

File Copy



City of Beverly Hills

Health and Safety Commission Regular Meeting

**February 23, 2009
4:00 pm
City Hall Room 280-A**

***Enhancing the Health and Safety of
Our Community***

A detailed Commission packet is available for review in the Library and City Clerk's Office.



In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Manager's Office at (310) 285-1014. Please notify the City Manager's Office at least seventy-two hours prior to the meeting so that reasonable arrangements can be made to ensure accessibility. Conference Room 280-A is equipped with audio equipment for the hearing impaired, and is wheelchair accessible.

**CITY OF BEVERLY HILLS
City Hall Room 280-A
AGENDA**

HEALTH AND SAFETY COMMISSION REGULAR MEETING

February 23, 2009
4:00 p.m.

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. COMMISSION MINUTES

- Consideration of minutes of January 26, 2009.

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 – February 11, 2009.
- Other items of interest.

F. DIRECTOR'S REPORT

- Report from Myra Lurie, Beverly Hills School District Board Member
- Information Only:
 - a) Leaf Blower Ban Violations – Letters from Resident Mark Elliot
 - b) Evacuation Guidance Planning Meeting Flier
 - c) CERT Message from Captain Lessing
 - d) Beverly Hills CPR News – January 2009
 - e) Beverly Hills CPR News – February 2009
 - f) Shakeout & Golden Guardian After Action Report
 - g) Final Draft of Sustainable City Plan
- Other Items
 - a) Farmer's Market Dates

G. NEW BUSINESS

1. Report on Neighborhood Watch Planning Meeting
2. Discussion on Health and Safety Commission Calendar
3. Emergency Kits For Sale on SHOPBH
4. April is Earthquake Preparedness Month
5. Emergency Evacuation Assistance Registry Outreach

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

**MINUTES
CITY OF BEVERLY HILLS
City Hall Room 280-A**

HEALTH AND SAFETY COMMISSION REGULAR MEETING

January 26, 2009

4:00 p.m.

The meeting was called to order at 4:09 p.m.

A. ROLL CALL

Commissioners Present: Setian, Landau, Kopeikin, Vice Chair Seidel, Chair Aronberg

Commissioner Millan arrived at 5:23 p.m.

Absent: Judelson

Guests: Myra Lurie, Greta Goldstein, Mark Elliot

Staff: Mottice Muller, Ryan, Jane Winston-Doman, Elyse Zavar, Daniel Cartagena,
Nestor Otazu, Lt. Joe Chirillo, Ofc. Don Chase, Sgt. Mike Foxen

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Kopeikin

C. COMMISSION MINUTES

MOVED by Seidel, SECONDED by Kopeikin to approve the minutes of the meeting on
December 15, 2008 (6/0)

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

Noes: None

Absent: Judelson

CARRIED.

D. ORAL COMMUNICATIONS FROM THE AUDIENCE

Greta Goldstein, Pharm.D., of the Roxbury Pharmacy introduced herself to the Commission. Ms. Goldstein provided information to the Commission about lectures and services that Roxbury Pharmacy could offer to Beverly Hills residents for free, if the Commission wished that the lectures be given at City facilities. Handouts detailing these lectures and services were distributed to the Commission.

Jane Winston-Doman, Senior Recreation Supervisor for the City of Beverly Hills, distributed a brochure to the Commission which described the City's Senior Health Education Lecture Series for 2009. These lectures, in collaboration with Cedars-Sinai Medical Center, provide information specific to seniors to promote a healthy lifestyle.

Mark Elliot, resident, came before the Commission to request that the issue of speed enforcement of traffic south of Wilshire Blvd be placed on the Commission's February agenda. Chair Aronberg referred Mr. Elliot to the Traffic and Parking Commission for this request. Mr. Elliot was provided with the date, time and location of the next Traffic and Parking Commission meeting.

E. REPORT FROM THE CHAIRPERSON

MAYOR'S CABINET MEETING – January 14, 2009

Chair Aronberg reported that no new information regarding health and safety was discussed at the January Mayor's Cabinet Meeting.

REPORT ON MEETING WITH CITY COUNCIL LIAISONS

The Health and Safety Commission City Council Liaison meeting was held on January 7, 2009. At this liaison meeting, Chair Aronberg and Vice Chair Seidel reported to Mayor Brucker and Councilmember Delshad on the mission, motto, vision statement, past accomplishments, and future work plan. Mayor Brucker and Councilmember Delshad were pleased with the outcome of the Commission's development of goals and the work plan. Councilmember Delshad advised that he would like a presentation at a future City Council meeting, which was then scheduled for February 17, 2009. Director Mottice Muller advised that the Cable Division will put together a video presentation to be shown. All Commissioners can attend.

Commissioner Seidel also added that City Manager Rod Wood and Assistant City Manager Katie Lichtig attended the Liaison meeting and were supportive of the Commission's work.

OTHER ITEMS OF INTEREST

None.

F. DIRECTOR'S REPORT

REPORT FROM MYRA LURIE, BEVERLY HILLS SCHOOL DISTRICT BOARD MEMBER

Ms. Lurie reported that the lead-contaminated artificial turf sports field at Hawthorne School has been replaced.

Also reported was that Wednesday, January 28, 2009 is "Walk to School Day", which brings attention to the health of school children and to reducing pollution.

The Commissioners and School District Liaison Myra Lurie were formally thanked for their efforts of the past year in building this new Commission, and all were presented with gifts.

Information Only:

Change in Good Samaritan Law - No discussion.

Flyer – Pandemic Flu Planning Workshop - No discussion.

Health and Safety Commission 2009 meeting dates - No discussion.

OTHER ITEMS

Director Mottice Muller informed the Commission of the Santa Monica Organizations Active in Disasters (SMO Aid) free emergency preparedness training seminar for pet owners, taking place on February 17th at the Red Cross of Santa Monica. Director Mottice Muller suggested that a Commissioner attend to see if the speaker would be appropriate for Health and Safety Week.

Chair Aronberg expressed interest in attending this event.

Director Mottice Muller reported that the City commissioned its first-ever residential satisfaction survey in December 13-21, 2008 to assess community perceptions,

priorities and concerns on a variety of issues. True North Research conducted this initiative, placing almost 20,000 phone calls to the community to yield 301 statistically-significant resident responses.

Eighty-one percent of respondents said that they felt that emergency preparedness is a high priority in this city (higher priorities were providing emergency paramedic services at 91%, providing police services at 90%, and providing fire protection and prevention services at 84%). Fifty-four percent said that they felt that they were prepared to take care of themselves for 72 hours. Director Mottice Muller noted that this figures compares with 23% of Californians who believe they are prepared shows that the City's outreach efforts on community preparedness are making a difference. Also, these statistics show that the Commission's work is having a positive impact within the city. The survey also showed that 91% of residents felt that preparing for emergencies is a high priority for the City, and that 81% felt that preparing for an emergency is of highest spending priority (behind Police at 90%, Fire at 84%, and Paramedic Services at 91%). Regarding the City's efforts to prepare for response and recovery, 44% of those surveyed were very satisfied, 27% were somewhat satisfied, and 19% had no opinion. Director Mottice Muller pointed out that since the City of Beverly Hills has a highly rated local emergency management program, residents may have a lack of awareness about the City's planning efforts to ensure departments can respond and recover from a disaster, e.g. drills, exercises, training, supplies, etc. Director Mottice Muller distributed copies of the survey results to the Commissioners.

G. NEW BUSINESS

1. ELECTION OF CHAIR AND VICE CHAIR

Commissioners had a discussion on how the election for a new Chair and Vice Chair should be handled in the absence of Commissioner Judelson. It was decided that the election should not be delayed, as it would take away from the length of the term of the new Chair and Vice Chair. The Commission's consensus was to have the full election today.

Director Mottice Muller offered the option to the Commission to nominate and elect a new Vice Chair, or to set a precedent to have the Vice Chair become Chair. The Commission chose to have the Vice Chair become Chair.

Commissioner Millan nominated Vice Chair Seidel to become the new Commission Chair. Vice Chair Seidel accepted the nomination.

MOVED by Millan, SECONDED by Setian to elect Commissioner Seidel as Commission Chair (6/0)

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

Noes: None

Absent: Judelson

CARRIED.

Commissioner Kopeikin nominated Commissioner Landau as Health and Safety Commission Vice Chair. Commissioner Landau accepted the nomination as long as no one else wished to make another nomination.

MOVED by Kopeikin, SECONDED by Setian to nominate Commissioner Landau as Health and Safety Commission Vice Chair (6/0)

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

Noes: None

Absent: Judelson

CARRIED.

2. UPDATE ON ENFORCEMENT OF 90₂10 FRESH DINING ORDINANCE

Daniel Cartagena, Assistant to the City Manager, and Nestor Otazu, Code Enforcement Manager gave an oral presentation to the Commission giving an update on the enforcement of 90₂10 Fresh Dining Ordinance. Mr. Cartagena reported that the objectives for this ordinance have been met and enforcement has been successful. Beverly Hills' 90₂10 Fresh Dining Ordinance has been used as a model for neighboring communities because it has had such a positive outcome. Little enforcement has been needed because the program has been embraced widely and outreach for this program has been successful. Very few complaints about the ordinance have been received. When complaints are received, follow-up "surprise" visits were conducted to ensure that businesses were adhering to the ordinance.

3. CITY OF BEVERLY HILLS EMERGENCY EVACUATION ASSISTANCE REGISTRY

Elyse Zavar, Emergency Management Intern, presented information on the City of Beverly Hills Emergency Evacuation Assistance Registry to the Commission. Ms. Zavar reported that to begin her research on the project, she examined what other cities do for emergency evacuation plans for special needs or frail individuals who may need extra assistance in the event that an evacuation is needed.

At this time, we do not have a sense of how many people in this city may need such a service. Outreach will be done through senior centers and community-based organizations.

The Commission was asked to help to identify places at which outreach may be done and to refer any appropriate individuals to the Office of Emergency Management.

4. NEIGHBORHOOD WATCH MEETING

Lieutenant Joe Chirillo and Officer Don Chase gave an oral presentation on the City's Neighborhood Watch Program. Lt. Chirillo stated that he would like the Commission's assistance in recruiting more people to participate in the Neighborhood Watch Program. He also asked for ideas for topics for upcoming zone meetings. Currently, 30-40 residents attend each of the nineteen meetings. Lt. Chirillo asked the Commission for suggestions on the time and length of meetings. The Commissioners were also asked to attend their zone meeting as well as two meetings for a zone that does not have Commission representation. Officer Chase passed out materials showing what is mailed to residents in the zones before their meeting occurs.

Lt. Chirillo suggested that using public service announcements and BHTV are ways to encourage residents to attend these meetings. "Meet and Greet" and block parties were also suggested to increase interest in Neighborhood Watch.

Chair Aronberg asked how other cities get residents to participate in Neighborhood Watch programs. Lt. Chirillo responded by stating that Long Beach has a good model for a program.

