

MOORPARK

799 Moorpark Avenue Moorpark, California 93021 (805) 517-6200

OFFICE OF THE MAYOR

September 14, 2007

The Honorable Colleen Toy White
Superior Court of California, Ventura County
Hall of Justice, #2120
800 South Victoria Avenue
Ventura, CA 93009

SUBJECT: Grand Jury Report: "Ventura County Disaster Evacuation Plan"

Dear Judge White:

The City of Moorpark appreciates the opportunity to respond to the Grand Jury's FY 2006-2007 Report entitled *Ventura County Evacuation Plan*. The City of Moorpark recognizes the importance of Disaster Evacuation Planning. The Grand Jury Report "Ventura County Evacuation Plan" identifies two (2) recommendations (R-01 and R-06) that affect the City of Moorpark.

R-01 – VC OES and VCDC should work with the ten cities in the county to facilitate development of coordinated and integrated emergency evacuation plans for each of these communities. These plans should include how the public and emergency service providers are to be informed of an alert and what their responses should be. These local plans need to recognize that the VC OES is the chief disaster coordinator in the County; the plans need to be readily available to the public.

The City of Moorpark has a close working relationship with Ventura County Sheriff's Office of Emergency Services (VC OES) for emergency plans and policies. Moorpark coordinates with the county for the services that are most often associated with implementing evacuation plans: The Ventura County Sheriff's Department, the City's contract provider for public safety and police

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services, and the Ventura County Fire Protection District for fire protection, medical aid, rescue, and hazardous material response. City staff is a member of the Emergency Coordinators Council, which is led by VC OES. The City participates with the VC OES Public Information Officers' (PIO) group to provide coordinated public information in the event of an emergency. The Ventura Council of Governments (VCOG) has an Emergency Preparedness subcommittee to facilitate interagency coordination throughout the county.

The City has prepared a comprehensive "Emergency Preparedness Handbook" that provides specific and detailed information regarding personal, family, and business evacuation planning and preparation, evacuation instructions, and guidelines for sheltering in place. For reasons explained more fully below, the Emergency Preparedness Handbook does not provide specific evacuation routes to the public.

R-06 – Any evacuation plans developed by VC OES and the cities or special districts in Ventura County should be widely distributed. A user-friendly brochure detailing preparedness action and evacuation routes should be developed for distribution to all residents of Ventura County. As maps and plans are updated, the changes should be similarly publicized.

The City of Moorpark supports a policy not to pre-publicize evacuation routes. This is consistent with the American Red Cross of Ventura County's policy not to disclose its planned shelter locations to the public. Publicizing evacuation routes (and shelter sites) in advance can be problematic because the affected area cannot be predicted for most of the hazards that Moorpark faces, primarily earthquakes, floods, and fires. Moorpark and other agencies have to carefully consider an all-hazards approach to evacuation planning.

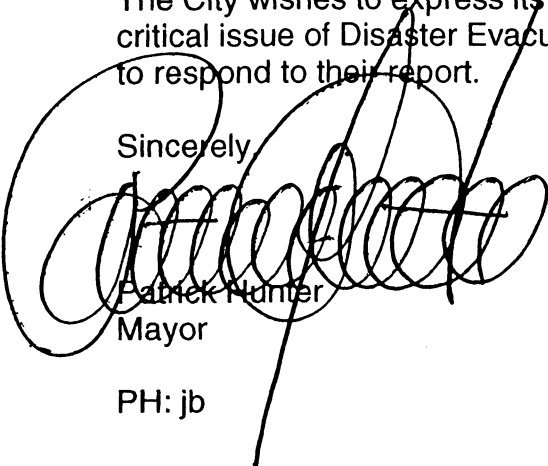
The City's Emergency Preparedness Handbook (evacuation pages enclosed) provides extensive information in the user-friendly format the Grand Jury recommends. The City of Moorpark has developed a Special Needs Registry for Emergency Evacuation Assistance (enclosed). It allows those residents with mobility constraints (shut-ins, physically impaired, bed ridden, etc.) to voluntarily sign up for this service, identifying themselves as needing help in evacuations.

Enclosed are copies of the Moorpark Emergency Preparedness handbook and the Special Needs Registry forms.

Honorable Judge White
Grand Jury Report
September 14, 2007
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The City wishes to express its appreciation to the Grand Jury for addressing the critical issue of Disaster Evacuation Plans in the County and for the opportunity to respond to their report.

