

TOPANGA SAFETY WEEK • MAY 2 – MAY 6, 2011

FAMILY EMERGENCY PREPARATION WORKBOOK

FOR THE MAY 7, 2011 TOPANGA CANYONWIDE EVACUATION EXERCISE

Wildfires, floods, landslides and earthquakes pose significant threats to Topanga residents. Steep terrain, narrow winding roads, and limited access make it crucial for both canyon residents and emergency responders to plan and prepare for disasters.

The **Topanga Emergency Management Planning Program**, a collaborative effort among the 3rd Supervisorial District, LA County Fire, law enforcement, Public Works, the Chief Executive Office, the Los Angeles Unified School District, and Topanga volunteer organizations including T-CEP, CERT, Arson Watch, Topanga Town Council, and others, have developed **an emergency management plan specifically tailored for Topanga.**

As part of our ongoing efforts, we will be conducting a large-scale emergency exercise on Saturday, May 7, 2011. The premise of the exercise is as follows:

A significant wind-driven wildfire has started within the canyon. The entire canyon needs to be evacuated immediately. However, due to the large number of residents trying to get out, evacuation out of the canyon is no longer possible. Following the instructions outlined in the Topanga Disaster Survival Guide, residents will be told to immediately go to their nearest Community Safety Area (CSA) or Neighborhood Survival Area (NSA).

This is only an exercise. But your participation is very important. Widespread participation will give fire and law enforcement personnel the feedback they need to refine our emergency management plan. Your participation in the exercise could potentially save lives—your own and others—when we all face a real disaster.

How to use this Workbook

This workbook is designed to help you and your family get prepared for a wildland fire or other disaster.

- It's divided into five main sections—one for each day of Topanga Safety Week.
- Each evening during Safety Week, review the day's topics with all members of your household.
- There are YES/NO questions and areas where you'll be asked to fill in some information. Your goal is to answer YES to as many questions as possible and accurately complete the fill-ins.

You will need your copy of the **Topanga Disaster Survival Guide** and **Supplement** to help find your answers. If you don't have copies handy, download them now from www.topangasurvival.org.

The public and volunteer agencies involved have contributed countless hours in planning and committing major resources to this exercise—all with the intent of improving your safety. These collective efforts, coupled with your active participation, will help to make Topanga a safer place for residents and emergency responders.

Additional information, including copies of this workbook, can be found at www.topangasurvival.org. Check the website frequently for updates to the Topanga Emergency Management Planning Program.

MONDAY — PREVENTION

May 2, 2011

TOPANGA EVACUATION EXERCISE 2011 WORKBOOK — www.topangasurvival.org

BRUSH CLEARANCE

Do you know the brush clearance deadline for your area of Topanga?

YES NO

Proper brush clearance on and around your property is your first line of defense against fire. Your brush clearance deadline is noted on your annual notification. Or contact Fire Station 69.

Do you know the brush clearance requirements for your property?

YES NO

See page 55 of the Survival Guide, pages 2-18 of the Survival Guide Supplement. Also download "A Road Map to Fire Safety" at www.fire.lacounty.gov/Forestry/RoadMaptoFireSafety.pdf.

Do you know that Fire Safe Councils are being organized in the canyon to educate residents about home hardening and help identify and remove fire hazards?

YES NO

Visit www.firesafecouncil.org. To get involved with a Fire Safe Council in your area, e-mail:

- >Old Canyon: West Topanga Canyon Fire Safe Council, wtc.fsc@gmail.com
- >Fernwood Pacific Rd north to Top of Topanga: North Topanga Canyon Fire Safe Council, ntc.fsc@gmail.com
- >Fernwood Pacific Rd south to PCH: South Topanga Canyon Fire Safe Council, c/o Katie Ziemann at kziemann@cafiresafecouncil.org.

PROTECTING (HARDENING) YOUR HOME

It's important to put your home in a better position to withstand a fire front and prevent embers from entering through the use of fire-resistant building materials and ember-resistant vents, among other solutions. To learn how to retrofit your home with fire-resistant features, go to www.fire.lacounty.gov and click on "Ready Set Go" in the left menu.

List 3 ways you've "hardened" your home in the past year (or 3 steps you plan to take):

1. _____
 2. _____
 3. _____
-

EARLY AWARENESS AND DETERRENCE

Do you know that volunteers routinely patrol in and around Topanga during Red Flag Weather conditions looking for signs of fire and potentially dangerous activities?