Other suggestions to increase participation are to advertise that food and raffles will be given at meetings, and to possibly identify groups by elementary schools rather than zones. It was also noted that Saturday afternoon might be a good timeframe for a meeting since many families have children who participated in Saturday morning activities. Also, meeting lengths should be reduced from two hours to one and a half hours.

Topic suggestions were provided by the Commission for the 2009 Neighborhood Watch program. Staff will discuss and report back to the Commission.

5. FUTURE FARMER'S MARKET DATES

Farmer's Market dates were included in the packet for information.

6. HEALTH AND SAFETY WEEK

Health and Safety Week will take place October 25 through November 1, 2009, with the Health and Safety Expo on November 1.

The Commissioner's assistance was requested to choose a motto and to select banners to advertise in the City. Some examples of banners were shown and Commissioners were asked to give their feedback.

H. COMMENTS FROM COMMISSIONERS

Regarding the Pandemic Flu flier in the Information Only section of the packet, Vice Chair Landau requested that someone from UCLA Public Health/Environmental Health Sciences be asked to come before the Commission to present more information on the lectures and workshops offered, so that the Commission could make a more informed decision on whether or not to take advantage of the program

Commissioner Setian announced that an event will take place for the Vahagn Setian Charitable Foundation on May 3, 2009 at 5:30 pm at the High School Auditorium.

I. COMMISSIONERS' INSTRUCTIONS TO STAFF

The Commission asked staff if a calendar could be created to keep track of the various events that the Commission is involved with.

J. ADJOURNMENT

There being no further business, Chair Seidel, with the consent of the Commission, adjourned the meeting at 6:36 pm.

PASSED, Approved and Adopted

This _____ day of _____, 2009

David Seidel, Chair



CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Kathy Ryan, Commission Secretary
DATE: February 23, 2008
SUBJECT: Leaf Blower Noise & Code Violations

Attached is a memo from Nestor Otazu, Code Enforcement Manager, in the Building and Safety Division. The attached letters from Resident Mark Elliot have been forwarded to Mr. Otazu.

According to Comcate, the City's system for tracking letters and correspondence from the public (see copy of Comcate case attached), Mr. Otazu has followed up with the resident. Mr. Elliot stated he may attend the meeting on February 23rd.



CITY OF BEVERLY HILLS
COMMUNITY PRESERVATION

MEMORANDUM

TO: Health and Safety Commission
FROM: Nestor P. Otazu, Community Preservation Manager
DATE: February 23, 2009
SUBJECT: Leaf Blower Violation Enforcement

Attachment "A" – Standard Letter Notice and Information Card

The Community Preservation Division currently oversees the enforcement of the Beverly Hills Municipal Code (BHMC) as it pertains to vehicle, animal, business, property maintenance, health, noise, signs, zoning, building, rent stabilization and public right-of-way violations. The Code Enforcement Program works with the Beverly Hills Police Department (BHPD) and the Fire Department on a consistent basis of the enforcement of BHMC.

BHMC section 5-1-210 prohibits the use of gasoline powered leaf blowers within Beverly Hills city limits. Historically, code enforcement applied enforcement based on a complaint basis at which time enforcement consisted of the following:

- Complaint (usually by a resident) is received
- Check of the property history records is conducted as it relates to leaf blower violations
- A written notice (Attachment "A") to the homeowner is issued advising of the complaint and providing an informational warning card in English and Spanish for the homeowner to give to the gardener
- If continued complaints are received at the same location, an officer is assigned to monitor the property so that the gardener can be caught (collection of evidence) and appropriate enforcement action taken (action may result in issuance of a Notice of Violation, Administrative Citation, or a Notice to Appear/criminal citation, on rare occasion BHPD assistance is requested in order to properly identify the subject).

Historically, it has proven difficult to effectively enforce this violation for various reasons including: officer response time, availability of staff to respond, lack of afterhours resources (although BHPD has responded at times), and simply just missing the gardener actually using the leaf blower (a legal requirement prior to issuance of any violation notice or citation).

Over the last several months, there appears to have been a steady increase in gasoline powered leaf blower complaints received and violations observed. As a result, I have recommended and stepped up the enforcement program to consist of a more aggressive and direct manner in order to become more effective with our limited resources.

This new enforcement program was very recently implemented and proving itself to be more effective to the surrounding community as well as providing a more direct consequence for offenders. It is targeted to the homeowner and also provides an educational component aimed at educating both the homeowner and the gardener of our laws. It also streamlines the "consequence" as it relates to confirmed violations.

In conclusion, I believe this program will have a more positive effect on the community, the homeowners and gardeners which are affected.

BUILDING AND SAFETY DEPARTMENT
310.285.1141
FAX: 310.273.0972



455 N. Rexford Drive
Beverly Hills, CA 90210-4817

date

Resident/Homeowner:

**RE: PROHIBITED USE OF A GASOLINE POWERED LEAF BLOWER BS0403491,
BS0403493, BS0403494
VIOLATION ADDRESS**

Dear Sir or Madam:

A complaint was recently received alleging that your gardener was using a gasoline-powered leaf blower at the above location. This is in violation of the Beverly Hills Municipal Code, Section 5-1.210.

Please advise your gardener to discontinue using his gasoline-powered leaf blower. An electric-powered leaf blower is legal and may be used. I have enclosed a REMINDER NOTICE for you to give to your gardener at his next visit.

If you feel this notice has been issued in error, or if you have any questions, please feel free to contact me at 310.285.1173. Thank you for your cooperation.

Sincerely,

Code Enforcement Officer

 **City of Beverly Hills**
IMPORTANT NOTICE

It is unlawful for any person within the City of Beverly Hills to operate any portable machine powered with a gasoline engine used to trim leaves, dirt, and other debris off sidewalks, driveways, lawns, or other surfaces (Beverly Hills Municipal Code section 5-1.210).

Report Violations as They Occur To:
Code Enforcement (310) 285-1141
Police Dept. (310) 553-4951

VIOLATORS WILL BE CITED.



It's not only annoying,
it's illegal.

 **City of Beverly Hills**
AVISO IMPORTANTE

Es contra la ley, para personas en la Ciudad de Beverly Hills operar (usar) maquinas portables con motor de gasolina para cortar las hojas, tierra, y otra clase de basura de las banquetas, estancias privadas, areas de césped (jardín) y otros lugares.

Por Favor de Reportar Esta Violacion al Ocurrir A:
Code Enforcement: (310) 285-1141
Police Department (310) 553-4951

VIOLADORES SERAN MULTADOS.



No solo molesta,
también es ilegal.

Mark Elliot
212 S. Reeves Drive #8
Beverly Hills, CA 90212

January 15, 2009

Ms. Sandra Aronberg, Chair
Health and Safety Commission
464 N. Rexford Drive
Beverly Hills, CA 90202

Dear Ms. Aronberg,

Please find enclosed my letter to Mr. Otazu at Code Enforcement regarding widespread violations of the city's gas-powered leaf blower ban. I would like to address the Commission at the January 26th meeting about the continuing challenges presented to the city and its residents by these health-affecting nuisances. If possible, I would like to address this particular aspect of the municipal code's regulation of specific noise sources. I would appreciate the opportunity to present to the Commission my own extensive efforts to ban these devices as an agenda item.

Sincerely,



Mark Elliot

19268

Mark Elliot
212 S. Reeves Drive #8
Beverly Hills, CA 90212

January 15, 2009

Mr. Nestor Otazu, Manager
Code Enforcement
464 N. Rexford Drive
Beverly Hills, CA 90202

Dear Mr. Otazu,

I would like to follow up on an issue of concern to some of my neighbors and me here on South Reeves Drive: the apparent inability of the city to enforce regulation of gas-powered leaf blowers. I refer to title 5, chapter 1, article 2 of the municipal code ("Specific Noise Sources And Regulations"):

"It shall be unlawful for any person within the city to use or operate any portable machine powered with a gasoline engine used to blow leaves, dirt, and other debris off sidewalks, driveways, lawns, or other surfaces."

Their prevalence throughout the city despite the ban suggests that better notification or more active enforcement is necessary. To date I've reported on 71 properties, some like 225 S. Reeves as many as ten times. There has to be some way to systematically address this problem.

As I mentioned in last Friday's phone message, this continues to be a problem not only in my neighborhood but throughout the city. My call was precipitated because the property at 225 S. Reeves was again violating the law. I have reported this property ten times beginning March 31st 2007. Every time it occurs in the same window of time. I had two days before spoken with Matt Lopez about another property, 216 S. Reeves Drive, which I've also reported as many as ten times. In the latter case, Mr. Lopez said that case records showed the case to have been closed last July without a citation ever being issued for the blower violation. Between these two properties and the continuing violation of the law by their hired gardeners, I am wondering how I can take the trouble to so consistently report these violators yet the city is unable to solve this problem. When handed the city's own flier warning of the violation, gardeners crumple them with contempt. Clearly enforcement will be key to changing practices.

This is clearly a health issue. As I've noted in recent communications with code enforcers, these nuisances kick up clouds of dust and debris from streets and alleys. It affects the health of residents with asthma by making airborne particular matter. A member of my own family resident on Reeves suffers chronic respiratory disease, so it is of particular concern. Indeed the health relevance of the ban is made clear in this advisory: "The City of Beverly Hills has banned gasoline powered leaf blowers because of citizen concerns about air and noise pollution (BHMC 5-1-210)."

1/16/09

The need for effective enforcement is clear, yet it's not clear that citations have even been issued. Of my 71 property reports, for example, for only about 1/3 of these I have case numbers. How many of these 71 have even received notices (if not all of them)? Code officers have come to Reeves on occasion to address the situation, and there has been limited progress. Despite the many complaints I've made, code enforcement action has succeeded in eliminating the use of these blowers on only three or four properties on Reeves.

I've refrained from calling enforcers on every sighting; that's not productive. But at this point, I'm not sure what the alternative would be to making the department continually aware of each infraction, and perhaps looking more actively for violations. I am reminded because as I write, there is yet another gas blower operating outside. And last week I noticed a small-lot property employing not one but two gas leaf blowers simultaneously. This makes a mockery of the law.

Up to now, the code enforcement department has been supportive of my complaints regarding the gas blower violations. You've taken my complaints without complaint. We've even discussed letters to go directly to property residents (in utility bills, for example) and this is a plan that's evidently been in the works for more than a year. I recall speaking about it last January. Yet when I spoke to Mr. Lopez about it again last week, the response was almost verbatim: "We're working on it..."

In lieu of enforcement challenges, I think that the opportunity here may be in helping the department implement an effective notification practice to inform residents and potential violators of the law. I suggest that we meet prior to my taking this issue to the Commission on January 26th. (I have copied the Chair of the Commission so that she is aware that this is an issue that needs attention) Understanding the extent of department activity on these complaints it necessary as I don't want to misstate to the Commission your efforts undertaken. I want to accurately suggest what yet still needs to be done to effectively enforce this statute.