Sincerely,

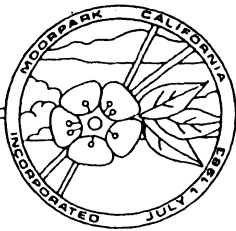


Patrick Hunter
Mayor

PH: jb

Enclosures: Preparedness Guidebook (excerpts)
Special Needs Registry forms

Copy: Honorable Grand Jury
Honorable Moorpark City Council
Steven Kueny, City Manager
Hugh R. Riley, Assistant City Manager



MOORPARK

799 Moorpark Avenue Moorpark, California 93021

(805) 517-6200

OFFICE OF THE MAYOR

July 7, 2006

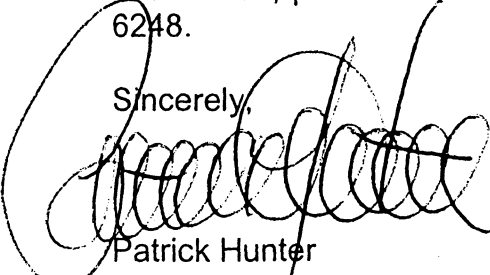
Re: Moorpark Special Needs Registry

Dear Resident:

On January 21, 2006, the city of Moorpark opened the Moorpark Police Services Center, a joint venture between the city of Moorpark, the Ventura County Sheriff's Department, and the California Highway Patrol. The construction of the Moorpark Police Services Center also represented a milestone in municipal law enforcement. The opening of the facility marked the first time in the 75-year history of the California Highway Patrol that they have located with another municipal law enforcement agency. This public project demonstrated local government is effective, efficient, and a worthy steward of the public trust. The new center will serve as the foundation for every component of our law enforcement program and complement our successful community-based policing efforts. It is also home to a state-of-the-art emergency operations center for emergency management and disaster response and recovery.

It is my strongly held belief that the primary responsibility of government is to provide for the safety and security of its residents. As an integral part of our public safety program, the city of Moorpark has begun an exciting new program designed to provide assistance to residents in our community. In the event of an emergency, some residents may be unable to evacuate their homes without assistance. The Emergency Evacuation Assistance Program was created to identify residents who may need assistance evacuating their homes during a disaster or other public emergency. The city of Moorpark is collecting information on residents who may require assistance during times of evacuation. **Participation in the program is strictly voluntary.** If you know of someone who would benefit from this exciting new program, or to receive additional information, please contact John A. Brand, Senior Management Analyst, at (805) 517-6248.

Sincerely,


Patrick Hunter
Mayor

cc: Steven Kueny, City Manager
John A. Brand, Senior Management Analyst



Emergency Evacuation Assistance Program Special Needs Registry Application

Please complete this form, or have someone complete it on your behalf. Please print or type.

Your
Name: _____

Street
Address: _____

Moorpark, CA 93021

Phone: _____ Birth Date
(Optional): _____

Spouse: _____ Spouse's
Birth Date: _____

Is Spouse registered in Special Needs Registry? Yes No

Do you require a personal care attendant? Yes No

Can you sit up and ride in a bus or van? Yes No

Are you receiving home health care? Yes No

If yes, name of Home
Health Care Agency: _____ Phone
Number: _____

Do you use any of the following? Wheelchair Cane
 Walker

Emergency
Contact Person: _____ Relationship: _____

Address: _____ Emergency Phone: _____

City: _____ State: _____ Zip Code: _____

Please continue on next page

Emergency Evacuation Assistance Special Needs Registry

remain. If you are electrically dependent, talk to your home healthcare provider or your physician about what you should do in the event of loss of power to your home. If you are on liquid oxygen you will not need electricity. If you are on gaseous oxygen talk to your supplier about what to do during an emergency.

How do I register?

You must fill out a registration form and send it to the City of Moorpark Emergency Management Services office. City Special Needs Registry forms are available on-line, at www.ci.moorpark.ca.us, at the Moorpark Active Adult Center at 799 Moorpark Avenue, or by calling the Moorpark Emergency Management Services office at (805) 517-6248. Once you have registered, you will be contacted with additional information. You must be registered if you need transportation. Do not wait until there is a threat of an evacuation, you may be too late.
Register now!

What if I do not qualify?

If you do not qualify depending on your situation, you may be directed to follow evacuation instructions provided to the general population, or we will work with you to find an appropriate facility where you can go during an emergency.

If you would like additional information on this exciting new program, or are aware of a resident who may qualify, please contact John Brand, Senior Management Analyst, at (805) 517-6248.



