds. Rescue workers will treat injured student participants. These students will experience first hand, the sensations of being involved in a tragic, alcohol-related collision. The coroner will handle fatalities on the scene, while the injured students will be extricated by the jaws-of-life manned by Fire-Fighters and Paramedics. Police Officers will investigate, arrest, and book the student "drunk driver". Student participants will continue their experience by an actual trip to the morgue, the hospital emergency room, and to the police department jail for the purpose of being booked for "drunk driving".

At the end of the day, those students who participated in the staged accident as well as those who were made-up as the "living dead" will be transported to a local hotel for an overnight student retreat. The retreat will simulate the separation from friends and family. A support staff of counselors and police officers will facilitate the retreat.

During the most powerful program of the retreat, the students will be taken through an audio-visualization of their own death. Then each student will write a letter to his or her parents starting out with . . .

"Dear Mom and Dad, every fifteen minutes someone in the United States dies from an alcohol related traffic collision, and today I died. I never had the chance to tell you......."

Parents will also be asked to write similar letters to their children. These letters will be shared the following day when students and parents will be reunited at a school assembly.

The students will engage in "Challenge Day" exercises and some fun and games. Impaired simulator goggles will be used to allow students to experience firsthand the potentially fatal
consequences of alcohol and drug impairment. The goggles will allow students the opportunity to understand the dangers of impaired driving without taking a drop of alcohol or using drugs of any type. Research shows that those who learn from hands-on experience retain two to four times more than those who learn from just listening, or from listening and seeing.

On the following morning, a mock funeral service will be held at the High School. The assembly will begin with a video of normal school day activities including scenes from the first day of the "Grim Reaper" and the staged accident. The assembly will be hosted by an Officer (Project Coordinator), who will guide the audience through the devastating effects of losing a loved one due to a bad choice. Speakers will include students who will read letters to their parents, police officers, and hospital personnel who shared their emotional trauma of dealing with kids killed in accidents. Parents will share their personal reflections of their involvement in this program. We will also have a powerful speaker who actually lost a child to a drunk driver.

The focus of the assembly stresses that the decision to consume alcohol can affect many more people than just the one who drinks. This very emotional and heart-wrenching event will illustrate to students, the potentially dangerous consequences of their use of alcohol, regardless of how casual they believe their use may be.

This event includes the participation of our Police and Fire Departments, High School Staff, Local Hospital, Video Production Crew, Community Officials, District Attorney's Office and a wide cross-section of the community at-large. It is our goal to utilize the strength, talent and resources of business and industry to prevent drunk driving.
MEMORANDUM

TO: Health and Safety Commissioners
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: February 25, 2008
SUBJECT: Earthquake Quiz

The following email was sent to all employees in the City.

EARTHQUAKES: DO YOU KNOW WHAT TO DO?

Do you know what to do when an earthquake occurs? This is a perfect way to test one's Earthquake Preparedness knowledge. The quiz only takes a few minutes and just might save your life.

To take the quiz, visit:
http://www.nwcn.com/sharedcontent/features/flash/guake/during.html

Once you've completed the quiz, and printed out the score page, just add your name, department and send to the Office of Emergency Management. A random drawing will be held on April 2nd.

The winner will receive a Disaster Preparedness Home Kit!

For more information, please call the Office of Emergency Management at (310) 285-1025 or email Pamela Mottice-Muller at pmottice@beverlyhills.org

Commissioners are welcome to take the Quiz also.
You can’t surf these waves!

You may not live near the coast, but you may visit beaches and coastal cities. Wherever you live, work, or play, use the information on the reverse side of this Focus Sheet to learn more about the tsunami threat and what to do if a tsunami occurs or if a tsunami watch or warning is issued.

Contrary to popular belief, a tsunami isn't one giant wave. It is a series of waves most commonly generated by great earthquakes below the ocean floor. Underwater landslides also can cause tsunamis.

Tsunamis can travel at speeds up to 500 miles per hour in the open sea and reach heights of up to 100 feet in shallow coastal waters. Usually, however, tsunamis that reach California average 10 feet in height and peak in the 20-40 foot range.

The first tsunami wave may not be the highest or the last. Waves may continue to arrive for several hours, spaced minutes to hours apart. In fact, hundreds and perhaps thousands of people in the affected south Asian nations died in the catastrophic 2004 tsunami when they went to the ocean to see the impacts of the first waves and were swept to their deaths when subsequent waves struck.

