



## STAFF REPORT

**Meeting Date:** October 6, 2015  
**To:** Honorable Mayor & City Council  
**From:** Pamela Mottice Muller, Director Office of Emergency Management  
**Subject:** Great Shakeout Drill and Exercise  
**Attachments:** None

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### **INTRODUCTION**

On October 15, 2015 at 10:15 a.m., the City of Beverly Hills will join the State of California, the County and City of Los Angeles, and many other stakeholders, including the Beverly Hills Unified School District, in participating in the Great Shakeout Drill. On that date, all participants will stop what they are doing and react as if an earthquake has occurred; responding by dropping to the ground, taking cover under something sturdy, and holding on: DROP, COVER and HOLD. Afterwards the City will exercise the City's readiness to a 7.8 earthquake on the San Andreas fault line by practicing a variety of response functions, activities and responsibilities.

### **DISCUSSION**

The following activities will take place on October 15, 2015:

#### **Drop, Cover, and Hold Drill**

We all must become better prepared for major earthquakes and practice how to protect ourselves when they occur. The purpose of the earthquake drill is to help people and organizations do both. California has an extremely high risk of a major earthquake occurrence. As with anything, practicing allows for a quick reaction. In an earthquake, we may only have seconds to protect ourselves before strong shaking knocks us down or drops something on us. The idea is, if we practice now, then when an earthquake actually occurs, we will automatically drop to the ground, take cover, and hold on. On October 15, 2015 at 10:15 a.m., City staff will join millions of others by participating in the Great Shakeout Drill. Employees in all City facilities and in the field will stop and react accordingly. Customers visiting City buildings during the drill will be directed to take the same action. The City hopes residents and businesses will also participate. Information on how to prepare and how to join the City in this Shakeout can be found at [www.shakeout.org](http://www.shakeout.org).

Drill goals for all City departments are as follows:



- practice
- practice the activation of the EERT (Employee Emergency Response Team), and
- practice the initial reporting and compiling of information on City facility damage, city injuries, and department status.

### **Functional Exercise**

A two hour functional exercise will occur after the drill. The purpose of this exercise is to provide a positive learning experience for City staff, which encourages teamwork, increases communication on all levels and provides for the expansion of emergency management and public safety skills and response capabilities. This exercise will allow City emergency management personnel to assess their current level of operational readiness both in the field, in the appropriate Department Operating Centers (DOC) in departments, and in the Emergency Operations Center (EOC).

The goals for the exercise are as follows:

- coordinate a multi-department level field, DOC and EOC response,
- practice the activation of DOCs and the EOC, and a variety of other City functions,
- establish communication between all levels in the field, DOCs and the EOC,
- coordinate a multi department level response, and
- complete pre-established department exercises, activities and tasks, which will meet the goals set forth by the departments.

The following are a few tasks that will occur and the departments that will participate:

- Drop, Cover and Hold Drill (All Employees)
- Field Radio Report In (All Departments with Field Employees)
- Windshield Survey and Report In (Fire and Police)
- EOC Activation (EOC Team)
- Department Status Reports (Department Heads)
- Employee Emergency Response Team Status Reports
- Department Response Activation (Public Works, Capital Assets, Information Technology, and Community Development: Building and Safety)
- Inspection of Buildings and Infrastructure (above departments)
- Hotline Activation (Community Services: Library)
- Public Information Officer (PIO) Activities (PIO's Team)
- Establishment of Cost Recovery Procedures (Administrative Services)
- Personnel Staffing and Issues (Administrative Services)
- Area A Westside Cities and County Reporting (EOC)
- Proclamations (City Clerk's Office)
- Stakeholder Participation (Chamber and BHUSD)

The Drop, Cover and Hold drill will last approximately five minutes. Customer Service to the public will be disrupted for a short amount of time. The exercise afterwards will last approximately two hours. Service to the public should be minimal.

### **FISCAL IMPACT**

All employees will participate in the Drop, Cover and Hold drill. After that various employees will participate at various times and at various levels. The minimal costs associated with the exercise will be paid from the Office of Emergency Management budget.

### **RECOMMENDATION**

The City Council is asked to participate as well as to encourage the participation of all residents and businesses in the Drop, Cover and Hold portion of the drill. For more information the Community should be directed to [www.shakeout.org](http://www.shakeout.org).

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Pamela Mottice Muller *pm*