Sincerely,

Mark Elliot

Cc: Sandra Aronberg, Chair
Health and Safety Commission

Mark Elliot
212 S. Reeves Drive #8
Beverly Hills, CA 90212

Case Details

[Print](#) [Close](#)

Case Number: 19268

Status: Resolved

Tags:

Request Type: Complaint

Customer:



Elliott, Mark
external customer
212 S Reeves DR 8
Beverly Hills CA 90212
(310) 271-7330

Location of Request:

Facility: N/A

Preferred Contact Method: Mail

Submitted By: Ryan, Kathy
employee

Primary Owner: Manaoat, Michael

Topic: Code Violations>Noise
complaints (Building
and Safety)

Date/Time Created: 02/03/2009 09:57

Date/Time Closed: 02/03/2009 10:37

Original Request

Please see the attached letter from Mark Elliot regarding leaf blower noise violations.

Customer Communications *

No records of communication activities found

** Customer Communications are visible on the customer's case status page.*

Internal Activity

Internal Notes

Date	From	Note
02/03/09 10:37	Manaoat, Michael	Details » Code Enforcement Manager-Nestor Otazu had contacted customer regarding gasoline powered leaf blower violations.

Tasks

Complete	Due	Subject	Assigned By	Assigned To	Status
----------	-----	---------	-------------	-------------	--------

Case Contacts

Role	Name	Email	Phone
Primary Owner	Manaoat, Michael	mmanaoat@beverlyhills.org	
Secondary Owner	May, Terence	tmay@beverlyhills.org	
Collaborator	Otazu, Nestor	notazu@beverlyhills.org	
Submitter	Ryan, Kathy	kryan@beverlyhills.org	1080

Attachments

<i>Link</i>	<i>Date</i>	<i>Attached By</i>	<i>Title</i>	<i>Size</i>	<i>Filename</i>
	02/03/2009 09:56	Ryan, Kathy	Mark Elliot Letter 1.15.09	96.2 KB	

Activity History

<i>Date</i>	<i>Event</i>	<i>Who</i>	<i>Description</i>
02/03/2009 10:37	Change Status	Manaoat, Michael	Change status from: New to: Resolved

Los Angeles Operational Area Mass Evacuation Process Guide

Orientation

Presented by: The Los Angeles Operational Area Critical Incident Planning and Training – Alliance, in coordination and cooperation with the Disaster Management Area Coordinators (DMACs).

During the months of **February & March 2009**, the “Alliance” will be presenting an orientation on the new Mass Evacuation Process Guide (MEPG).

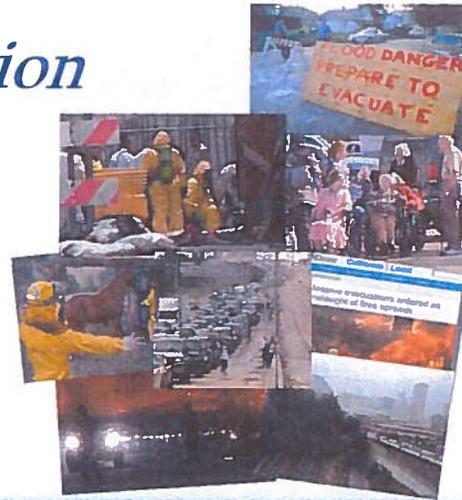
This valuable planning tool provides strategies, protocols and coordination processes for incidents that have the potential to cause mass evacuations and sheltering needs.

We strongly encourage and recommend that all cities and partnering agencies attend one of the orientations in your area to learn more about this valuable tool.

Those who would benefit from the orientation include:

- Police & Fire
- Emergency Managers
- Public Safety Officials
- First Responder Agencies
- Public Works
- Parks & Recreation
- Transportation (Public & Private)
- Volunteer Agencies
- Hospitals
- Schools and Colleges
- Utilities and Infrastructure Operators
- Private Sector Partner Stakeholders

Please RSVP (minimum one week prior to the orientation) to the hosting DMAC



February 4, 2009 2:30 pm - Area G:
RSVP to: Mike Martinet: areag@earthlink.net
Torrance Police Department
3300 Civic Center Dr.
Torrance, CA

February 10, 2009 1:30 pm - Area H:
Los Angeles City Emergency Operations Center Conference Room
200 N. Los Angeles Street, City Hall East, P-4
Los Angeles, CA 90012
RSVP to: Quentin Frazier: quentin.frazier@lacity.org

February 11, 2009 11:00 am - Area B:
City of Santa Clarita Activities Center
20880 Centre Pointe Parkway
Santa Clarita, CA 91350
RSVP to: Debbie Pedrazzoli: areab@earthlink.net

February 11, 2009 1:30 pm - Area C:
RSVP to: Roger Keith: areacdmac@madre.net
Rose Bowl – Media Center
Pasadena, CA
Parking in Lot F – Enter Rose Bowl thru Gate A (South end of facility)

February 18, 2009 8:30 am - Area E & F:
Norwalk Arts & Sports Complex
13200 Clarkdale Avenue
Norwalk, CA 90650
RSVP to: Fan Abel: areae@earthlink.net

February 19, 2009 9:00 am - Area D:
Glendora Legion Hall
159 N. Cullen Avenue
Glendora, CA 91740
RSVP to: Brenda Hunemiller: brendah@earthlink.net

March 2, 2009: 9:00 am - Area A:
Beverly Hills Fire Department Training Room
445 N. Rexford Drive
Beverly Hills, CA 90210
RSVP to: Pamela Mottice-Muller: pmottice@beverlyhills.org

C.E.R.T.

Community Emergency Response Training
Neighbor Helping Neighbor

445 No. Rexford Dr., Beverly Hills 90210

(310) 281-2754

MESSAGE FROM CAPTAIN LESSING:

Can you believe we are starting a New Year! As the saying goes, "Time flies when you're having fun and are busy".

The first of the year is a good time to look at all of your emergency supplies and to check those expiration dates. It is also a great time to sit down and plan some goals for the rest of the year, like making your home more earthquake safe. Some things that you might want to include are:

1. Securing bookcases to the wall.
2. Moving and/or properly securing pictures and mirrors to the walls.
3. Securing heavy and top heavy items to shelves.
4. Updating phone numbers and emergency contacts.

We will hold the first CERT Refresher Class of the New Year on March 7th from 8:00 to 12:30. We will train on three things that day:

1. CPR with the Anytime Kits
2. 1st Aid (bandaging and splinting)
3. To be determined

All this will be followed by lunch upstairs at the Fire Station. **DUE TO THE NATURE OF THE SUBJECTS AND PROVIDING LUNCH, ENROLLMENT AND ATTENDANCE AT THIS CLASS WILL BE LIMITED TO THE FIRST 30 PEOPLE WHO CALL THE OFFICE AT 310-281-2754 TO ENROLL. WHEN YOU CALL, PLEASE BE SURE AND LET SONIA KNOW WHETHER YOU WILL BE STAYING FOR LUNCH. REGISTRATION WILL CLOSE ON FEBRUARY 27th. AS USUAL, WE WILL PROVIDE A LIGHT BREAKFAST.**

PLAN AHEAD AND DON'T BE DISAPPOINTED.

The first Initial CERT Class for 2009 will begin in April. The dates are:

Wednesdays: April 22, 29 and May 6, & 13, 2009 from 6 p.m.-10p.m. and

Saturdays: April 25 and May 2, 16, 2009 from 8 a.m.-1 p.m.

Please talk to your friends and neighbors and encourage them to take an upcoming CERT Class.

One other subject we need to touch on is the recent California Supreme Court Decision regarding the "Good Samaritan Law". There is a lot of talk about this decision and so far none of the volunteer organizations are sure of its meaning yet. As soon as we hear something, we will pass it on to you. If you have time to read about this case, it can be found, on the internet by searching for California Supreme Court Decision regarding Good Samaritan Law. Updated information will also be posted on websites like CaliforniaVolunteers.org.

I hope to see all of you soon,

Bruce Lessing

MESSAGE FROM SONIA BERMAN:

Happy New Year to all of you. I sincerely hope your holidays were peaceful and rejuvenating.

As you can see from the message above, we will be having an Initial class relatively soon - right after we "refresh" many of you.

The Refresher will focus of what you asked for - more training on First Aid, triage, etc. After the Great Shakeout especially, that seemed to be the area of focus. The participants kept telling us that they did not feel secure in assessing the injuries and proceeding with treatment. We want to meet your specific needs if at all possible so please do not hesitate to communicate with either Bruce or myself in this regard.

Look forward to seeing many of you at the Refresher.

Sonia



**Beverly Hills
C.P.R.
Saves Lives**

From the Heart ...

Beverly Hills CPR News

Beverly Hills Fire Department • 445 North Rexford Drive, Beverly Hills, California 90210 • (310) 281-2753

JANUARY 2009

MESSAGE FROM THE COORDINATOR

Welcome to 2009. I hope your holidays were pleasant, peaceful, happy, and most of all, healthy. I also hope you are all regenerated and ready to begin a new year of volunteering and preparing people to be heroes by training them how to save a life.

December turned out to be slower than usual. It seemed that no matter when a class was offered, it was either too late in the month or too early. There also were significantly more inquiries for weekend classes which we had tried and dropped. Go figure! I also wouldn't be surprised if BH CPR isn't taking a hit as are many other businesses during this time of economic uncertainty. Unless someone needs the certification for employment, they are hesitant to spend the money. The benefits don't seem to factor into the equation.

The project entitled Beverly Hills Family of Heroes which was originally calendared for January 25th has been postponed to June 7, 2009. This event will be held during National CPR/AED Awareness Week and replace our usual Mass Training.

While the board voted to follow the same policy as last year regarding the invitations to the Volunteer Recognition Dinner, in an effort to recognize and reward more volunteers, the board has lowered the number of hours of volunteer service expected for an instructor to receive a complimentary dinner. The invitations will be in the mail right after the first of the year.

On Friday, December 19, 2008, the California Supreme Court handed down a decision on a case holding a person who rendered aid at the scene of an accident liable for the injuries suffered by the party she attempted to help. That decision started a whole research effort on my part since it clearly appeared that we could be affected and I did receive a couple of calls regarding that possibility. The case involved an automobile accident. Two cars with friends were traveling home when

one car went out of control and hit a tree. The female in the unaffected car dragged her friend out of the damaged car causing her major injuries. The court ruled the “rescuer” had liability and was not covered under the Good Samaritan Law BECAUSE she had not administered MEDICAL assistance such as CPR or First Aid. All she did was drag the victim out of the car.