The time it takes for tsunami waves to reach the coast depends on where the earthquake or underwater landslide occurs. A tsunami caused by an earthquake a few miles off the coast is called a "locally generated" tsunami. It will arrive within minutes of the quake. Residents of coastal communities probably will feel such an earthquake. The earthquake may be the only warning of an approaching tsunami so it is important to respond quickly.
The Threat in California

Tsunamis caused by large earthquakes centered near Alaska and other distant parts of the Pacific Ocean are called "distant source" tsunamis. The first waves from these events take several hours to reach the California coastline. The West Coast and Alaska Tsunami Warning Center in Alaska will issue a Tsunami Warning or Tsunami Watch if an Alaskan or Pacific tsunami threatens California.

More than a dozen tsunamis with waves three feet high or more have struck California since 1812. Six caused damage. The tsunami generated by the 1964 Alaska earthquake killed a dozen Crescent City residents and caused more than $34 million in damage. Three tsunamis flooded Santa Barbara during the 1800's; a tsunami resulting from a Chilean earthquake damaged a pier in San Diego Harbor in 1960; and one-foot waves resulting from the 1992 Cape Mendocino earthquake were detected near Santa Barbara.

Historically, while tsunamis have caused greater casualties and damage in northern California, and while the threat of local and distant tsunamis is greater on the north coast, southern California also has significant risk because of its large coastal population.

Before the Next Tsunami or Tsunami Watch

☐ Determine the elevation of your home and how far it is from the coast. Know whether you live in a tsunami danger zone.

☐ If you live within a couple of miles of the coast, identify a location to go if a tsunami watch or warning is issued or if you feel an earthquake lasting for 15-20 seconds. The location should be at least two miles inland or 100 feet above sea level.

☐ Learn the signs of an approaching tsunami. If the tide rises or recedes rapidly, move immediately inland to higher ground.

☐ Ask local emergency officials or your planning department what areas are susceptible to the flooding from a tsunami.

☐ Locate refuge areas and learn evacuation routes that are safe.

☐ Develop or update your family's emergency plan.

☐ Assemble an emergency supply kit, if you haven't done so. Include a portable radio. (Consider the purchase of a NOAA weather radio.)

☐ Identify a friend or relative living in another state as your family point of contact.

☐ Learn first aid.

☐ Teach family members how and when to turn off the utilities.

☐ Start or join a Community Emergency Response Team.

During and After the Tsunami or Tsunami Warning

☐ If you feel an earthquake, Drop, Cover, and Hold on until the shaking stops. Estimate how long the shaking lasted. If severe shaking lasted 20 seconds or more, immediately evacuate to high ground as a tsunami might have been generated by the earthquake.

☐ Move inland two miles or to land that is at least 100 feet above sea level immediately. Don't wait for officials to issue a warning. Walk quickly, rather than drive, to avoid traffic, debris and other hazards.

☐ Stay away from coastal or low-lying areas until an "all clear" notice has been issued by local emergency officials. Waves might continue to arrive for several hours.

☐ Use common sense. Do not go to the coast to see a tsunami. Tsunamis are not like regular waves. They are much faster, higher, and are filled with debris.

☐ Obey evacuation notices. Listen to the radio or watch television for emergency information and instructions from local officials about re-entry.

☐ Contact your local office of emergency services for more information about preparing for tsunamis.

HEALTH TIP: After tsunamis, the primary public health concerns are clean drinking water, food, shelter, and medical care for injuries. Floodwaters can pose health risks such as contaminated water and food supplies. Listen to your radio or television for news and instructions.
For your information, attached under separate cover is a copy of the City’s 2008 update of the Economic Summary.
Why the ShakeOut?

Imagine 21 million southern Californians across eight counties getting under their desks at the same moment to “Drop, Cover and Hold On.” Is it the Big One? No, but it could be. An enormous earthquake is an inevitable part of our future yet we are not ready for it. In fact, it is hard to envision what such an earthquake will be like. This November, we will have the opportunity to practice for the inevitable, learn what that earthquake could do to us, and increase our preparedness, so that we can protect ourselves and reduce our losses.

Who will participate?

Millions of school children and citizens plus thousands of businesses and organizations will join California firefighters, police officers, and emergency responders in our largest-ever earthquake preparedness exercises. Elevating these activities to the world stage, the city of Los Angeles will concurrently host an international earthquake conference and then a public festival staged by the Art Center College of Design.

You can make a difference!