City of Moorpark

Emergency Evacuation Assistance Special Needs Registry

Individuals are eligible to be registered with the Special Needs Registry if they are frail, elderly, disabled, or otherwise need assistance to evacuate out of harm's way during an emergency. Residents are required to complete and sign the application form to be placed on the registry.

Moorpark Emergency Evacuation Assistance Special Needs Registry

What is this program?

The Moorpark Special Needs Registry for Emergency Evacuation Assistance is for individuals who have **no other evacuation plan** and need transportation assistance during an emergency. The program provides transportation to safety. It may be to a temporary shelter, or simply to a safe place out of harm's way. The City maintains a registry of persons who may need assistance evacuating during an emergency. This is **not** a promise or guarantee that the City will have the resources and the ability to assist you during an emergency. If you

Emergency Evacuation Assistance Special Needs Registry

have an opportunity to leave when an evacuation is ordered or recommended, you are strongly advised to take that opportunity and evacuate. Do not wait for City assistance. Depending on the nature of the emergency, the City may or may not have the resources available and the ability to assist with your evacuation. The Moorpark Special Needs Registry for Emergency Evacuation Assistance is simply a registry of persons who may need help, it does not mean that the City or any one else may be able to actually assist you. **Participation in the program is strictly voluntary.**

How do I know if I am eligible?

If you have **no other way to evacuate or get to a shelter** you can register for transportation assistance. It is important for each individual to plan ahead for their own specific needs, such as oxygen, assistance with routine care and medications, or you are dependent on electricity. While some shelters may have generators for essential electrical devices, none will have air conditioning if power is lost. You must bring any medications you require (*at least* a three day supply), as well as special equipment you may need such as your oxygen concentrator, canulas, tubing, etc. It will be necessary for you to sign a liability waiver and a medical information release to be placed on the Moorpark Special Needs Registry for Emergency Evacuation Assistance. The City will make every reasonable effort to keep your personal and medical information confidential.

Emergency Evacuation Assistance Special Needs Registry

Can this program help me at other times?

This program is activated only when there is an emergency, and an evacuation is ordered.

What about my pet?

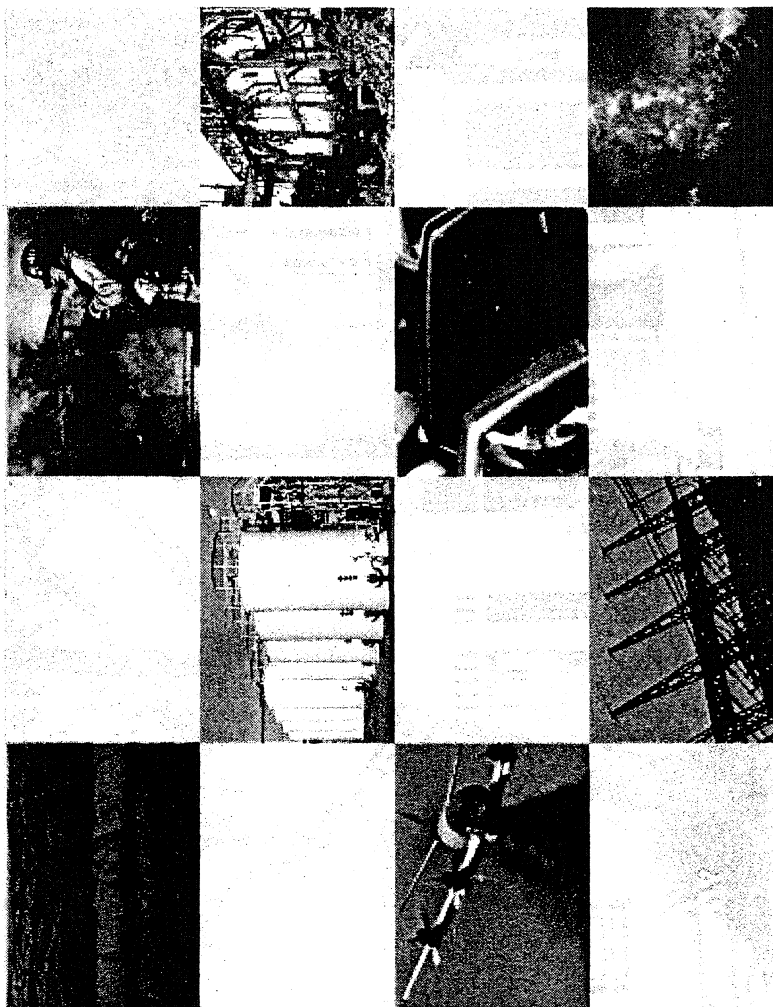
Be sure to include your pets when you create or update your household emergency evacuation plan. However, the city's Emergency Evacuation Assistance Program may not be able to transport your pets. Through the cooperation of the Ventura County Animal Regulation Department, the Humane Society of Ventura County, and the city of Moorpark, a Special Needs pet registry will be maintained. Pet owners who register should call the City of Moorpark at (805) 517-6248, and ask for Special Needs pet evacuation form. County Animal Control Officers and volunteer pet rescuers will attempt to make arrangements for your pet to be picked up and cared for during an evacuation period. This is available only if you are registered for this program. Remember, there is no guarantee that it will be possible for your pet to be evacuated unless you make special arrangements in advance with a friend, relative, or neighbor as a part of your household emergency plan. For more information on care for your pet animals in a disaster, go to www.evacmypet.com and click on the Ventura County, California section.