After reading the many pages of the actual decision – not just the LA Times version –quote: “In light of the foregoing reasons, we conclude that the Legislature intended for section 1799.102 to immunize from liability for civil damages only those persons who in good faith render emergency medical care at the scene of a medical emergency.” Part of the “foregoing reasons” included their statement that, “Section 1797.5 thus establishes that the Legislature intended to encourage people to learn and provide emergency MEDICAL care (such as cardiopulmonary resuscitation and first aid specifically identified in section 1797.5 to those in need.” Again quoting, “Read together, sections 1799.100 and 1799.102 first immunize those who train persons in emergency medical care and then immunize the persons who actually render such care”, I concluded that as instructors as well as rescuers, we are covered by the Law but I have asked for the AHA legal department to confirm my interpretation of the decision and will apprise you of that in the next newsletter. In the meantime, the decision should cause all of us to pause and think. It clearly reinforces our emphasis on following the prescribed steps in determining whether assistance is needed or not. Please, protect yourselves. When conducting a class, be sure that your students are checking the victim carefully and correctly to determine whether any medical assistance is needed before they do anything but “tap and shout.” Emphasize for them the importance of that step. Clearly, baring the chest or beginning CPR if not medically necessary could put someone outside of the immunity. And if you are the rescuer, keep that in mind as well.

NEWS FROM THE AHA

For many years, there has been a link on the AHA website where the public could put in their zip code and the type of course they are looking for and a list of all the Training Centers offering that class

would appear. This site is being updated later this month with a launch scheduled for Jan. 2009. The advance information seems to indicate that it will be more complete than what is presently available and I will be able to keep it current. I will let you know more on this next month.

The other piece of news which will impact many of you is that there is a new Instructor Monitor Form for use during a renewal monitor. If you are up for a card renewal and need a monitor, I will provide you with a copy of the new form when you call to schedule a date. Just be sure to remind me.

Many questions surfaced at the meeting we recently hosted. Here are a few of them and the answers we were given:

- For any of you who are teaching classes on your own outside of the Training Center, please remember that the AHA requires that students are provided with a Course Outline prior to the beginning of the class so they will know what is to be taught. This outline can be hard copy as we provide here or posted on a board in the classroom. Something just needs to be provided.
- Here we go again. The 2010 Guidelines will be out in Currents December 2010. Based on how this year flew, that will be here before we know it.
- When teaching a class and counting the student doing the 30 compressions in less than 23 seconds, there is no lower limit identified but the recommendation is the range of 18 – 23 seconds for adequate fill and recoil.
- The AHA is really promoting eLearning to accommodate the Digital Generation. “The good and bad of our ‘experienced’ instructors is their experiences they share in our classroom courses, and that’s also the bad. We must begin to look at the eLearning method of teaching our cognitive material and provide our students with the opportunity to complete their certification with true ‘skills driven’ evaluation.” They have proven conclusively that adding information serves to reduce retention of the basic skills required.

- Remember that the Heartsaver First Aid course meets OSHA requirements.

Effective October 14, 2008, all Dialysis facilities are required to have a defibrillator or an AED in the facility AND the staff must maintain current CPR certification.

Remember that the American Red Cross and the American Heart Association have different recommendations for treating choking in conscious adult victims. Abdominal thrusts are recommended by the ARC as the second line of treatment if the first line (use of back slaps) doesn't dislodge the foreign body. The AHA recommends chest thrusts if the initial abdominal thrusts don't work successfully.

Also, please remember to use your stopwatch to time the students. Just guessing at the timing is not sufficient.

I will continue to pass along tips from the AHA as I receive them.

CALENDARS

JANUARY 2009

Thursday, 1	New Year's Day	Office Closed
Tuesday, 6	Heartsaver AED 8:00 a.m. – 12 noon	CPR Training Room (City Class)
	Family and Friends 6:00 p.m. – 9:00 p.m.	(CPR Training Room) (Community)
Monday, 12	First Aid 6:00 p.m. – 9:00 p.m.	(CPR Training Room) (Community)
Wednesday, 14	Heartsaver AED 12 noon – 4:00 p.m.	CPR Training Room (City Class)
	Heartsaver CPR 6:00 p.m. – 10:00 p.m.	(CPR Training Room) (Community)

Thursday, 15	Heartsaver AED 6:00 p.m. – 10:00 p.m.	CPR Training Room (Community)
Saturday, 17	Heartsaver AED 1:00 p.m. – 5:00 p.m.	CPR Training Room (Private)
Monday, 19	Martin Luther King Day	Office Closed
Tuesday, 20	HCP –Initial 5:30 p.m. – 10:00 p.m.	CPR Training Room (Community)
Tuesday, 27	HCP – Renewal 6:00 p.m. – 10:00 p.m.	CPR Training Room (Community)
Thursday, 29	Family and Friends 6:00 p.m. – 9:00 p.m.	(CPR Training Room) (Community)

FEBRUARY 2009

Tuesday, 3	Heartsaver CPR 6:00 p.m. – 10:00 p.m.	(CPR Training Room) (Community)
Wednesday, 4	Heartsaver AED 6:00 p.m. – 10:00 p.m.	CPR Training Room (Community)
Tuesday, 10	Family and Friends 6:00 p.m. – 9:00 p.m.	(CPR Training Room) (Community)
Thursday, 12	HCP –Initial 5:30 p.m. – 10:00 p.m.	CPR Training Room (Community)
Monday, 16	President's Day	Office Closed
Wednesday, 18	HCP – Renewal 6:00 p.m. – 10:00 p.m.	CPR Training Room (Community)

THURSDAY, FEBRUARY 26, 2009

ANNUAL VOLUNTEER RECOGNITION DINNER

Monday, 30	Family and Friends 6:00 p.m. – 9:00 p.m.	(CPR Training Room) (Community)
------------	---	------------------------------------

CPR Office Number – (310) 281-2753



**Beverly Hills
C.P.R.
Saves Lives**

From the Heart ...

Beverly Hills CPR News

Beverly Hills Fire Department • 445 North Rexford Drive, Beverly Hills, California 90210 • (310) 281-2753

FEBRUARY 2009

MESSAGE FROM THE COORDINATOR

It is always nice to start a newsletter with a congratulatory message. On the last page of the paper you will find a picture of Chief Tim Scranton and Captain Dean Viana. The picture was taken recently at Dean's pinning ceremony when he promoted from paramedic to Captain. The program is proud that Dean has been affiliated with us for 10 years and is clearly an asset to our teaching cadre. Congratulations Captain Viana!!!

Staying on the congratulations theme, the Friends of BH CPR has a new set of officers who will be installed at the Recognition Event. Congratulations to our incoming President who is actually returning for another tour of duty, Marty Geimer; our incoming Vice President who also is a former President, Les Bronte; a brand new officer, Secretary, Valerie Wisot; and returning Treasurer, Diane Gordon. I look forward to working closely with all of these wonderful people. And I would be remiss if I didn't express appreciation to the current officers in this newsletter in advance of the dinner. Gloria Seiff has been a dedicated President for the past three years especially guiding the board at a time of transition; Norma Zager also has served well for the past two years coming up with innovative ideas for training; and Clarence has taken great minutes for the past two years. Diane has managed our financial assets well and will continue to do so. Thanks one and all.

There is nothing new to report on the Good Samaritan ruling except that many attorneys are "researching" the situation. These include AHA attorneys, City of Beverly Hills attorneys, and attorneys for Community Emergency Response Training programs. I will certainly give you any updated information as I receive it.

The Training Center completed a Self-Assessment and then a Course Monitoring and scored 100%. These tasks are required in order to maintain our Agreement with the AHA.

The deadline for sending an RSVP for the Volunteer Recognition Dinner is fast approaching. I would sincerely hope to see each of you in attendance. A great dinner and raffle are planned along with the opportunity to mingle with your fellow instructors and others who are vital to this program. Yes, we reinstated the raffle this year and those of you who have come in previous years know how much fun and worthwhile these are. You just never know what you might win – anything from a box of See's candy to a \$100 Visa gift card. And these are FREE! This year, as I write this newsletter, we already have four gifts valued from \$250.00 to just under a \$1000.00 which will be in a separate, special, limited raffle with purchased tickets.

In addition, where last year we had no one, this year we have five Citizen Life Savers who will be honored for getting involved and trying to help save a life. Four of the five people were all on one incident and the person did survive. What a great story and validation of the importance and success of the Chain of Survival.

Come and enjoy a special evening.

NEWS FROM THE AHA

I have been notified that the American Red Cross Professional Rescuer Card (the equivalent to our HCP card) is now good for two years. Professional rescuers other than life-guards can now get these two year cards. Lifeguard cards will still be valid for only one year. While this does not affect this Center since we do not teach ARC classes, I felt you should be aware of the change since it could affect how you market a HCP class. We used to compare the price based on the length of the card. This will no longer be a valid comparison.

At the City Council meeting on Feb. 3rd, the TC, the Fire Department, and the City will all be recognized by the AHA with Certificates acknowledging our roles in the Chain of Survival. More details in the next newsletter.

CALENDARS

FEBRUARY 2009

Monday, 2	BLS Instructor Course 5:30 p.m. – 10:00 p.m.	CPR Training Room (Community)
Tuesday, 3	Heartsaver AED 12 noon – 4:00 p.m.	CPR Training Room (City class)
	Heartsaver CPR 6:00 p.m. – 10:00 p.m.	CPR Training Room (Community)
Wednesday, 4	Heartsaver AED 6:00 p.m. – 10:00 p.m.	CPR Training Room (Community)
Tuesday, 10	Family and Friends 6:00 p.m. – 9:00 p.m.	CPR Training Room (Community)
Thursday, 12	HCP –Initial 5:30 p.m. – 10:00 p.m.	CPR Training Room (Community)
Monday, 16	President's Day	Office Closed
Wednesday, 18	HCP – Renewal 6:00 p.m. – 10:00 p.m.	CPR Training Room (Community)
Monday, 23	Family and Friends 6:00 p.m. – 9:00 p.m.	CPR Training Room (Community)
Tuesday, 24	Heartsaver AED 8:00 a.m. – 12 noon	CPR Training Room (City class)
Thursday, 26	Volunteer Recognition	Lawry's

MARCH 2009

Tuesday, 3	Heartsaver AED 8:00 a.m. – 12 noon	CPR Training Room City Class
Wednesday, 4	Family and Friends 6:00 p.m. – 9:00 p.m.	CPR Training Room (Community)

Saturday, 7	CPR Anytime Class for CERT 8:00 a.m. – 12 noon	CPR Training Room (CERT graduates)
Sunday, 8	Daylight Savings Time Begins	
Wednesday, 11	HCP – Renewal 6:00 p.m. – 10:00 p.m.	CPR Training Room (Community)
Thursday, 12	Heartsaver First Aid 6:00 p.m. – 9:00 p.m.	CPR Training Room (Community)
Wednesday, 18	Heartsaver AED 12 noon – 4:00 p.m.	CPR Training Room (City Class)
	Heartsaver CPR 6:00 p.m. – 10:00 p.m.	CPR Training Room (Community)
Thursday, 19	Heartsaver AED 6:00 p.m. – 10:00 p.m.	CPR Training Room (Community)
Monday, 23	Family and Friends 6:00 p.m. – 9:00 p.m.	CPR Training Room (Community)
Thursday, 25	HCP – Initial 5:30 p.m. – 10:00 p.m.	CPR Training Room (Community)

CPR Office Number – (310) 281-2753



CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM

TO: Health and Safety Commissioners

FROM: Pamela Mottice Muller, Director Office of Emergency Management

DATE: February 23, 2009

SUBJECT: The Great California Shakeout & Golden Guardian After Action Report

INTRODUCTION

On November 13, 2008 the Great California Shakeout and Golden Guardian exercise was performed throughout Southern California including the City of Beverly Hills. The purpose of this exercise was to provide City employees and stakeholders an opportunity to rehearse effective emergency management behaviors to reduce the loss of life and property in the event of a major disaster. The full sixty-five page After Action Report is available for review in the Office of Emergency Management.