YES NO

The Topanga Arson Watch volunteers provide a valuable service for the community. For more information, or to inquire about volunteering, please visit www.arsonwatch.com or call 310-455-4244 and leave a message.

TUESDAY — PREPAREDNESS

May 3, 2011

TOPANGA EVACUATION EXERCISE 2011 WORKBOOK — www.topangasurvival.org

YOUR FAMILY EMERGENCY PLAN

Do you have a family emergency plan?

YES NO

You need a well-thought-out emergency plan and you need to practice it. See pages 17-22 and 39-40 in the Survival Guide for tips. Go to www.t-cep.org select *Neighborhood Network* in the left menu then *Your Family Emergency Plan* for checklists and templates to help you create your own plan.

Do you have a disaster supply kit?

YES NO

If yes, do you have a kit at home, at work, and in your car?

YES NO

See pages 35-38 of the Survival Guide for suggestions on what to include in your kits.

Do you have an emergency plan for your small pets and large animals?

YES NO

See pages 25-30 of the Survival Guide Supplement for small animals, and pages 29-34 in the main Guide for horses and other large animals. PLEASE NOTE: You must have your own plan to evacuate your horses in the event of a wildfire. Please ensure that your horses are trailer-trained. **Equine pick-up points are NOT automatic; please do not depend on them.**

Are you or a family member in need of special assistance?

YES NO

If YES, do you have specific plans for your/their care in an emergency? See page 50 of the Survival Guide for suggestions. Also see the **SNAP Program** description at the end of the Wednesday section of this workbook.

Do you have an emergency plan for non-family household members, such as housekeepers, nannies, gardeners, etc.?

YES NO

For suggestions on developing a plan for non-family members of your household, download the Emergency Survival Tips brochure from www.topangasurvival.org (Resources).

Have you taken CPR and/or First Aid Training?

YES NO

Ideally, everyone should be trained in CPR. For more information about these and other medical trainings, please visit the American Red Cross at www.redcrossla.org. Or e-mail T-CEP at info@t-cep.org.

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(TUESDAY cont.)

YOUR TOPANGA BUSINESS PLAN

If you have a business in Topanga, do you have a Business Emergency & Continuity Plan?

YES NO

See page 49 of the Survival Guide for tips on how to prepare this plan. Also visit www.redcrossla.org.

Are you familiar with the Topanga Chamber of Commerce's "I've Got 5" checklist?

YES NO

To learn how "I've Got 5" can help your business survive a disaster, visit www.TopangaChamber.org (select Canyon & Emergency Info) or call 310-455-0790.

YOUR CHILD'S SCHOOL PLAN

If you have a school age child, do you know what your school's emergency plan is?

YES NO

All schools, including preschools, are required to have an emergency plan, which should include specific evacuation scenarios and, in most cases, sheltering the children in place, provided it is safe to do so. See pages 45-48 in the Survival Guide.

Did you know that during an emergency, you should NOT try to pick up your children from school unless and until it is safe to do so, as determined by public safety officials?

YES NO

Trying to pick up your children from the school during an emergency may contribute to extreme gridlock, prevent emergency officials from reaching areas in need, and potentially put your children in more danger. Know your school's plan and trust school and fire personnel to keep your children safe.

Topanga Elementary School will be conducting a Fire Drill for all the students on Wednesday, May 4th. This drill will include protocols for moving the kids to safe areas of the school to shelter in place and fire engines will be dispatched to make it more realistic. During an actual brush fire emergency, fire engines will be sent to the school for protection.

CERT (Community Emergency Response Team)

Have you taken CERT training?

YES NO

CERT training includes basic disaster preparedness, fire suppression, disaster first aid, medical triage, light search and rescue techniques and disaster psychology insights. Topanga CERT and the LA County Fire Dept. offer this training free to interested citizens. To learn more about Topanga CERT and upcoming trainings, e-mail Scott Ferguson at topangaCERT@verizon.net, "Like" the Topanga CERT Facebook page at www.facebook.com/topangaCERT or call Scott at 310-455-1413.

TOPANGA ACCESS CARDS

Do you have your 2011 Topanga Access Card?

YES NO

Access cards may expedite entry into the canyon when roads are closed to all traffic except residents of specific Tactical Zones (see page 125 of the Survival Guide for maps), as long as officials deem it safe. For information and registration event schedules, visit the Topanga Town Council Web site at www.topangatowncouncil.org or call 800-TOPANGA (800-867-2642); press 1 then 2.

