

Emergency Preparedness Committee
J Paul Getty Museum – 1200 Getty Center Dr
Tuesday August 20, 2013 10am
Draft Minutes

Call to order:

Meeting started close to 10:30 due to Getty opening at 10am, parking, tram, locating Central Security and signing in.

Roll call

Present

Chuck Maginnis
Susan Reuben
Steve Twining
Shelly Steier
Andre Stojka
Leslie Stojka
Harris Sperling
Irene Sandler
Rick Cole
Don Farkas
Buddy Jolton
Candy Mintz
Hildreth Simmons
Dan Palmer

Affiliation/Title

BABCNC Safety Chair, Bel Air Resident
Holmby - Westwood
Roscomare Valley
Roscomare Valley
Bel Air Ridge
Bel Air Ridge
Bel Air Crest
Bel Air Crest
Bel Air Crest, Operations Manager
Casiano Bel Air Homeowner's Representative
Casiano Estates
Casiano Estates *Board Secretary*
Residents of Beverly Glenn
Residents of Beverly Glenn

Introduction of Getty Hosts

We met at the Central Security Desk and after signing in, everyone proceeded to the Command Center where Chuck thanked and introduced Chris Petrakis, Emergency Planning Specialist, and Maya Zutler, Community and Government Affairs Coordinator. Agenda items were changed to allow viewing of the emergency bins as the last item.



BABCNC Emergency Preparedness Committee attendees:



BABCNC Emergency Preparedness Committee attendees: Row 1: Andre Stojka, Leslie Stojka, Irene Sandler; Row 2: Steve Twining, Chuck Maginnis, Rick Cole, Dan Palmer, Hildreth Simmons, Harris Sperling, Candy Mintz, Buddy Jolton, Don Farkas & Susan Reuben

Role Call: Introduction of new Attendees:

- Shelly Steier with Roscomare Valley is just starting to put together an Emergency Preparedness group after having one in place years ago, but trying to rebuild it.
- Susan Reuben is VP of Holmby-Westwood Properties HOA. They began their plan last year but are instituting the LA City's new comprehensive program which the group would like to hear more about.
- Harris Sperling is Chairman of the Bel Air Crest EP Committee and the Landscape Committee. Chuck also took this opportunity to thank Harris for the BA Crest presentation and involvement Rick and Irene have shared with our committee. The committee applauded.
- Maya Zutler is also responsible for all external affairs at both Getty Center and the Getty Villa.
- Chris Petrakis is in addition to the Villa, is responsible for their library in Valencia and the Scholars Apartments on Sunset where Scholars throughout the world work on books or presentations. He has many credentials.



Approval of minutes:

Don Farkas motioned to approve the July 17, 2013 minutes based on corrections that he and Buddy Jolton submitted which Chuck assured were done, Buddy Jolton seconded, minutes approved.



Building an HOA Emergency Program:

Irene Sandler is going to send out a questionnaire with the purpose to reduce our Committee meetings into actions. So we should think about what your community could use help with, what are the community priorities and if your board is supportive, and if any of these are areas where help is needed. Is there a budget and how can we collectively help address this. When asked how many might be interested in this, an overwhelming majority agreed. Chuck mentioned that Susan had started to discuss a 5 point LA City plan which sounded interesting and might coincide with Rick and Irene's presentations. Candy mentioned that she, Buddy and others at Casiano are looking to distribute EP information to residents, did not want them to be overwhelmed and decided to focus on fires. They plan to canvas door to door and are looking for a form to present and Candy said she would send the one they sent out. Don also had a postcard they sent out 4 years ago that produced a 33% return which would provide another source as our goal is not to recreate the wheel. Chuck said he would look for this postcard.

Personalized HOA Incident Map

Rick Cole offered to create a detailed Incident Map for each HOA as he has a boilerplate for that and he would need all the street addresses and the Command Center address, with fire hydrants or any other detail desired. The idea is to help ID any areas of threat for fire, security, etc. From this, you can break down the community to have zones, like for block captains, people with special needs or with lack of mobility. Chuck mentioned that they would send out the questions needed again and that Rick has already done one for Casiano Estates and is something that any HOA board might be thrilled to see. Rick mentioned it could also produce excitement in the community, getting more people interested and involved in EP.