What if I am in a non-evacuation zone?

If you are in a non-evacuation zone, you should stay home unless otherwise told to do so. Stock up on supplies and take steps to make your home safe. Your home will be the most comfortable place to

City of

MOORPARK



EMERGENCY PREPAREDNESS GUIDE



a resident's handbook for emergency survival



City of Moorpark
799 Moorpark Avenue
Moorpark, CA 93021

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EMERGENCY PREPAREDNESS GUIDE

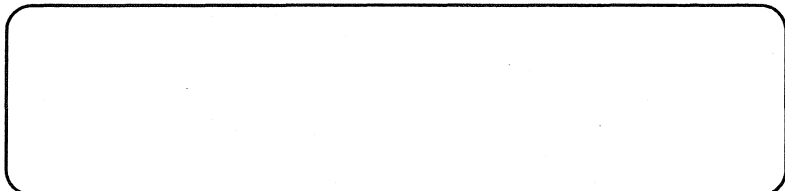


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Emergency Numbers

This booklet is intended to promote individual awareness, family preparedness, and self-sufficiency during emergencies. Please keep it in a place where you can refer to the information provided in the booklet when you need it. This booklet is a tool to help you to work together with your family, your neighbors, and your community to prevent, prepare for, respond to, and recover from disasters and emergencies regardless of cause, size, or complexity.

Note: The 911 Emergency telephone Systems should be used to report life threatening emergencies only. These calls would include, but are not limited to, medical emergencies, fires, and crimes in progress.

EMERGENCY NUMBERS:

**For assistance in an EMERGENCY DIAL 911
POLICE – FIRE – MEDICAL**

- Moorpark Police Services Center, 610 Spring Road (805) 532-2700
- Ventura County Sheriff (805) 654-9511
- California Highway Patrol (805) 553-0800
- Los Angeles County Sheriff Lost Hills station (818) 878-1808
- Ventura County Fire Department (805) 384-1500
- Fire Station # 40, 4185 Cedar Springs Rd. (805) 378-7000
- Fire Station # 42, 296 High St (805) 371-0474
- Poison Control (800) 222-1222
- Ambulance (American Medical Response) 911
- Los Robles Regional Medical Center (805) 497-2727
- Simi Valley Hospital (805) 955-6000
- St. John's Regional Medical Center Oxnard (805) 988-2500
- St. John's Hospital Pleasant Valley Camarillo (805) 389-5800
- Ventura County Water & Sanitation Dept. (805) 584-4829
- Southern California Edison Company (800) 684-8123
- Southern California Gas Company (800) 655-4555
- Telephone Repair 611
- Information about any widespread telephone outage (888) 723-7624
- Health/Human Services/Disaster Information 211
- Moorpark City Hall, 799 Moorpark Ave. (805) 517-6200

Family Plan

The City of Moorpark maintains a formal disaster plan which is designed to coordinate the emergency services provided by city, county, state, federal, and volunteer agencies. Every effort will be made to maintain basic services to the community; however survival during a disaster depends on individual and family preparedness. A good place to begin emergency preparedness is with a family plan; your chances of survival are much higher if you plan and act as a unit. Discuss and formulate a written family plan which includes:

- ☆ Location and directions to shut off water and gas valves.
- ☆ Location of emergency supplies, food and medications.
- ☆ Specific individual responsibilities.
- ☆ Places to meet if family members become separated.
- ☆ Identity on Out-of-State Contact.
- ☆ Escape routes from the house.
- ☆ How to perform basic first aid and CPR.