The Shakeout exercise hypothesized a magnitude 7.8 earthquake on the lower San Andreas Fault beginning near the Salton Sea and extending into northern LA County. The City of Beverly Hills suffered minor to moderate damage, while east LA County experienced moderate to severe damage. Even though extensive structural damage was not reported within the City, all of Southern California lost access to vital lifelines and many commuters were left stranded due to impassable transportation routes. The earthquake and resultant damage estimates were developed by the U.S. Geological Survey in coordination with experts from many fields and disciplines to create a realistic and scientifically supported disaster exercise.

DISCUSSION

The Great California Shakeout was the largest earthquake drill in the United States history. All City of Beverly Hills employees as well as the Beverly Hills School District participated in "Drop, Cover, and Hold" at 10:00 am, thus beginning the exercise. Over 665 City employees participated in part or all of the exercise. The exercise used over 85 role players including but not limited to CERT & DCS members, UCLA volunteers, Commissioners, City employees, and BHUSD school children.

Exercise Objectives, Capabilities, and Activities:

The objective of the exercise was to test the City's ability to react to a major disaster such as an earthquake and to rehearse effective emergency response behavior that would mitigate damage within the City. To test City employees, a series of one hundred and 70 items were injected into the scenario for the various departments participating in the exercise.

Some of the main activities and tasks included:

- Activation of the Emergency Operations Center (EOC), two Department Operations Center's (DOC), the disaster hotline and a shelter.
- Multi-causality incident at Horace Mann School with Unified Command and in conjunction with the school district.
- Critical Infrastructure compromised such as water and sewer pipe ruptures and contaminations and reservoir leaks.
- Prioritization and inspections of all City structures.
- Public Safety practiced handling multiple emergencies occurring simultaneously.

Target Capabilities are main areas/components and performance levels of disaster response and recovery developed by the Department of Homeland Security. The following capabilities were exercised during the exercise:

- Communications
- Community Preparedness and Participation
- Economic and Community Recovery
- Emergency Operations Center Management
- Emergency Public Information and Warning
- Firefighting Operations and Support
- Mass Care
- Onsite Incident Management

Debriefings

Following the Shakeout and Golden Guardian exercise, debriefings/evaluations were held and completed with the following groups/individuals:

- Policy Group
- EOC Team members
- EOC Sections
- Selected Individual Departments: CD, PW, PD, FD
- Selected Individual EOC Functions: Hotline, PIO, Dispatch
- Design team
- Volunteers including victims, role players, commissioners
- EERT in each building
- Others

Information from these debriefings combined with the evaluators comments were used to complete the After Action Report. The report is intended to highlight the positive aspects of the recent disaster exercise as well as identify various recommendations to improve the City's ability to respond in the future. It is not meant as a criticism but an identification of areas of strengths and improvements.

Identified Strengths

- At some level all exercise objectives were met.
- All City Employees participated in some form throughout the day, enforcing what actions should be taken after a disaster and the concept that every City employee is a disaster worker.
- Largest exercise ever completed with multiple components.

- Public Safety field component went well.
- Staff was able to see how all components of the emergency management structure work together.
- All parts of operation were much more cohesive.
- Situation status and mapping was much improved.
- EOC and field staff knew and understood their roles and responsibilities.
- Actual damage assessment was completed by multiple sources.
- Developed policy goals and EOC objectives.
- Participation with Beverly Hills School District.

Identified Areas of Improvement

- The EOC is too small and often not conducive to the operation, a standalone larger EOC needs to be built which will include better technology and provide ease in EOC operations, coordination and processes.
- Continue to exercise and clarify roles: Policy Group's role as policymakers, EOC Team as Managers.
- Timely EOC Meetings must be held.
- City should build depth in knowledge base.
- Communication between all levels of the organization. Timely and adequate information must be passed and compiled.
- Purchase Process must be clearly defined.

The Golden Guardian exercise was successful. It met its objectives and pointed out areas of improvement that can be addressed by future training, system upgrades and continued participation of all departments. A follow-up matrix has been developed. The Office of Emergency Management (OEM) is already working with departments to address many of these issues. In addition departments have completed separate debriefings and identified other follow-up opportunities.

This exercise served to confirm the past exercises recommendation to construct a new standalone EOC. Currently under construction, the new EOC will solve many of the logistical, technological, and even EOC processes deficiencies. When designing the new EOC, past deficiencies were incorporated including enhancing the check-in, security, tracking of incidents and resources, and board displays through technology.

One point of interest is the need for the City to be self-sufficient for three to seven days becomes more apparent in each exercise the City participates with the County of Los Angeles. It has become increasingly obvious that in a large-scale disaster that the County, in all capacities, will be quickly overrun and incapable of providing needed support to the Cities. It is important the City of Beverly Hills continues to strive to build self reliance in all areas.

All supporting documents and After Action Reports for the exercise are on file in OEM.

FISCAL IMPACT

The fiscal impact to complete the after action items is minimal. Much of the follow-up is staff time.

RECOMMENDATION

Staff recommends the continued education and training of City employees, stakeholders, and community members through exercises. Through the EOC remodel, system upgrades, and continued practice, training and education, the City will continue to strengthen our ability to respond and recover when a disaster occurs.



CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Kathy Ryan, Commission Secretary
DATE: February 23, 2008
SUBJECT: Final Draft of Sustainable City Plan

Please see the attached email regarding the Sustainable City Plan from Peter Noonan in the Community Development Department.

Attached under separate cover are the following documents:

1. Chart of Commissioner's Comments
2. February 17, 2009 Agenda Report
3. Final Draft Sustainable City Plan
4. February 17, 2009 Staff Report
5. Sustainable City Plan Power Point Presentation
6. Resolution

Kathy Ryan

From: Adrienne Tarazon
S Tuesday, February 17, 2009 1:46 PM
T Kathy Ryan
Subject: FW: Final Draft Sustainable City Plan - Please distribute to Commissioners
Attachments: CommissionComment_Chart_01172009pn.pdf; SMP_AGENDAREPORT_021709ls.pdf; SMP_final_draft_02172009.pdf; SMP_StudySessionREPORT_021709pnls.pdf; SustainabilityPlan_PPT_CC_02172009_pn.pdf; SustainableCityPlan_reso_02172009lspn.pdf

From: Peter Noonan
Sent: Tuesday, February 17, 2009 1:43 PM
To: Shana Epstein; James Latta; David Reyes; Karen Gutierrez; Pamela Mottice-Muller; Adrienne Tarazon
Cc: Larry Sakurai
Subject: Final Draft Sustainable City Plan - Please distribute to Commissioners

Ladies and Gentlemen,

Please distribute this email with attachments to your commissioners and thank them for their time and suggestions. We have incorporated nearly all comments received.

Best,
Pete


Peter Noonan, AICP
City of Beverly Hills - Community Development Department
9357 - West Third Street
Beverly Hills, CA 90210
(310) 285-1127
<http://www.beverlyhills.org>

 please consider the trees before you print



CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Kathy Ryan, Commission Secretary
DATE: February 23, 2008
SUBJECT: Neighborhood Watch Planning Meeting Update

Chair Seidel will report on the Neighborhood Watch Planning Meeting, which took place on Thursday, February 12.

Commissioners will also be asked to sign up to attend two additional Neighborhood Watch Zone meetings in addition to their own zone's meeting.

HEALTH AND SAFETY COMMISSION CALENDAR

FEBRUARY 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Sun	22	9:00-1:00p	Farmer's Market - 3N launch and City of Beverly Hills Emergency Evacuation Assistance Registry Launch	Civic Center Drive	
Mon	23	4:00pm	Health and Safety Commission Meeting	City Hall 280-A	All

MARCH 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Tue	3	all day	Election Day	Polling Place	
Wed	11	8:30am	Mayor's Cabinet Meeting	City Hall 2nd Fl Rm B	DS
Mon	23	4:00	Health and Safety Commission Meeting	City Hall 280-A	All
Tue	31	tba	City Council Installation and Reorganization	tba	All

APRIL 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Tue	14	7-8:30pm	Neighborhood Watch Meeting - Zone 1	Library Auditorium	
Wed	15	1-2:30pm	Neighborhood Watch Meeting - Additional Meeting	Library Auditorium	
Wed	15	7-8:30pm	Neighborhood Watch Meeting - Zones 2-3	Library Auditorium	DS, DJ
Tue	21	7-8:30pm	Neighborhood Watch Meeting - Zone 4	Library Auditorium	
Wed	22	7-8:30pm	Neighborhood Watch Meeting - Zone 5	Library Auditorium	
Thu	23	7-8:30pm	Neighborhood Watch Meeting - Zone 6	Library Auditorium	PL, SK, KS

APRIL 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	27	4:00	Health and Safety Commission Meeting	City Hall 280-A	All
Mon	27	7-8:30pm	Neighborhood Watch Meeting - Zone 7	Library Auditorium	
Tue	28	7-8:30pm	Neighborhood Watch Meeting - Zone 8	Library Auditorium	GM
Wed	29	7-8:30pm	Neighborhood Watch Meeting - Zones 9-10	Library Auditorium	SA
Thu	30	1-2:30pm	Neighborhood Watch Meeting - Additional Meeting	Library Auditorium	
Thu	30	7-8:30pm	Neighborhood Watch Meeting - Zone 11	Library Auditorium	

MAY 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Sun	3	5:30pm	Vahagn Setian Charitable Foundation Event	BHHS Auditorium	
Tue	5	7-8:30pm	Neighborhood Watch Meeting - Zones 12-13	Library Auditorium	
Wed	6	7-8:30pm	Neighborhood Watch Meeting - Zone 14	Library Auditorium	
Mon	18	4:00	Health and Safety Commission Meeting	City Hall 280-A	All
Tue	19	7-8:30pm	Neighborhood Watch Meeting - Zone 16	Library Auditorium	
Wed	20	1-2:30pm	Neighborhood Watch Meeting - Additional Meeting	Library Auditorium	
Wed	20	7-8:30pm	Neighborhood Watch Meeting - Zone 17	Library Auditorium	
Thu	21	7-8:30pm	Neighborhood Watch Meeting - Zone 18	Library Auditorium	

MAY 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Tue	26	7-8:30pm	Neighborhood Watch Meeting - Zone 19	Library Auditorium	
Wed	27	7-8:30pm	Neighborhood Watch Meeting - Zone 20	Library Auditorium	
Thu	28	1-2:30pm	Neighborhood Watch Meeting - Additional Meeting	Library Auditorium	
Mon	28	7-8:30pm	Neighborhood Watch Meeting - Zone 21	Library Auditorium	

JUNE 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	22	4:00	Health and Safety Commission Meeting	City Hall 280-A	All

JULY 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	27	4:00	Health and Safety Commission Meeting	City Hall 280-A	All

AUGUST 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	24	4:00	Health and Safety Commission Meeting	City Hall 280-A	All

SEPTEMBER 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	21	4:00	Health and Safety Commission Meeting	City Hall 280-A	All

OCTOBER 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	26	4:00	Health and Safety Commission Meeting	City Hall 280-A	All
M-Sat	26-31		Health and Safety Week		

NOVEMBER 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	23	4:00	Health and Safety Commission Meeting	City Hall 280-A	All
Sun	1	9:00-1:00p	Health and Safety Expo	Civic Center Drive	

DECEMBER 2009

Day	Date	Time	Meeting/Event	Location	Attendees
Mon	14	4:00	Health and Safety Commission Meeting	City Hall 280-A	All



CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM

TO: Health and Safety Commissioners
FROM: Pamela Mottice Muller, Director Office of Emergency Management
DATE: February 23, 2009
SUBJECT: Emergency Kits on SHOPBH

In the past community members have asked for the City to sell Disaster Supply Kits. Staff would like the Commissioners opinion and assistance on the following:

Do you think this is a good idea to sell Earthquake Kits on SHOP BH?