We want everyone taking part in the ShakeOut Drill because each of us will be affected by the earthquake. Thus we invite every southern Californian to “Drop, Cover and Hold On” at 10:00 a.m. on November 13, 2008, to make this the largest disaster drill in our nation’s history. But don’t stop there! There are many other ways to participate in the ShakeOut and to improve preparedness, tailored for individuals, businesses, schools, churches, and community groups.

Natural Disasters vs. Human Catastrophes

Natural disasters are unavoidable but we can control our readiness for them. In fact, the efforts we make now will determine our society’s resilience later: do we bounce back quickly, slowly, or never? When a disaster strikes a society that is not ready for it, the consequences can be so widespread and severe that recovery takes decades, because society is a fabric that holds together through the strength of its interwoven threads. Disaster preparation begins at the individual level but must include businesses, organizations, institutions, neighborhoods, communities - and a recognition that our own preparations will affect the recovery of others.

A Vision of Catastrophe

- It’s our future: a gigantic earthquake like this magnitude 7.8 (pictured at left) on the southern San Andreas fault.
- For more than a year, the United States Geological Survey (USGS) has led a collaboration of experts and professionals to understand how this earthquake would affect southern California, from seconds to decades after the event. To help prepare for this and similar disasters, the 2008 emergency responders’ exercise, Golden Guardian, will be based on this earthquake’s anticipated destruction.
- In an earthquake like this one, the shaking will last for nearly two minutes.
- The strongest shaking will be near the fault (in this case, in the Coachella Valley, Inland Empire, and Antelope Valley).
- Pockets of strong shaking will form away from the fault where sediments trap the waves (in this case, in the San Gabriel Valley and in East Los Angeles).
- An earthquake like this causes types of damage that will never occur in a smaller event such as 1994’s magnitude 6.7 Northridge earthquake - not even if dozens of Northridge-sized earthquakes occurred simultaneously around the region.

Earthquake Country Alliance
ShakeOut Steering Committee
United States Geological Survey
California Office of Emergency Services
Southern California Earthquake Center
City of Los Angeles
Art Center College of Design
California Institute of Technology

www.ShakeOut.org
It's Up to You

To keep our disasters from becoming catastrophes, businesses of all sizes can and must take action. You know what to do during an earthquake. But afterward...

- Can you reunite with your family without working cell phones?
- How long can you go without services such as power and water?
- What if your employees can't travel to work for weeks?
- What if their children's schools don't re-open?
- What if you are fine but your suppliers or customers are not?
- What if you cannot ship inventory or acquire parts?
- What if money is inaccessible to your business or customers?

Register as a ShakeOut Participant

In order to participate in the ShakeOut, you are not required to register on the web site, but there are advantages if you do. As a registered business participant you will:

- Get notified with updates as the ShakeOut evolves;
- Receive a disaster script developed for the day of the ShakeOut Drill, to help you and your employees practice response to a magnitude 7.8 earthquake on the San Andreas fault;
- Get Connected with other participants;
- Set an example that motivates other businesses to get prepared.

You Can Take Action

Modest investments of time, thought, and effort will reap tremendous benefits for your business and your community. Some actions may cost money - but substantially less before the earthquake occurs.

PREPARE YOUR EMPLOYEES

- Conduct a drill with your employees at 10 am on November 13, 2008.
- Encourage your employees to engage their families and neighbors to participate in the drill.

CREATE A BUSINESS DISASTER PLAN

- Use the ShakeOut as an opportunity to explore the impacts of an earthquake like this on your business.
- Identify your disaster vulnerabilities and develop contingencies.
- Analyze costs vs. benefits to prioritize your mitigation.

BECOME RESILIENT

- Are your computers strapped down?
- Are your supplies secured?
- Does your building meet modern seismic codes?
- Do you need a back-up generator or water supply?
- The ShakeOut web site will guide you to additional resources, tips and solutions.

CONTRIBUTE TO THE SHAKEOUT

- Encourage employees to volunteer at and attend ShakeOut events.
- Sponsor ShakeOut events, publications, education campaigns.
- Host a ShakeOut planning meeting or event.