WEDNESDAY — COMMUNICATIONS

May 4, 2011

TOPANGA EVACUATION EXERCISE 2011 WORKBOOK — www.topangasurvival.org

ALERT LA

Have you registered your cell phone and/or e-mail address with Alert LA, the county's mass notification system?

YES

NO

Alert LA is a mass notification system used to broadcast critical emergency information to residents and businesses throughout LA County. All residential and business landline phone numbers (listed and unlisted) are automatically included in the database. But you must manually add cell phone numbers, VOIP, and e-mail addresses yourself. The Fire Department cannot do this for you. To add these contact points, go to www.alert.lacounty.gov and follow the step-by-step instructions. To see a sample message, please visit www.topangasurvival.org and click on the Alert LA tab at the top.

When you receive an Alert LA call, it is very important that you listen to the ENTIRE MESSAGE, as critical information may be at the very end of the message.

OUT-OF-STATE CONTACTS

Have you designated an out-of-state contact everyone in your family can call during an emergency?

YES

NO

If yes, does your phone contact know what he or she is supposed to do?

YES

NO

During or after an emergency, phone service can be hit or miss. Often, you may be able to make long distance calls before you can make local calls. So an out-of-state contact can be a vital communications link for your family if you are all in different locations. Review the Family Preparedness section starting on page 17 of the Survival Guide.

T-CEP (Topanga Coalition for Emergency Preparedness)

Do you know that T-CEP will be an important source of information before, during and after an emergency?

YES

NO

T-CEP is a nonprofit, volunteer organization whose purpose is to help the Topanga community prepare for and cope with disasters. During and after an emergency, keep informed by going to www.t-cep.org or by calling the T-CEP hotline at 310-455-3000. To learn more about how T-CEP benefits the community, e-mail info@t-cep.org.

ONETOPANGA.COM

Have you visited the new OneTopanga.com Web site?

YES

NO

The Topanga Town Council brings you a one-stop Web site with links to Topanga resources, including a Community Calendar, Weather/Traffic/Surf Conditions, Business Directory, Local Resources, Emergency Information, and much more. Check it out and make it your Topanga homepage.

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(WEDNESDAY cont.)

T-CEP NEIGHBORHOOD NETWORKS

Are you part of a T-CEP Neighborhood Network?

YES NO

A T-CEP Neighborhood Network is a group of residents in a geographically close area who have agreed to share contact information, special skills, and equipment so everyone can stay informed and help support one another in an emergency. To learn how to join or start a Network in your neighborhood, e-mail Rebecca Goldfarb at nn@t-cep.org or call 310-455-0326 and leave a message.

WALKIE-TALKIES AND HAM RADIOS

Do you know that an FRS (Family Radio Service) walkie-talkie could help you communicate locally if phones are down?

YES NO

Do you have an FRS radio and do you know how to use it?

YES NO

In a disaster, landline phones and cell phones may not work. FRS radios are an inexpensive and simple way to communicate with nearby neighbors and to receive emergency updates from T-CEP's Disaster Radio Team (DRT) at the top of every hour when the T-CEP Emergency Operations Center is activated. See page 115 of the Survival Guide for more about FRS and the top-of-the-hour reports on channel 7 and your own neighborhood designated FRS channels.

Do you know there are dozens of HAM radio operators throughout the Canyon?

YES NO

Many of the Topanga HAMS are members of T-CEP's Disaster Radio Team (DRT); see page 117 in the Survival Guide. These volunteers provide crucial communications throughout the canyon when all other communications fail. For more information about the DRT, or if you are interested in getting your HAM license, e-mail Bryce Anderson at drt@t-cep.org.

SNAP (SPECIFIC NEEDS AWARENESS PLANNING)

Have you heard of the LA County Operational Area's SNAP Program?

YES NO

The SNAP Program is a voluntary disaster registry that can help emergency personnel find people who may need additional assistance in a disaster.

Do you have a permanent or temporary disability? Would you need help getting out of the canyon safely or traveling to an emergency evacuation center during a disaster? Do you need extra help taking care of yourself in your home or at an evacuation center? Do you use assistive equipment that requires electricity? If you answered YES to any of these questions, consider registering with SNAP.

SNAP does not guarantee priority service to those who register, but it does give emergency responders an additional tool to identify, locate and assist people with disabilities or health conditions during disasters. For more information or to register, visit www.snap.lacounty.gov.