Emergency Notification

Chuck Maginnis handed out a sheet on "What Emergency Notification (EN) is and what it's not," along with questions regarding operation of voice, text and email notification. Message Broadcast is who the council uses. Chuck described his difficulties in the do-it yourself self-service program, but noted that with no monthly fee, 4 cents per one half-minute voice message and \$25 increments of pay-it-forward credits, the effort was worth it and can help interested parties with helpful hints. The company has many elite clients, while there are many other companies doing the same thing. Twenty-seven individuals tested resulted in nearly 100% connections, and positive remarks. Chuck then read some of the remarks distributed on "What is EN" stating it is a team effort and not the responsibility of just a few people. The questions centered on the very logistics of EN needing volunteers to participate, leaders, 24/7 security gate guards as example to inform the leaders, and other examples. This will be discussed in more detail at the next meeting. Chuck purposely CC's everyone opposed to blind copying (BCC) everyone so everyone has access to everyone else's email address. This will allow everyone to notify everyone in case of an emergency which is how EN and Neighborhood Watch, for that matter, should work. In AOL, one can respond to all and place any CC'd message in "mail to be sent" or do the same in Gmail by saving a CC'd email as a draft. With this,

our chances of being notified of a real emergency are increased proportionately by the increased number of individuals participating. This is how Chuck does it on his personal Bel Air Rd list with the 40+ addresses. The only question is that a BABCNC board member questioned if it's against the Brown Act which has been sent to DONE for a response. There were a few descriptions and comments offered by Maya, Harris as pros and cons were discussed and no one felt this would violate the Brown Act, although we are awaiting DONE's answer. When Chuck asked if anyone on the Committee objected to correspondence being CC'd, no one objected.

Getty Emergency Management Program Preparedness (Power Point)

Chris Petrakis complimented our Committee's progress and agreed with Rick on his Incident Maps, how important this is as high priority areas can be determined. He also recognized the BABCNC EP Placards, the Casino Bel Air summary Don Farkas submitted and the BA Crest presentation /minutes with pictures. Chris passed around an emergency flip chart provided for new employees which was very thorough. Chris introduced their Director of Security, Bob Combs, who joined us. Bob mentioned that they are proud of their preparedness although hopeful it doesn't need to be used often, and happy to have us. Chris commented on the Getty plan which included slides covering all 5 areas of emergency management and mitigation with several slides are included here:



- each department (security, collections, research institute, etc) has their own plan
- their evacuation plan is considered by the city as a high rise
- many procedures are based on CERT
- they have different emergency numbers
- all supervisors are trained in CPR and for emergencies in a 27 hour course

- they have 10 heart defibrillators at Getty, 4 at Villa and 1 in Valencia
- they have first aid kits in every break room and smoke detectors everywhere
- heat detectors are in ceilings for fire with fire rated doors (40 minutes to 4 hours)
 - homes are usually rated for 3 minutes
- free training is offered on first aid and fire extinguisher use to all employees
- training and awareness is a constant theme for employees

Emergency Response Training

- Incident Command System
- Terrorism Awareness (IEDs)
- Hazardous Materials (FRA)
- MCI / Triage
- Fire Extinguisher
- American Red Cross




- emergency response carts with axes, lights crowbars, etc are available
- they have a dry system above collections for fire control that produces air to help save collectables, with water as standby. Bob expanded that no chemicals are used.
- Getty has 4 emergency bins with emergency supplies and 2 smaller for generators which we viewed after the presentation



-The four bins are for: tools, first aid, food and water & hazardous materials

key to success

Emergency Preparedness / Bins

Emergency Supplies

- Getty Center – Four Emergency Bins
- Getty Villa – Two Emergency Bins
- Emergency Generators



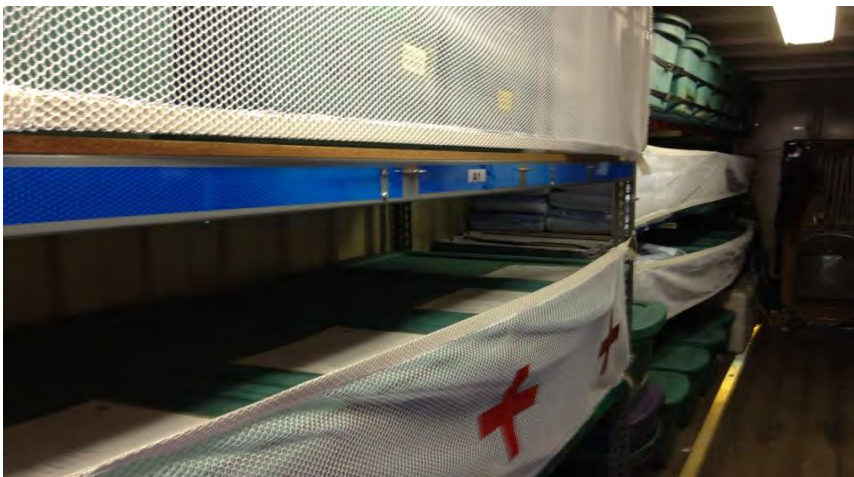
GETTY
THE J. PAUL
GETTY
TRUST

-tools (chainsaws, shovels, ladders, etc)