2008 The Great Southern California ShakeOut: Scheduled Activities

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<thead>
<tr>
<th>Wednesday November 12</th>
<th>Thursday November 13</th>
<th>Friday November 14</th>
<th>Saturday November 15</th>
<th>Sunday November 16</th>
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<tbody>
<tr>
<td>The Earthquake Festival: Learn - and enjoy - at this outdoor extravaganza staged by Art Center College of Design.</td>
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<td>The Golden Guardian Emergency Response Exercise for all state and local government first responders</td>
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<tr>
<td>ShakeOut Drill: The public drill for all southern Californians, including businesses, schools, and other organizations</td>
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<td>Jump-Start Mitigation: Businesses apply their new knowledge about how to confront an event like this</td>
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<td>Take One More Step: Local organizations and faith communities lead efforts to improve personal preparedness</td>
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<td>International Earthquake Policy Conference, hosted by the city of Los Angeles</td>
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2/12/2008

For More Information: 626.395.3298

www.ShakeOut.org
The meeting was called to order at 4:07 p.m.

A. ROLL CALL

Present: Setian, Millan, Landau, Kopeikin, Judelson, Aronberg

Absent: Seidel

Message sent by Commissioner Seidel to Commission:

Please extend my apologies to the Commissioners for my absence. I am at the Kennedy Space Center in Florida and the Goddard Space Center in Maryland this week. It is my goal to not miss any commission meetings and I'm looking forward to next Monday's meeting. Please also apologize for me to the department presenters because I know they put a lot of time into their presentations.

Staff: Mottice Muller, Ryan

Guests: Myra Lurie, BHUSD School Board Member; George Chavez, City Building Official; David Reyes, Senior Planner; Jon Terwilliger, Customer Service Supervisor; Sara Cohen, Office of Emergency Management Intern; Bill Banks, Recreation Services Manager; Julie Kahn, Interim Human Services Administrator; Cheryl Friedling, Deputy City Manager of Public Affairs; Karl Kirkman, Risk Manager.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Millan

C. CONSIDERATION OF MINUTES OF JANUARY 14, 2008

MOVED by Judelson, SECONDED by Millan to approve the minutes of the meeting on January 14, 2008 (6/0)

Ayes: Setian, Millan, Landau, Kopeikin, Judelson, Aronberg

Noes: None

Absent: Seidel

CARRIED.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE

None.
E. REPORT FROM THE CHAIRPERSON
MAYOR'S CABINET MEETING
Chair Aronberg briefly described the following issues discussed at the Mayor's Cabinet Meeting on February 13th:

- Design Awards (Architectural Commission)
- Raising speed limits and black market parking permits (Traffic and Parking Commission)
- Multicultural Festival (Human Relations Commission)
- Water conservation and increasing water rates (Public Works Commission)
- Santa Monica Boulevard sculpture lights and Parks Master Plan (Fine Arts Commission)
- Possible Sister Cities being chosen in China or Israel (Mayor)
- Smart City initiatives (Mayor)
- New city newsletter (Mayor)
- Newly-established Blue Ribbon Task Force on Public Participation (Mayor)
- Recent shootings at a city council meeting in St. Louis and the need to review security measures during our City Council meetings (City Manager)
- Proposition 98 and how it affects cities (Mayor/City Manager)

OTHER ITEMS OF INTEREST
None.

F. DIRECTOR'S REPORT
Director Mottice Muller advised the Commission that Staff hoped not to set the precedent of taping meetings in the absence of Commissioners. It was noted that only today's presentations will be taped for review by Commissioner Seidel, not the meeting in its entirety.

1. SEMS, ICS 100, & NIMS CLASS
SEMS, ICS 100 and NIMS 700 are systems used to manage a disaster. Each of these acronyms was described briefly. City employees are required to take these classes. A class is being offered on March 27th from 8:30 – 12:00. Most of the Commissioners stated that they were interested in attending this class, but it was noted that only three can attend, as per Brown Act regulations.

2. Human Relations Commission Attendance
Director Mottice Muller attended the Human Relations Commission Meeting on February 21, 2008. She reported back to the Health and Safety Commission that there may be opportunities in the future for the two Commissions to work together on issues.

3. Did You Know?
The "Did You Know?" section of the City Council meetings was discussed. The Mayor provided, on behalf of the Health and Safety Commission, two health-related "Did You Know?" information items on the last City Council meeting; two more items on disaster preparedness are planned for an upcoming City Council meeting. It was noted that this could be a useful means to pass on future messages from the Health and Safety Commission to the public.
4. Other Items of Interest for Information Only
   • World TB Day
   • Staph Infections
   • Wildland Fire

The purpose of this section of the Agenda was addressed, and it was noted that these items do not have to be discussed during meetings, unless further information is requested.