Rehearse your plan ☆ Practice it ☆ Keep it updated

Emergency Supplies

In the event of a major disaster, governmental emergency agencies will provide aid and resources on the basis of greatest need. Your family needs to be prepared to take care of itself for at least 72 hours, preferably three weeks. Emergency service agencies, including the American Red Cross suggest that each family keep on hand emergency supplies to meet basic needs. The list below outlines some of the suggested items.

It is recommended that the basic family inventory include:

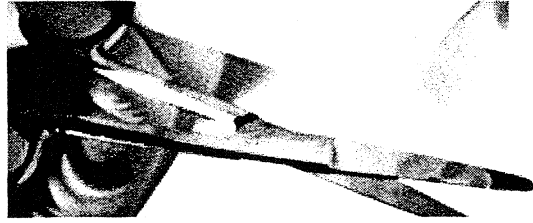
- ☆ Bottled water & purification tablets (1 gallon, per person, per day or water filters)
- ☆ Canned & dried food or MRE'S (meats ready to eat)
- ☆ Flashlight
- ☆ Portable radio (battery operated, solar powered or hand crank radio)
- ☆ Extra batteries
- ☆ Emergency telephone numbers
- ☆ Sprinkler & hose (for fire)
- ☆ Adjustable wrench & utility turn-off instruction
- ☆ Matches (be sure there is NO gas leak before you strike a match or a lighter)
- ☆ Blankets
- ☆ Fire extinguisher
- ☆ Can opener, non-electric
- ☆ Portable toilet or large plastic bags for human waste
- ☆ Non-electric watch or clock
- ☆ Pet food and medications (if required)
- ☆ Heavy shoes (also keep a pair in auto)
- ☆ Prescription medication
- ☆ Knife (locked or fixed blade or "Leatherman" type tool)

First Aid Kit:

- ☆ Gloves (non-sterile surgical)
- ☆ Safety pins
- ☆ Gauze rolls (4' wide)
- ☆ Tweezers/sewing needles
- ☆ Gauze pads (4x4)
- ☆ Scissors
- ☆ Triangle bandage
- ☆ First aid cream/antibiotic
- ☆ Band-Aids
- ☆ Splints: arm/leg (cardboard or flex aluminum)
- ☆ Adhesive tape (1" wide)
- ☆ Soap (liquid)
- ☆ Butterfly Band-Aids
- ☆ Eyewash (sterile saline)
- ☆ First aid kit
- ☆ Disinfectant — waterless hand cleaner

Optional Items:

- ☆ Blanket (disposable, "space")
- ☆ Instant ice packs
- ☆ Elastic (Ace) bandage
- ☆ Vaseline
- ☆ Plastic ziplock bags
- ☆ Pen/pencil & paper
- ☆ Laundry basket of dirty clothes
- ☆ Band-Aids
- ☆ Coloring books & crayons & other activities for children
- ☆ Eye patches
- ☆ Acetaminophen (Tylenol)
- ☆ Packet mask (for artificial respiration)
- ☆ First aid book
- ☆ Surgipad or sanitary napkins

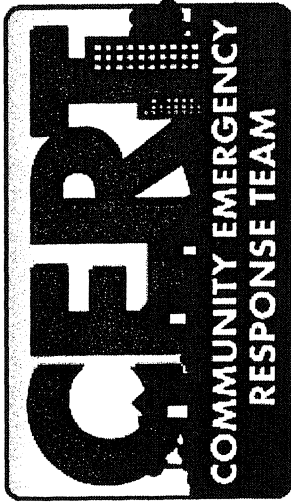


- ☆ Kit should be large enough and should have the proper contents for the place where it is to be used and the situation intended.
- ☆ Contents should be arranged so that the desired item can be found quickly without unpacking the entire container.
- ☆ Materials should be wrapped so that unused portions do not become dirty.
- ☆ Should be easy to carry, portable, and as lightweight as possible.
- ☆ Types: cardboard box, tackle box, duffle bag, backpack, fanny pack or suitcase.
- ☆ Emergency supply kits should also be kept in your cars.

Coping with Kids During an Emergency

It is of great importance for the family to remain together. The child needs reassurance by the parents' words as well as their actions.