-first aid



-food and water



-hazardous materials





- they also have 2 smaller bins for emergency generators
 - 4 Caterpillar, 12 cylinders
 - Villa (Malibu) has 2 generators, plus portable generators



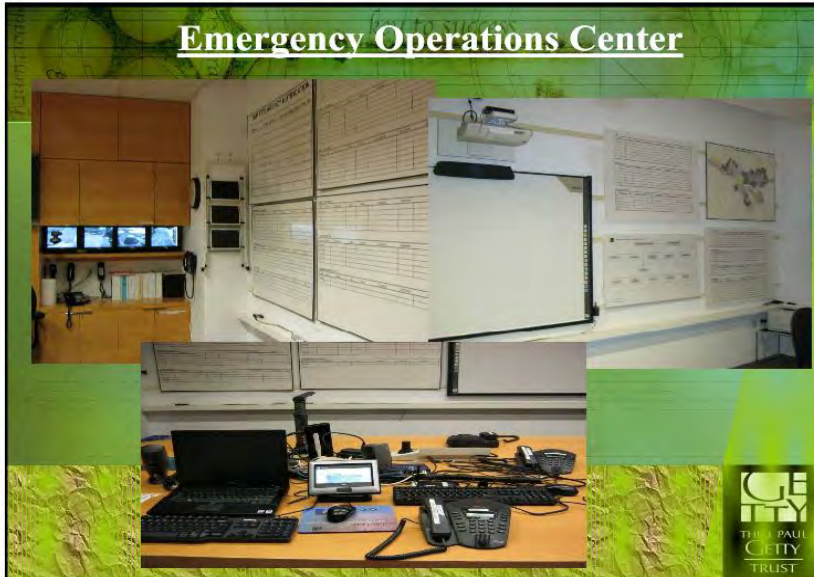


-And a list of all supplies

ITEM	QUANTITY	EXP. DATE	BIN #	LOCATION
Absorbents - Bags of Powder	5	N/A	4	N-3
Absorbents - Containers of Powder	4	N/A	4	N-3
Absorbents - Lite Dry	18	N/A	4	L-3
Absorbents - Sacks of Saw Dust	5	N/A	4	N-3
Absorbents - Shop Dry (1 Gal)	4	N/A	4	N-2
Batteries - 9 Volt	48	March / 2014	4	N-5
Batteries - AA Cell	578	March / 2016	4	N-2
Batteries - AAA Cell	48	March / 2019	4	N-2
Batteries - C Cell	36	March / 2017	4	N-2
Batteries - D Cell	936	March / 2015	4	N-2
Battery Charger - Panasonic	6	N/A	4	M-2
Dehumidifier	1	N/A	4	M-2
Extension Cord - 100' Outdoor Cord	12	N/A	4	Rear Wall
Extension Cord - 150'	14	N/A	4	K-2
Extension Cord - 1-to-3 Way Plug	4	N/A	4	J-2
Extension Cord - 50' Outdoor Cord	10	N/A	4	K-2
Extension Cord - Adapter	2	N/A	4	M-2
Extension Cord - Black Power Cable	10	N/A	4	L-2
Extension Cord - Spool Type	10	N/A	4	J-2, J-3
Extension Cord - Heavy Duty Cord	2	N/A	4	J-2
Extension Cord - Misc. Sizes (in red crate)	12	N/A	4	L-2
Fan	1	N/A	4	H-3
Flashlights - Mag Lite Bulbs	81	N/A	4	N-3
Flashlights - Mag Lites (New) - D Cell	86	N/A	3	M-3, M-4, N-4
Flashlights - Mag Lites (Old) - D Cell	22	N/A	4	M-3
Flashlights - Flashlights 2 Cell (ready for use)	27	N/A	4	M-3
Flashlights - Flashlights 2 Cell	48	N/A	4	N-3
Flashlights - Mini Mag Lites (Black) old	65	N/A	4	N-3
Flashlights - Mini Mag Lites (Black) new	14	N/A	4	N-3
Flashlights - Mini Mag Lites (Red)	6	N/A	4	N-3
Flashlight - Mini Mag (cases only)	bundled amounts	N/A	4	N-3
Flashlights - Stream Light Bulbs	13	N/A	4	N-3

- Bon Appetite food through an agreement first:
- Getty employs a FEMA model along with CERT operational methods for triage
- They have a 3 day supply of water in the Getty Center and food for 1000 individuals
 - Villa has a 3 day supply of water for 5000 individuals
- there are a million gallons of water under the parking structure, fed from DWP as water is periodically to irrigate the brush to insure fresh water, which also, is not recaptured
- terrorism is a concern where a plan is in place to combat this
- their emergency operations center has status boards, maps, phones satellite phone, WIFI & monitors