- We must purchase minimal 30 units.
- If so are they home, car, work kits, or all the same.
- Do you think people will purchase?

Do you feel this need is being met by other sources in the Community?

- Are the Horace Mann parents still selling home kits?
- Is selling, by a vendor, three times a year at the Farmer's Market enough?

What price range do you think is a good price range?

- Santa Clarita's sell for \$124.95. The City pays about \$80 to \$90.

If this is a good idea what do you think should be in it?

Staff will also bring an example of a fanny kit we recently put together. The fanny kit has a limited amount of supplies but are perfect for vehicles.

Is there something else the Commission would like to provide to the community. Small emergency flashlights etc. as a signature item that represents the focus of the main Health and Safety focus of the year.

Items: 0 Sub-Total: \$0.00 Checkout

[Live](#)[Work](#)[play](#)[Events](#)[Nostalgia](#)

Santa Clarita Emergency Power Kit For a Family of 4

**Purchase It**

Availability: 28

Qty:

\$124.95

[Add to cart](#)

Our kit takes the guesswork out of preparing for the next emergency. This City of Santa Clarita emergency preparedness kit includes necessities to sustain a family of four for up to 72 hours in an emergency, with all components conveniently packaged inside a durable, easily recognizable backpack.

CONTENTS

(4) 2400 CALORIE PACKET, US COAST GUARD APPROVED, 5 YR SHELF LIFE
 (18) 8 OZ WATER BOXES, US COAST GUARD APPROVED, 5 YR SHELF-LIFE
 (4) MYLAR "SPACE" BLANKET
 (4) EMERGENCY PONCHOS WITH HOODS METAL WHISTLE WITH LANYARD
 (2) PAIRS OF LEATHER-PALM GLOVES
 (2) 12 HOUR CHEMICAL LIGHTSTICKS 10 YARD ROLL OF DUCT TAPE
 (2) SMALL BARS OF DIAL SOAP
 (4) TISSUE PACKS GAS SHUT-OFF WRENCH-8" ADJUSTABLE
 (12) WASTE BAGS
 (2) ROLLS OF TOILET PAPER
 (1) 4 OZ BOTTLE OF HAND SANITIZER
 (1) UTILITY KNIFE
 (4) DUST MASKS
 (1) 7 DAY CONTAINER FOR MEDICATIONS
 (1) NOTE PAD WITH PEN
 FIRST AID KIT WITH: (2) INSTANT COLD PACKS (2) TRIANGULAR BANDAGES (1) ROLL OF GAUZE 2" X 4.1 YARD PAIR OF SCISSORS PAIR OF TWEEZERS (6) 3 X 3 STERILE GAUZE PADS (8) PAIRS OF NITRILE GLOVES (12) ANTISEPTIC WIPES (24) MOIST TOWELETTES (4) 4 X 4 STERILE GAUZE PADS 1/2" X 5 YARD ROLL OF FIRST AID TAPE (10) 3/4" X 3" ADHESIVE STRIPS (10) MINI ADHESIVE STRIPS (2) FINGERTIP BANDAGES (6) FOIL PACKS OF FIRST AID CREAM FIRST AID BOOKLET ZIP LOCK BAG

ADDITIONAL ITEM REMINDER CARD
 INDIVIDUAL SHIPPER

[« Continue Shopping](#)

[SHOP HOME](#) | [WELCOME](#) | [ORDERING INFORMATION](#) | [PRIVACY POLICY](#) | [TERMS OF USE](#) | [CUSTOMER SERVICE](#) | [RELATED LINKS](#)

Please be sure to have Cookies enabled for your browser in order to shop on the site.



**CITY OF BEVERLY HILLS
OFFICE OF EMERGENCY MANAGEMENT**

MEMORANDUM

TO: Health and Safety Commission
FROM: Pamela Mottice Muller, Director of Emergency Management
DATE: February 23, 2009
SUBJECT: April is Earthquake Month

**EARTHQUAKE PREPAREDNESS MONTH ACTIVITIES
APRIL 2009**

The main activity for April will be the Community and Employee Pledge Drive. The City will ask the Community to build a kit and then sign and send in the pledge card.

The following is a list of all Earthquake activities for the month of April:

Community and City

CITY COUNCIL MEETING *

- City Council Memo (Activity Summary + Pledge Drive Info)

Community

**PLEDGE DRIVE:*
FLYERS**

- Mass distribution of pledge forms*
- Press release: Have written about in newsletter with pledge form.

1500 AM RADIO *

- Run Earthquake Preparedness Tips throughout the month.

BANNERS

- Street pole banners installed at key locations throughout city (same locations as national preparedness month banners).

BEVERLY HILLS SCHOOL DISTRICT

- Give pledge flyers for district to distribute to students

CABLE

Programs Shown:

- "Living with Earthquakes"
- "It's Too Late When It Shakes"
- "Earthquake Survivor"
- "Information on Channel 35"

FARMER'S MARKET 4/19/09*

- Distribute pledge forms
- Provide information on disaster preparedness; earthquake pamphlets.

NEIGHBORHOOD WATCH MEETINGS*

- Give short emergency preparedness presentations at all meetings.
- Pass out pledge forms at meetings during the month of April (Zones #1-11)

WEB PAGE

- Information on Earthquake Preparedness Month.

Internal-Employees

EMERGENCY PREPAREDNESS PLEDGE DRIVE

- Encourage employees to become emergency prepared, fill out and return pledge slip.

EMPLOYEE NEWSLETTER

- Preparedness articles in Employee Newsletter.

At the meeting staff will provide additional information.

*notes Commission Involvement

WHEN IT ROCKS.. ARE YOU READY TO ROLL?

Participate in the 2009 City of Beverly Hills "I'm Prepared!" Community Pledge Drive

One of the most important things you can do to protect your family and yourself is to have an emergency preparedness kit at home that will sustain your household for at least 72 hours. In the spirit of fun, competitiveness and emergency preparedness, the City of Beverly Hills proudly announces its first "When It Rocks, Are You Ready To Roll?" community pledge drive.

It's easy to participate!



- ❖ Just put together or update the supplies for basic preparedness for your home by using the handy checklist on the back of this flyer.
- ❖ When your kit is ready, then-with pride-complete the "I'm Prepared!" pledge card below and send it to the address listed.

The community is encouraged to be prepared in the event of an emergency or disaster. This is a citywide competition. A random drawing will take place at the first City Council meeting for the month of June.



DETACH PLEDGE CARD HERE



WHEN IT ROCKS...AM I READY TO ROLL?

Yes!

I have an emergency preparedness kit at home that will sustain my household for at least 72 hours.

Signature: _____ Name (printed legibly): _____

Contact #: _____ Email or alternate #: _____

Please submit by May 1, 2009 to City of Beverly Hills
Office of Emergency Management 455 N. Rexford Dr. Beverly Hills, CA 90210

WHEN IT ROCKS.. ARE YOU READY TO ROLL?

Basic Emergency Preparedness Kit

The first 72 hours after an earthquake are critical. Electricity, gas, water and telephones may not be working. In addition, public safety services such as Police, Fire and Public Works departments will be busy handling serious crises. Prepare to be self-sufficient (able to live without running water, electricity, gas, and telephones) for at least seven days following a quake. To do so, keep in a central location the following:

- Food.** Enough for at least 72 hours, preferably one week.
- Water.** Enough so each person has a gallon a day for 72 hours (ideally two weeks). Store in airtight containers and replace every six months. Store disinfectants such as iodine tablets or chlorine bleach (eight drops per gallon) to purify water, if necessary.
- First aid kit.** Make sure it's well stocked, especially with bandages and disinfectants.
- Fire extinguisher.** Your fire extinguisher should be suitable for all types of fires. Teach all family members how to use it.
- Flashlights with extra batteries.** Keep flashlights beside your bed and in several other locations. DO NOT use matches or candles after an earthquake until you are certain there are no gas leaks.
- Portable radio with extra batteries.** Telephones may be out of order or limited to emergency use. The radio will be your best source of information. Tune to 1500 AM for local emergency information.
- Extra blankets, clothing, shoes and money.**
- Alternate cooking source.** Store a barbecue or camping stove for outdoor cooking. CAUTION: Be sure there are no gas leaks before using any kind of fire for cooking and never use charcoal indoors.
- Special Items.** Have at least one week's supply of medications and food for infants and those with special needs. Don't forget supplies and food for your pets.
- Tools.** Have an adjustable wrench for turning off gas and water.





CITY OF BEVERLY HILLS

Policy and Management

MEMORANDUM

TO: Health and Safety Commission
FROM: Pamela Mottice Muller, Director of Emergency Management
DATE: February 23, 2009
SUBJECT: Emergency Evacuation Assistance Registry Outreach

The following is the memo and forms provided to the City Council on the Evacuation Assistance Registry Program. The next step is outreach. The following agencies/programs have been identified as assisting in identifying those who may qualify for the program:

Meals on Wheels
City Senior Program
Beverly Hills Senior Housing
Beverly Hills Dial-A-Ride
City Homebound Library Program
Maple Counseling Center
Jewish Family Service
Edison International
Medical Association

Please advise if you know of other agencies/programs for outreach.

The flyers and forms will also be provided to Human Services Director, James Latta. His office and the Human Relations Commission, with a focus on Seniors and those with Special Needs, will assist in the outreach efforts. Mr. Latta will attend Monday's Health and Safety Commission meeting to discuss a collaborative outreach effort between the Human Relations Commission and the Health and Safety Commission. He will be discussing this project with the Human Relations Commission at their February 17th meeting.

Please advise if you are available to assist in outreach (and at what level) to these groups. Also Commissioners are asked to spread the word on this program and also mention it in their Neighborhood Watch meetings.