Myra Lurie stated that she would pass along some of these items to the School Board. Chair Aronberg pointed out that hand washing is especially important in a school environment.

Director Mottice Muller noted that she has a meeting scheduled with the American Cancer Society on February 28th at 4:00 p.m. Planned subjects for discussion at this meeting are employee and community awareness, the employee gift giving campaign, and how ACS can work with the Commission.

G. CONTINUED AND NEW BUSINESS

Director Mottice Muller noted that the purpose of these presentations by department liaisons is to introduce the Commissioners to the city's individual departments and their involvement in health and safety issues.

5. Presentations by Department Liaisons

Community Development Department

There are two divisions in the Community Development: Planning and Building and Safety. George Chavez, City Building Official, of the Community Development Department, introduced David Reyes, Senior Planner. Mr. Reyes stated that the overall purpose of the Planning division is to advise the City Manager, Commissions and residents on land use and city projects. The Planning Commission reviews major development projects as well as smaller ones, such as homes. The Community Development Department also oversees the Architectural Commission and Design Review Commission. Mr. Reyes said that wood roofs and zoning codes are examples of health and safety related items which the Community Development Department could bring before this Commission.

Jon Terwilliger, Customer Service Supervisor, represented the Building and Safety division of Community Development. Two responsibilities of the Building and Safety division that relate to the health and safety of the community were keeping buildings up to code (e.g. ADA compliance) and asbestos compliance. The Building and Safety division also oversees plan review, building inspection, and code enforcement. Mr. Terwilliger also advised that Building and Safety is involved with the effort to make Beverly Hills a "green city."

Community Services Department

The Community Services Department has two divisions: Recreation and Parks and the Library.

Bill Banks, Recreation Services Manager, discussed the disaster roles of the Community Services Department. In a disaster, Recreation and Parks provides shelter and food for residents, whereas the Library runs the disaster information hotline. Many of the City's park facilities are utilized as evacuation centers. Mr. Banks also discussed the City's emergency supply containers. He also provided the Commission with a handout showing locations and photographs of the containers. It
was noted that the containers will be discussed further at a future meeting. Also discussed were senior services and senior health classes, currently being coordinated jointly through Cedars-Sinai.

Julie Kahn, Interim Human Services Administrator, is the staff liaison to the Human Relations Commission. Ms. Kahn described the homeless issue that Beverly Hills faces and how the Human Relations Commission is working to address the issue. The Changing Lives and Sharing Places (CLASP) Program was noted as one of the means in which the City strives to assist the homeless/mentally ill in Beverly Hills. The upcoming Multi-Cultural Festival was described to the Commission. The Health and Safety Commissioners were invited to attend this event.

**Policy and Management Department: Communications Division**

Cheryl Friedling, Deputy City Manager of Public Affairs, represented the Communications Division of the Policy and Management Department. Ms. Friedling noted that the Communications Division is available to help the Commission in the areas of communications as well as government relations. The Communications division can aid the Commission in providing a message to the community or any target audience. A new and useful resource is the City’s monthly community newsletter. The City retains a state and federal advocate who advise the City in areas such as anti-terrorism, homeland security, grants, and transportation issues.

**Administrative Services: Risk Management**

Karl Kirkman, Risk Manager, gave a presentation on the responsibilities of Administrative Services, which include the divisions of Budget, Property Management, Risk Management, Human Resources and Finance Services. As Risk Manager, Mr. Kirkman is concerned with improving safety and reducing accidents for the public and employees, managing liability, claims, insurance, and Worker’s Compensation. One major safety hazard which has been reduced through maintenance is sidewalk injuries. The Risk Management Division is dedicated to always taking a proactive approach to claims that are received by the City.

A recess was taken at 5:55 p.m.; the meeting was called back to order at 6:01 p.m.

**6. Citizen Corps Volunteer Award Application**

Sara Cohen, Office of Emergency Management Intern, presented the Citizen Corps Volunteer Award Program. Ms. Cohen explained the process and criteria of this new award to be given at the Volunteer Brunch to be held on April 6, 2008. Staff Liaisons to the volunteer citizen groups will be provided with the application to nominate key volunteers who have given services to the City of Beverly Hills. Director Mottice Muller stated that in the past there was no award to honor these volunteers who have shown overwhelming commitment and dedication to making our community safer, stronger and better prepared. The Commission approved the current application and suggested a further development of the criteria in which applicants will be selected by the March 24th meeting. The Health and Safety Commission will select the award winners. Each Health and Safety Commissioner was provided with an invitation to the Volunteer Brunch.