-their Crisis Management team of which Bob is a part and in-charge of their security in the EOC, also has operations planning for just finance
 -like BA Crest, there is an Incident Commander, Public Information Officer (PIO) and & a Public Safety Officer, in their Emergency Operations Center (EOC)



-instead of planning, operations, finance and logistics, Getty has facilities, security, GRI collections and communications with individuals that would respond to emergencies - charts are color coded to initiate the order of response where green means first. So, the Emergency Operations Center would first be activated where Chris would have a scribe doing status reports and the logs, someone answering the phone, doing the radio, etc
 -evacuation is important considering thousands of daily visitors

key to success
EVACUATION TEAM PROGRAM

Getty Center

- Evacuation Coordinator
- Floor Warden
- Searcher
- Stairwell / Elevator Monitor
- Assistance Monitor

Villa

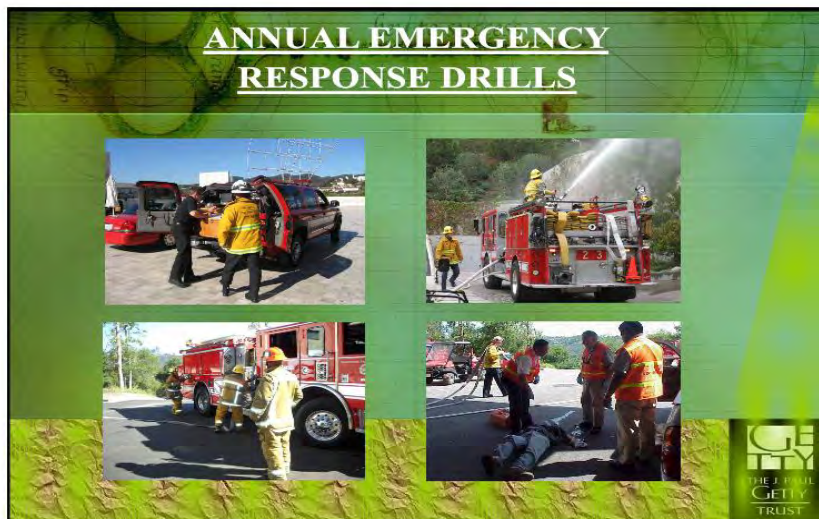
- Evacuation Coordinator
- Floor Warden/Searcher




Evacuation Team Program



- there is a security coordinator along with teams for different needs like a physical detection team, a medical team, etc
- they issue small guides with procedures so individuals can use as reference since emergencies are seldom as Bob elaborated, having a 1 page checklist opposed to a large binder which no one has time to read during an emergency, like a football QB with the play card. The sheet has boxes for check marks so any individual could get started helping, even without training. Then they have a line of command succession depending on who is there, and it goes from director, to manager, to supervisor and even to an officer if needed
- Steve asked how often difibulators were used and the answer was on a small number of occasions in the past 10 years where close to 15 million have visited. Personnel are trained each year on first aid and use of machinery
- They have annual drills where Battalion 9 (which includes stations 37 & 99) and LAPD assist in the drills. Drills include brush fires and explosions, as examples, which include evacuations and shelter in place. Bob expanded that they have volunteers who have 3x5 cards with different scenarios to test how individuals would react. Each building has evacuation coordinators. Communications amongst all personnel is a key to their success in any emergency.



- Getty has a recovery and business continuity plan with back-packs including backup communication supplies like laptops, radios, etc., if the EOC is not available
- questions pursued as to how many employees are on staff every day and there were around 600 employees when they had the brush fire but they also have around 1200 volunteers available for emergencies
- in answer to what lessons were learned about table top drills –one needs a facilitator to keep things intact or going, and would know code yellow is brush fire, as example
- Steve asked how often Satellite phones are tested –once every 3 months
- if electricity goes out -they use 1 of 4 Caterpillar generators run on diesel for 4 days
- they also have access to GPS systems

- Chuck suggested we ask further questions on our way to the emergency bins as some attendees need to leave close to noon
- miscellaneous questions were asked while in transit to the emergency bins
- while viewing the 4 main bins and the 2 smaller bins containing generators, we sampled the emergency 1 ½ x 2 ½ inch power bars which were tasty



- Outdoor picture that were taken before boarding a bus to view the emergency bins



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-After viewing the bins, we returned to the main Getty entrance, thanked Chris, Bob and Maya in appreciation for being such informative hosts, as everyone applauded

Adjournment at 12:05 pm

Chuck Maginnis
Submitted: September 5, 2013
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