CITY OF BEVERLY HILLS STAFF REPORT

Meeting Date:	February 17, 2009
To:	Honorable Mayor and City Council
From:	Pamela Mottice-Muller, Director of Emergency Management
Subject:	City of Beverly Hills Emergency Evacuation Assistance Registry
Attachments:	<ol style="list-style-type: none">1. The City of Beverly Hills Emergency Evacuation Assistance Registry Commonly Asked Questions and Answers2. The City of Beverly Hills Emergency Evacuation Assistance Registry Form3. Guidelines Governing Implementation of the Emergency Evacuation Assistance Registry

INTRODUCTION:

Increased attention has been given by local, state, and federal governments to the development of programs aimed at serving special need and frail elderly community members during times of emergency. Upon review of the City of Beverly Hills Emergency Operations Plan, the recommendation of the Health and Safety Commission and to ensure National Incident Management System compliance regulations, staff deemed it necessary to make provisions for the special needs population as they are most vulnerable during an emergency. After careful research and legal consideration, staff created a voluntary registry program which will help the City assist community members with special needs during an emergency evacuation and sheltering event.

Following an extensive review of current registries nationwide, staff concluded that if people with special needs register with the City, staff will be better able to plan for evacuation, transportation and sheltering needs of community members during an emergency evacuation. The potential of saving lives and reducing suffering far outweigh the identified negatives.

DISCUSSION:

Many cities and counties around the country have implemented a special needs registry to help plan for community members with special needs during and after a disaster. Staff researched many cities and counties' registries and determined that there are no standard procedures for implementation; nor are there standard

forms, process for information collection, purpose, or even a way to maintain a registry. Most government entities designed their own registry to suit their own particular community needs. Due to the lack of standardizations, many available city and county registries were reviewed to assist in creating the program for the City of Beverly Hills.

Currently the Governor's Office of Emergency Service (OES) is reviewing protocol and making recommendations on how to appropriately plan for persons with special needs. At the recommendation of OES three key considerations were used to develop the City's disaster special needs program. Staff then consulted with the City Attorney to work through the legality and liability of these suggestions.

1. **Legality Issues:** According to the City attorneys, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) does not appear to apply to the proposed Registry. However, City personnel are privy to sensitive information which may be a concern to citizens. To calm these privacy concerns, the City has developed implementation guidelines designating the Office of Emergency Management as responsible for maintaining the Registry.
2. **Liability Issues:** There is a fear that the registry implies a guarantee that these individuals will receive special treatment and immediate assistance during an emergency. A purpose statement will appear on the registry form, which clarifies that the registry is only meant to identify individuals in the community who might require assistance. The City's registry form also includes a release, waiver of liability, and indemnity provision.
3. **Lack of Personal Preparedness Issues:** People who sign up on the Registry might assume that they need not take any other preparation measures such as developing a personal preparedness plan. To ensure this does not happen, the registry will include a statement encouraging special needs individuals to develop a plan for self-sufficiency during a disaster or emergency.

The following is a summary of the City of Beverly Hills Registry program:

- The goal of the Registry program is to understand community members' specific needs, allowing the City to better plan for the type and quantity of special transportation (i.e., wheelchair accessible), medical equipment (i.e., oxygen tanks), and shelters that may be needed during emergency evacuations. Thus, the City will be in a better position to assist those community members who require special assistance.
- The purpose of the Registry program is to assist and plan for those individuals who cannot evacuate themselves during an emergency and may have special sheltering needs.
- The program is for those who have no other way to evacuate or way to transport themselves to a shelter during an emergency because they are frail, elderly, disabled, or have other medical needs that require special

assistance during an emergency evacuation and have special sheltering needs.

- While definitions of a special needs person vary, after careful review staff considers a special needs person to be someone that is frail, elderly, handicapped and/or has medical needs requiring additional help during an emergency evacuation.
- In addition to registering citizens, it is important to educate the registrants about the importance of self-reliance during an emergency.
- A registry form, guidelines for implementation, a FAQ page, have been developed and reviewed by the City Attorney.
- The scope of the Registry program is rather narrow, since it only deals with emergency evacuations.

Staff also researched telephone reassurance programs often called "Are You OK?" These programs call seniors or disabled individuals daily or weekly who live alone to check and make sure they are okay. Should no one answer, a police officer or case worker is sent to the individual's home. According to the Community Services: Human Services Division staff, Jewish Family Service (JFS) of Los Angeles offers a telephone reassurance called Telecheck where volunteers contact between thirty to 40 elderly citizens every morning five days a week. Usually the individual is a disabled senior, a shut-in or somehow at risk. If the individual doesn't respond to the volunteer's call, the volunteer informs a JFS social worker. The social worker follows up with the emergency contact person. Usually, the emergency contact person has a key and can check on the individual. If not JFS may contact the police for a "safety check." The service is completely free and Beverly Hills residents can participate. The City provides Community Assistance Grant funding to Jewish Family Service. As part of that contract the City is provided this service which is described as a "supportive check-in calls five days per week to frail, homebound seniors to monitor their well being, provide socialization and to maintain their safety in their own homes. Calls are made by trained volunteers and supervised by professional social workers in the senior center." Therefore staff is not recommending this program be added to the Emergency Evacuation Assistance Registry.

IMPLEMENTATION

The City of Beverly Hills Emergency Management Office has developed guidelines for the implementation of the Registry. The Registry is under the Emergency Management Umbrella, allowing the Emergency Management Office to share this information with others, in order to assist with additional planning and the emergency evacuation of those with special needs who have signed up to participate in the Registry. Evacuations are the responsibility of the Police Department and will be carried out by the Police Department in coordination with and in support of the EOC.

The Registry will be housed in a spreadsheet under the discretion of the Office of Emergency Management. In addition to the spreadsheet, a "special populations" group will be created within the telephone notification system. This system allows the City to contact registrants to see if they are alright following a disaster or emergency event. If no one answers the phone, the City can send help to the individual but will not be mandated to do so.

The Registry program will be advertised with already established groups and programs which serve this population. The Health and Safety Commission and the Human Relations Commission will assist in the outreach efforts. Already established centers of community outreach, such as the Farmers Markets, Roxbury Park Community Center, and the Human Services Division will also provide information regarding the Registry program. The City of Beverly Hills will also post the registry forms online, developing a webpage explaining the Registry program and allowing for online registration.

The Registry must be updated periodically to reflect changes in the community. By mailing out postcards periodically (once a year) people on the Registry can update their information. If they fail to return the postcard, they will be contacted by the City to confirm their information. If the City cannot reach the person they will be removed from the Registry. A webpage providing online registry, will allow community members to update their information directly on the webpage.

The Registry program will be used to help the City identify those registrants who may need evacuation assistance. The decision whether evacuation assistance will be available for a particular emergency is a discretionary decision, which will be dependent on the judgment of City personnel and will be influenced by many factors, including the availability of resources to carry out the evacuation.

There is no baseline data on the number of people within the City that may require additional help during an emergency evacuation. If only a limited number of people sign up, the form itself as well as outreach methods might need to be re-examined. Otherwise, staff could conclude that there are not many people with special needs within the community.

FISCAL IMPACT:

No additional funds are required to implement the Registry. All expenses would fit within the budget of the Office of Emergency Management.

RECOMMENDATION:

Staff feels that the City of Beverly Hills needs to prepare for special needs community members that may require additional assistance during an emergency. By developing a registry program the needs of these most vulnerable community members can be identified and planned for accordingly. The City Council is asked to refer anyone needed this service to the Office of Emergency Management.

Pamela Mottice-Muller 

The City of Beverly Hills Emergency Evacuation Assistance Registry Commonly Asked Questions and Answers



The City of Beverly Hills has implemented a registry program to identify residents with special needs who have no other evacuation plan and may need transportation assistance during an emergency. If you are eligible, you are urged to fill out the Emergency Evacuation Assistance Registry form, sign it, and return it to the address listed below.

Questions and Answers:

1. Who is eligible for the Registry?

Residents of Beverly Hills who are frail, elderly, disabled, or have other medical needs that require special assistance during an emergency evacuation AND who have no other way to evacuate or get to a shelter during an emergency. To be placed on the Registry, you must sign a liability waiver that includes a medical information release. Participation in the program is strictly voluntary.

2. What is the purpose of the Registry?

The Emergency Evacuation Assistance Registry (the "Registry") enables the City's emergency managers to better plan for evacuation, transportation and sheltering needs of community members during an emergency evacuation, by identifying those who have no other way to evacuate and are frail, elderly, disabled, or have other medical needs that require special assistance.

3. Do Registry participants receive guaranteed assistance?

No. The Registry is not a promise or a guarantee that the City will have the resources and the ability to assist you during an emergency. If you have an opportunity to leave when an evacuation is ordered or recommended, you are strongly advised to take that opportunity and evacuate. Do not wait for City assistance. Depending upon the nature of the emergency and other factors, the City may or may not have the resources available and the ability to assist with your evacuation. The Registry is simply a list of persons who may need help. It does not mean that the City or any one else will be able to actually assist you.

4. Do I still need my own personal emergency plan if I sign up for the Registry?

Yes. Every registry member must plan for his or her own care during an emergency. IT IS CRUCIAL THAT EVERY REGISTRY MEMBER PLAN TO BE SELF-SUFFICIENT FOR AT LEAST 72 HOURS FOLLOWING A DISASTER. This includes maintaining at least a three-day supply of food, water, medications and other vital necessities. Your personal preparedness plan should also include backup power, extra medication and medical equipment. For example, if you are dependent on oxygen tanks, keep a spare tank on hand or make arrangements with a vendor for delivery. Attached is information regarding personal preparation for an emergency, including an evacuation checklist. Please read the information carefully and discuss your plan with family, friends, and neighbors.

If you are evacuated and brought to a shelter, you must bring extra medication and any medical equipment you require. The shelter will not be able to provide them.

5. How do I register?

Fill out the Emergency Evacuation Assistance Registry form and return by mail or in person to:

City of Beverly Hills Registry
455 North Rexford Drive
Beverly Hills, CA 90210

6. Can my pet evacuate with me?

Yes. The City prefers that you make special arrangements with friends, family, or neighbors for your pet during an emergency. All service animals may be transported and allowed at shelters. Arrangements will be made for other legal animals once they arrive at the shelter.

7. Once I register, do I have to keep the City updated on my personal information, including address and phone number?

Yes, if you register and then move or change your phone number, you should notify the City at:

City of Beverly Hills Registry
455 North Rexford Drive
Beverly Hills, CA 90210

Once you register, the City of Beverly Hills may contact you by mail to periodically update your information and renew your participation in the Registry. When you receive the City's request to update your information, please complete the form and mail it back to the address listed on the card. Failure to update your information when requested will result in your removal from the Registry.

8. Can the Registry help me at other times?

No. The Registry is only used during emergencies when an evacuation has been ordered.

