

FY10-11 EMERGENCY PREPAREDNESS COMMITTEE WORK PLAN

COMMUNITY OUTREACH

On July 15, 2008, the City Council adopted Resolution No. 2008-61 formalizing the Emergency Preparedness Committee's (EPC) Mission Statement and Scope of Responsibility. As detailed in Resolution No. 2008-61, the EPC's Scope of Responsibility includes: (1) communicating with and educating residents about the importance of preparedness in case of disasters and emergencies; and (2) encouraging residents to participate in local volunteer disaster response organizations. In order to fulfill these responsibilities, the EPC plans to implement the following community outreach programs/events:

- A quarterly emergency preparedness public service announcement; and
- An emergency preparedness booth at select special events (e.g. the City's Fourth of July Celebration and the L.A. County Fire Department's annual Fire Expo.).
- Active outreach to the City's homeowner associations.
 - Preparation of a Power Point presentation for use by EPC members at homeowner association meetings.
- Preparation of a sample emergency preparedness kit supply list, inclusive of names of retail suppliers and approximate prices.

Committee Responsibilities

The EPC will assist staff in determining what emergency preparedness related topics will be addressed in the biannual newsletter and quarterly public service announcements. If desired, the EPC may also participate in the writing of articles and the public service announcements. The EPC will be responsible for volunteering their time to speak at homeowner association meetings and to work the emergency preparedness booth at local community events.

Staff Responsibilities

Staff will organize and oversee the administration of the community outreach programs/events.

Budget

A budget appropriation of \$20,000 will be required in FY10-11 for the aforementioned community outreach programs/events.

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Estimated Staff Resources

Public Service Announcements:

Staff Time – City Manager 20 hours

Staff Time – Channel 33 5 hours

Outreach to the City's homeowner associations:

Staff Time – City Manager 20 hours

Community Outreach Events:

Staff Time – City Manager 10 hours

Total Estimated Staff Time Required 55 hours