THURSDAY — EVACUATION & SAFETY

May 5, 2011

TOPANGA EVACUATION EXERCISE 2011 WORKBOOK — www.topangasurvival.org

GETTING OUT OF THE CANYON

If it becomes necessary to evacuate portions of Topanga, this will be done according to the Topanga Tactical Zones. Zone boundary maps start on page 125 of the Survival Guide. A large pull-out zone map of the whole canyon is at the back of the Survival Guide. All maps can also be found at www.topangasurvival.org and at www.t-cep.org.

Do you know the Zones in which you live, work, and/or play?

YES NO

Find your Zone(s) and write them down here:

I live in Zone _____ **I work in Zone** _____ **I play in Zone** _____

The direction you would go to evacuate the canyon depends on your Zone and the location and direction of the fire. See pages 67-68 in the Survival Guide to learn the basic rules. Always follow the evacuation directions given by law enforcement or other emergency personnel.

When fire threatens, your absolute safest action is to leave the canyon completely. If you can't get out, the Wildfire Survival Chain (see pages 73-74 in the Survival Guide) outlines alternatives in order from most safe to least safe. Commit these options to memory.

Do you know where your closest Community Safety Area (CSA) and Neighborhood Survival Area (NSA) are located?

YES NO

If you cannot exit the canyon, make every effort to get to your CSA. If you can't reach your CSA, get to your NSA. **For the May 7th exercise**, you will be directed to go to your CSA or NSA. See pages 71-72 and the Zone maps on pages 125-142 of the Survival Guide to locate your CSA and NSA.

My Community Safety Area (CSA) is: _____

My Neighborhood Survival Area (NSA) is: _____

See page 68 of the Survival Guide for information on seeking temporary shelter at a CSA or NSA.

Please note that for safety reasons, any small animals taken to a CSA or NSA must be contained (leash, carrier, cage, etc.). See pages 25-30 of Survival Guide Supplement for more information. Horses and other large animals are **NOT** permitted at CSAs and NSAs. Cars must be parked away from CSAs and NSAs and must not block emergency vehicle access.

Whether you are evacuating the canyon or seeking temporary shelter, be sure you are properly dressed and equipped:

- Cotton clothing (no synthetics) including jeans, long-sleeve shirt, jacket
- Sturdy shoes
- Hat and a **dry** bandana or dust mask
- Goggles and gloves
- Drinking water
- Never wet yourself down and never breathe through a wet cloth or bandana

FRIDAY — REVIEW & PREPARE

May 6, 2011

TOPANGA EVACUATION EXERCISE 2011 WORKBOOK — www.topangasurvival.org

REVIEW THE WORKBOOK

Please take a moment to review this workbook with your entire household, paying particular attention to any questions you answered NO. Do your best to get yourself in position to answer YES to all questions and complete any blank fill-in sections.

PREPARE – Now that you have gotten this far, you're ready to participate in Saturday's exercise! Here's what you need to know:

- The canyonwide evacuation exercise will take place Saturday, May 7, from 9:00 a.m. to 11:00 a.m.
 - **The exercise will begin with a mass notification phone call to the entire canyon at 9:00 a.m. This call will come from Alert LA, LA County's mass notification system.**
 - You will be told that a canyonwide evacuation has been issued but that leaving the canyon is no longer an option because of gridlock. You will be instructed to "evacuate" to your nearest CSA or NSA. PLEASE LISTEN TO THE ENTIRE MESSAGE.
 - Proceed to your CSA as soon as possible. If you have time, please also visit your NSA so you can get a sense of how different it may feel there.
 - **If you have not received your phone call by about 9:15 a.m., or if you have questions during the exercise, please call the T-CEP Hotline at 310-455-3000.**
 - When you arrive at the CSA and/or NSA, please check in with one of the community volunteers. This is a great opportunity to get any questions answered by the firefighters, CERT and other volunteers. The check in process should take no more than 5-10 minutes of your time.
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We encourage all Topanga residents to participate in this evacuation exercise. The exercise will provide emergency personnel with critical information that will help us refine the Topanga Emergency Management Plan. It will also give you an opportunity to develop an emergency plan and practice it. Knowing ahead of time what to do in a disaster could literally be the difference between life and death—for you, your family, your neighbors, and the brave fire and law enforcement personnel coming in to protect you.

Please complete the Exercise Evaluation Form included in this packet. You can drop it off when you "evacuate" to your CSA or NSA on May 7th or you can mail it, fax it, e-mail it, or drop it off at Fire Station 69 (all return options are listed on the form). **Your opinions about the exercise and actions you took will be invaluable in helping us make future exercises more effective for everyone.**

THANK YOU FOR HELPING TO MAKE TOPANGA SAFER!