The City of Beverly Hills Emergency Evacuation Assistance Registry



The City of Beverly Hills is offering a voluntary registry program for its residents who are frail, elderly, disabled, or have other medical needs that require special assistance during an emergency evacuation and who have no other way to evacuate or get to a shelter during an emergency. It is called the "Emergency Evacuation Assistance Registry" (the "Registry"). By voluntarily registering with the City of Beverly Hills, you help emergency managers better plan for your special needs in the event an emergency evacuation is ordered by the appropriate authorities.

If you sign up for the Registry, please keep in mind that you must still plan for your own care during an emergency. **IT IS CRUCIAL THAT EVERY REGISTRY MEMBER PLAN TO BE SELF-SUFFICIENT FOR AT LEAST 72 HOURS FOLLOWING A DISASTER.** This includes maintaining at least a three-day supply of food, water, and other vital necessities. Your personal preparedness plan should also include backup power, extra medication and medical equipment. For example, if you are dependent on oxygen tanks, keep a spare tank on hand or make arrangements with a vendor for delivery.

The Registry is not a promise or a guarantee that the City will have the resources and the ability to assist you during an emergency. If you have an opportunity to leave when an evacuation is ordered or recommended, you are strongly advised to take that opportunity and evacuate. Do not wait for City assistance. Depending upon the nature of the emergency and other factors, the City may or may not have the resources available and the ability to assist with your evacuation. The Registry is simply a list of persons who may need help. It does not mean that the City or anyone else will be able to actually assist you.

Once you register, the City of Beverly Hills will contact you by mail to periodically update your information and renew your participation in the Registry. When you receive the City's request to update your information, please complete the form and mail it back to the address listed on the card. Failure to update your information when requested will result in your removal from the Registry. It is also your responsibility to notify the City as soon as possible if your condition, address or phone number change.

If you are interested in being placed on the Registry, please complete and sign this form.

PERSONAL INFORMATION:

Last	First	M.I.
Home Address: _____		

Telephone #: (____) _____		Date of Birth: _____
Do you live alone? ____ yes ____ no		Sex: ____ male ____ female
Primary Language: _____		

CONTACT INFORMATION:

LOCAL CONTACT:	
Emergency Contact Name: _____	
Relationship: _____	
Emergency Contact telephone number: (____) _____	
OUT OF TOWN CONTACT:	
Emergency Contact Name: _____	
Relationship: _____	
Emergency Contact telephone number: (____) _____	
Do you have a caretaker? If so, name and contact information: _____	

Will your caretaker accompany you to a shelter? _____	

EVACUATION INFORMATION:

What type of transportation do you require for an evacuation?			
____ None	____ Standard vehicle	____ Wheelchair capable	____ Ambulance
Do you own a car and drive? _____			
If you evacuate, where do you plan to go?			
_____ Family	_____ Friend	_____ Shelter	_____ Hospital

SPECIAL NEEDS:

Please explain the type of medical equipment that you require in the space provided (e.g., wheelchair, oxygen tank, refrigeration of medicine, dialysis, etc.).

Please read the following and sign (other side):

THE CITY OF BEVERLY HILLS ("CITY") REQUIRES THAT ALL PARTICIPANTS IN THE CITY'S EMERGENCY EVACUATION ASSISTANCE REGISTRY ASSUME ALL RISK BY SIGNING THIS AGREEMENT, WHICH INCLUDES PROVISIONS FOR GENERAL RELEASE, WAIVER OF LIABILITY AND INDEMNITY.

I certify that the information contained in this form is true and correct to the best of my knowledge. I understand that this registration is voluntary and hereby request registration in the City's Emergency Evacuation Assistance Registry (the "Registry").

I have read the information at the beginning of this form describing the Registry, which information is a part of this Agreement, and understand the Registry's purpose is to provide the City with a list of persons who may need assistance during an emergency evacuation, but it is not a promise or guarantee of assistance.

I understand that I will be responsible for any charges and costs associated with hospital or other medical facility care or medical transportation. I understand that if I am evacuated to a shelter, I must bring extra medication and any medical equipment I require, as the shelter will not be able to provide them.

I understand that the California Emergency Services Act provides the City and its officers, employees, and volunteers, including disaster service workers, with immunity from liability for certain actions taken or not taken during specific kinds of emergencies (Title 2, Division 1, Chapter 7 of the Government Code). In addition to that immunity from liability, and in consideration of being permitted to participate in the Registry, I, for myself, my heirs, executors and assigns ("I" or "me"), waive, release and discharge the City and its officers, agents, employees and volunteers (including disaster service workers) from for any claims, demands, damages, debts, liabilities, causes, and causes of action of whatever kind, known or unknown, which in any way relate to or arise out my participation in the Registry. I also agree to indemnify and hold harmless the City and its officers, agents and employees from for any claims, demands, damages, debts, liabilities, causes, and causes of action of whatever kind, known or unknown, which in any way relate to or arise out my participation in the Registry, even though that liability may arise out of negligence or carelessness on the part of the City or its officers, agents, employees or volunteers.

I UNDERSTAND THAT EVACUATION DURING AN EMERGENCY INVOLVES RISKS OF PERSONAL INJURY AND PROPERTY DAMAGE, INCLUDING, WITHOUT LIMITATION, THE RISK THAT THE CITY WILL BE UNABLE TO ASSIST ME IN EVACUATING DURING AN EMERGENCY AND THAT APPROPRIATE SHELTER MAY NOT BE AVAILABLE. KNOWING THE RISKS OF SUCH ACTIVITY, I AGREE TO ASSUME THOSE RISKS AND TO RELEASE AND HOLD HARMLESS THE CITY AND ITS OFFICERS, AGENTS, EMPLOYEES, VOLUNTEERS, AND DISASTER SERVICE WORKERS FROM ANY LIABILITY TO ME FOR DAMAGES ARISING OUT OF OR RELATED TO MY PARTICIPATION IN THE REGISTRY.

I grant permission to medical providers, transportation providers, City personnel, volunteers, disaster service workers and others, as appropriate, to provide me with emergency evacuation assistance, including medical care and transportation.

I ALSO GRANT PERMISSION TO MEDICAL PROVIDERS, TRANSPORTATION PROVIDERS, CITY PERSONNEL, VOLUNTEERS AND DISASTER SERVICE WORKERS TO ENTER MY HOME DURING A DECLARED EMERGENCY IN ORDER TO CHECK ON MY STATUS OR TO PROVIDE ME WITH EMERGENCY EVACUATION ASSISTANCE.

I further understand the City will endeavor to keep private all non-public information I provided to the City in confidence, but State law may require disclosure of this information. In addition to disclosures required by State law, I grant permission to the City to disclose any information about me to medical providers, transportation providers, City personnel, volunteers, disaster service workers, public agencies and others in order to implement the Registry program or otherwise provide me with emergency evacuation assistance. I understand I may receive a copy of this authorization at my request.

I also understand that it is my responsibility to keep my information current with the Registry by completing renewals and providing updates as my condition, address or phone number changes.

I have read, understand and agree to the above terms and conditions of participation in the Registry, including the general release, waiver of liability and indemnity agreement.

Signature

Date



GUIDELINES GOVERNING IMPLEMENTATION OF THE EMERGENCY EVACUATION ASSISTANCE REGISTRY

I. Purpose

- A. The purpose of these Guidelines is to provide guidance for the implementation of the City of Beverly Hills Emergency Evacuation Assistance Registry (the "Registry"). These Guidelines are not mandatory.
- B. The Registry is a source of information that City emergency managers can use to better plan for evacuation, transportation and sheltering needs of community members during an emergency evacuation, by identifying the needs of those who have no other way to evacuate and are frail, elderly, disabled, or have other medical needs that require special assistance.
- C. The Registry identifies those community members who require special assistance during an emergency evacuation, in the event the City decides it is appropriate to assist with those evacuations. The decision whether evacuation assistance will be available for a particular emergency is a discretionary decision, which will be dependent on the judgment of City personnel and will be influenced by many factors, including the availability of resources to carry out the evacuation.
- D. The Registry helps with registrant pre-planning by encouraging registrants to be prepared to meet their own needs rather than rely upon community resources during an emergency. For example, there is no hospital in the City. If basic medical needs of the registrants have been identified and planned for, registrants will be less likely to visit local area hospitals for basic needs. This helps conserve resources during an emergency.
- E. Although the City of Beverly Hills Office of Emergency Management ("OEM") is not a "covered entity" under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and is not a "provider of health care," "health care service plan," or "contractor" under the California Confidentiality of Medical Information Act (Cal. Civ. Code § 56 et seq.), the City recognizes that non-public information provided by Registry participants may include personal information. These Guidelines are designed to help protect those participants' privacy.

II. Registering Participants

- A. The OEM will be responsible for registering participants into the Registry.
- B. Other City departments, community groups, and other volunteers may assist with registering participants, so long as steps are taken to ensure that completed forms are collected in such a manner so that staff and volunteers who do not have a "need to know" are not privy to the contents of the completed forms.
- C. Members of the Fire Department shall not assist in the registering of participants.

- D. Completed registry forms are valid for a two-year period from the date the form is signed.
- E. The OEM may contact participants by mail to periodically update their information in the Registry prior to the form's expiration date. Failure of a participant to update their registry information when requested will result in their removal from the Registry.

III. Use of Information Provided

- A. Completed Registry forms received by the OEM shall be stored in a manner that limits access to the completed forms.
- B. The information provided by participants on Registry forms may be collated and analyzed to assist City emergency managers to better plan for evacuation, transportation and sheltering needs of the community. If the information provided by participants is collated and analyzed, no participant names will be associated with the data analysis except as appropriate to assist with the task.
- C. The information contained in the completed Registry forms may be entered into a City computer database or spreadsheet in order to facilitate the City's use of the data during an evacuation emergency. If this is done, access to the information in the computer database or spreadsheet shall be limited as appropriate.
- D. Information gathered for the Registry shall not be shared with other community or public agencies for inclusion in a non-City special needs registry except as otherwise authorized by the subject of the record or that person's authorized representative or as appropriate to accomplish the purposes of the Registry.
- E. During an emergency, participant specific information contained in the Registry may be disclosed to City personnel, volunteers, disaster service workers, medical providers, transportation agencies, public agencies, and others, in order to assist with the emergency evacuation of those with special needs who have signed up to participate in the Registry.

IV. Educating Registry Participants

- A. As part of the City's effort to encourage self-reliance during at least the first 72 hours of an emergency, the Office of Emergency Management may mail appropriate informational materials to Registry participants.

V. Confidentiality Acknowledgement by Staff and Volunteers

- A. All non-public information gathered from Registry participants, that is identifiable by name, shall be treated as confidential to the extent appropriate. This information shall not be released or disclosed (to someone other than the Registrant) by any staff member or volunteer who has access to that information except: (1) to carry out the purposes of the Registry, or (2) as authorized in these

Guidelines, or (3) if required to do so pursuant to state or federal law, or other legal process.

- B. Each staff member or volunteer who has access to completed Registry information identifiable by a participant's name shall sign a form acknowledging these Guidelines and agreeing to abide by this policy.