Although CPR is not listed as a Citizen Corp group under the federal and state standards, Commissioners agreed that CPR program volunteers should be eligible to receive the award due to the involvement, leadership and service to the community as it relates to health and safety.
7. Possible Future Agenda Items: Noise
Staff provided Commissioners with a memo and copies of articles on motorcycle noise and a new ordinance the City of Denver passed on controlling the noise. A community member had provided the Mayor with information on the subject and had asked the Commission to study the issue. A staff memo explained the current California Vehicle Code and the current Beverly Hills Municipal Code as it relates to vehicle noise and the ability for the Police Department to cite operators. The Police Department stated, through the staff memo, they would be happy to come to a future meeting to discuss this issue further but at this time felt they have the authority through the California Vehicle Code and the Beverly Hills Municipal Code to cite or excessive noise when needed. The Commission is currently studying a variety of topics of focus and will develop their work plan in the near future. The Commission may re-visit this topic again in the future but no further action will be completed on this subject at this time.

8. Future Meetings
The agenda of the Special Meeting of March 3, 2008 was described, including presentations and tours of the Police Department and the Information Technology Department. Upcoming items on the March 24, 2008 agenda were also previewed by Director Mottice Muller. Myra Lurie, School Board Member and liaison to the Commission, will appear on future agendas under "Director's Report" to address the Commission.

H. COMMENTS FROM COMMISSIONERS
The Commissioners agreed that it is not the responsibility of this commission to aid in fund raising efforts.

I. COMMISSIONERS' INSTRUCTIONS TO STAFF
It is unnecessary for Commissioners to bring their binders to each meeting. They will now only bring current meeting materials. The Commission Secretary will bring the file copy of the binder, including all past meeting materials, to each meeting.

J. ADJOURNMENT
The meeting adjourned at 6:34 to the Special Meeting on March 3, 2008 at 4:00.

PASSED, Approved and Adopted
This ______ day of ______, 2008

_____________________________________________________________________
Sandra Aronberg, Chair
MINUTES
CITY OF BEVERLY HILLS
BEVERLY HILLS HEALTH AND SAFETY COMMISSION
SPECIAL MEETING

City Hall Room 180-B
March 3, 2008
4:00 PM

The meeting was called to order at 4:03 PM

A. ROLL CALL
Absent: None
Staff: Mottice Muller, Ryan

B. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Commissioner Judelson

C. ORAL COMMUNICATIONS FROM THE AUDIENCE
None.

Meeting adjourned at 4:04 PM to the Police Department located at 464 N. Rexford Drive.

D. CONTINUED AND NEW BUSINESS

Meeting reconvened at 4:08 PM at the Police Department

Presentation and Tour of Police Department by Lieutenant Tony Lee
- Director Mottice Muller showed the Commission the Emergency Operations Center (EOC), where information and resources are coordinated during a disaster.
- Clark Fogg, Senior Forensics Specialist, gave a tour of the City's Crime Lab.
- Lt. Lee explained an organizational chart of the Police Department, giving highlights of divisions and sections that were not visited on the tour.
- The Watch Commander's desk was visited. The Watch Commander coordinates police patrol on a 24-hour basis. City's CCTV System capabilities were demonstrated.
- A patrol vehicle, which possesses a license plate recognition system was shown to the Commission by Officer Joel Givens.
• Other areas toured within the Police Department were the Detective Bureau, Records, the roll call room, Dispatch, and the Chief's office.

The meeting moved to the Information Technology Department, located at 9355 Civic Center Drive, Level B.

Presentation and Tour of the Information Technology Department by Mark Hobson, Assistant Chief Information Officer
• Mr. Hobson began with a short video presentation highlighting each of the divisions of the Information Technology Department: Information Technology, Print Shop, Graphic Services, and Cable TV.
• More of the City's CCTV System and software was demonstrated.
• A preview of the City's new website was given.
• The City's new phone system was discussed, including the system's "soft phone" feature.
• The Data Center was toured, showing computer servers and backup systems.
• The Print Shop and Graphic Services offices were toured by the Commissioners

E. ADJOURNMENT
Following these department presentations and tours, the meeting returned to City Hall Room 180-B, and adjourned at 6:36 PM.

PASSED, Approved and Adopted
This ______ day of ______, 2008

Sandra Aronberg, Chair