

**EMERGENCY PREPAREDNESS COMMITTEE
FY 2018-19 WORK PLAN**

MISSION STATEMENT

The mission of the Emergency Preparedness Committee (EPC) shall be to advise and make recommendations to the City Council on matters pertaining to emergency preparedness to help ensure that the City of Rancho Palos Verdes develops and maintains a high state of readiness to respond to a wide variety of emergencies and disasters. (Resolution No. 2008-61)

SPECIFIC 2018-19 ASSIGNMENTS

1. Participate in the City's Whale of a Day event by providing EPC members to perform community outreach and work with Staff in setting up, staffing, and dissembling the City-provided booth space.
2. Participate in the 4th of July event by providing EPC members to perform community outreach and work with Staff in setting up, staffing, and dissembling the City-provided booth space.
3. Produce two Public Service Announcements (PSAs) – "Be More Prepared" and "Water Storage." EPC members will submit on-screen talent recommendations and scripts to Staff. PSAs will be promoted through the City's EPC website, the City Manager's weekly report, televised on RPVtv Channel 33 (COX Cable)/Channel 38 (Frontier FIOS), and social media.
4. EPC members will be available to visit Rancho Palos Verdes homeowners associations and faith-based organizations, along with Rancho Palos Verdes independent neighborhood residents and business owners in general, to make "Beauty & the Beast" and "Be More Prepared" presentations.
5. Continue the City's utility service providers' emergency preparedness presentations, focusing on Southern California Edison.
6. EPC members will host an emergency preparedness related presentation at the Norris Pavilion in Rolling Hills Estates or similar venue in Rancho Palos Verdes. Dr. Lucy Jones is invited to speak and emphasize the importance of public awareness in regards to natural and human made disasters. Media outlets for advertising may include, but are not limited to, the City's home webpage, EPC webpage, PV News, the Daily Breeze, RPVtv Channels 33 & 38, the Palos Verdes Peninsula Unified School District (PVPUSD), the City's electronic Notify Me systems, Nextdoor and Facebook.
7. Receive and review information regarding the City's Portuguese Bend Land Flow project.
8. Incorporate and promote an active shooter element into the "Beauty and the Beast" and "Be More Prepared" presentations.

#	Item / Description	Est. Hours	Est. \$\$
1	Whale of a Day (WOAD)		
	Staff	20	N/A
	Takeaways (can consist of Emergency Backpacks, Glow Sticks, Emergency Blankets, Hand Sanitizer, Water, Backpacks, Hot/Cold Beads and/or Coloring Books w/Pencils)		\$2,500
2	4th of July		
	Staff	20	N/A
	Takeaways (can consist of Emergency Backpacks, Glow Sticks, Emergency Blankets, Hand Sanitizer, Water, Backpacks, Hot/Cold Beads and/or Coloring Books w/Pencils)		\$2, 500
3	Two (2) PSA's		
	Staff	4	N/A
	Channel 33 (\$1,500 each PSA)	100	\$3,000
4	EPC Beauty and the Beast and Be More Prepared Presentations		
	Staff	20	N/A
	Takeaways (similar to WOAD and 4 th of July)		\$500
5	Utility Company Presents – Southern California Edison		
	Staff	20	N/A
	IT Staff	4	N/A
	Channel 33	10	\$400
6	Dr. Lucy Jones Emergency Preparedness Presentation		
	Dr. Jones	1.50	\$5,000
	Staff	20	N/A
	Norris Pavilion in Rolling Hills Estates (or similar venue in Rancho Palos Verdes)		\$500
	Advertising – PV News, Daily Breeze, etc.		\$500
	Channel 33 to film event	10	\$600
	Miscellaneous costs (flyers, AV at Norris, etc.)		\$500
7	Receive and review information regarding the City's Portuguese Bend Land Flow project.	As Needed	\$0
8	Incorporate and promote an active shooter element into the "Beauty and the Beast" and "Be More Prepared" presentations.	1	\$0
	Total	230.50	16,000

RECOMMENDATIONS TO THE CITY COUNCIL

As an advisory body, the EPC has the ability to bring comments, ideas, and recommendations to the City Council for consideration. If a majority of Committee members are in agreement and have voted accordingly to move the topic forward, Staff will work to agendize the matter on the City Council's calendar. The Chair of the Committee, or his/her designee, will present the item before the City Council at the meeting. Staff will be available to assist the Committee on preparing the staff report and related materials for the agenda.