- ☆ Encourage the child to talk.
- ☆ Listen to what children tell you about their fears. Listen attentively when they tell you how they feel, and what they think of what has happened. Explain that adults have fears, too.
- ☆ Explain to the child, as well as you can, about the disaster, about the known facts. Parents should let their children know that they are maintaining control. Parents should be understanding but firm, supportive, and make decisions for the child. Be prepared for the child to refuse or have trouble sleeping.
- ☆ Parents should also be aware that the way they express their own fears and uncertainty could have an effect on the child, so try to remain calm.
- ☆ Explain that even though there is a period of time when we feel "cut off" from the outside world, (loss of telephone, TV service, etc.) there are people working very hard to get to us and to help us.



What is CERT?

The City of Moorpark, Ventura County, state of California and the federal government prepare for emergencies everyday. However, during a disaster, the number and scope of incidents can overwhelm conventional emergency services. The Community Emergency Response Team (CERT) program is all-risk, all-hazard training. This valuable course is designed to help you protect yourself, your family, your neighbors and your neighborhood in an emergency situation.

CERT is a positive and realistic approach to emergency and disaster situations where citizens may initially be on their own and their actions can make a difference. While people will respond to others in need without the training, one goal of the CERT program is to help them do so effectively and efficiently without placing themselves in unnecessary danger. In the CERT training, citizens learn to:

- ☆ manage utilities and put out small fires
- ☆ treat the three medical killers by opening airways, controlling bleeding, and treating for shock
- ☆ provide basic medical aid
- ☆ search for and rescue victims safely
- ☆ organize themselves and spontaneous volunteers to be effective
- ☆ collect disaster intelligence to support first responder efforts

WHY DO THE CERT TRAINING?

Well, it's like paying for car insurance. You might never need either, you'd hope not to. But if the occasion arises, having CERT training, just like having car insurance, means you're as ready as you can be to help yourself, your family and your neighborhood.

HOW DO I JOIN?

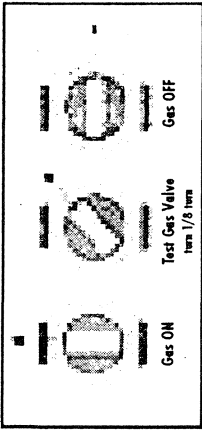
CERT members receive about 20 hours of initial training. The 6-week course is followed by a full-scale emergency drill. CERT is provided free of charge to Moorpark residents 18 or over. Classes are usually taught weekday evenings, and the all-day final class is held on a Saturday. For more information or to be placed on the CERT class waiting list, call the City of Moorpark at 805 517-6200, or email moorpark@ci.moorpark.ca.us and ask for the CERT coordinator.

Utilities

It is imperative that all homeowners be aware of how to turn off their own utility services. The following instructions for gas, water and electrical turn-off were provided by the local utility companies. All family members should be familiar with them.

Gas Shut Off - ONLY IF YOU SMELL A NATURAL GAS ODOR

Learn how to shut off gas: (do so only if you smell a natural gas odor in an emergency). The main shut-off valve is located next to your meter on the inlet pipe. Use a wrench and give it a quarter turn in either direction so that the bar runs cross-wise on the pipe. The line is now closed.



Natural gas is lighter than air, and it has a very high ignition temperature. For your protection, The Gas Company adds a distinctive odor to natural gas, so leaks are easily detected.

If you smell a natural gas odor --

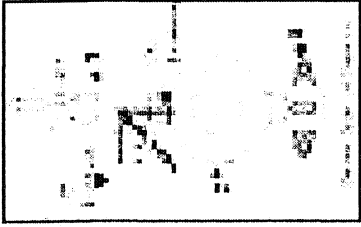
- ☆ DON'T panic.
- ☆ DON'T light a match, candle or cigarette.
- ☆ DON'T turn electrical appliances or lights on or off.
- ☆ DO call the Fire Department if you cannot reach The Gas Company.

Smell it, hear it, see it

Note: If you shut the gas off you must call the Gas Co. to turn it back on

Water Shut Off

The water shut-off valve is found where the water enters the house. Also the main water shut-off valve is found with the meter in a concrete box in the sidewalk. Check with the local water department to see if a special tool is needed.



To shut off the water supply to your home:

- ☆ Remove the two covers on the service (there is a small cover and larger outside cover);
- ☆ While facing your home from the street, locate the customer handle (#3);
- ☆ Slowly turn the handle 1/4 turn clockwise, as indicated by the arrow in the figure.
- ☆ To turn your water back on, just reverse the above steps. Be certain to cover the meter box when you are finished.

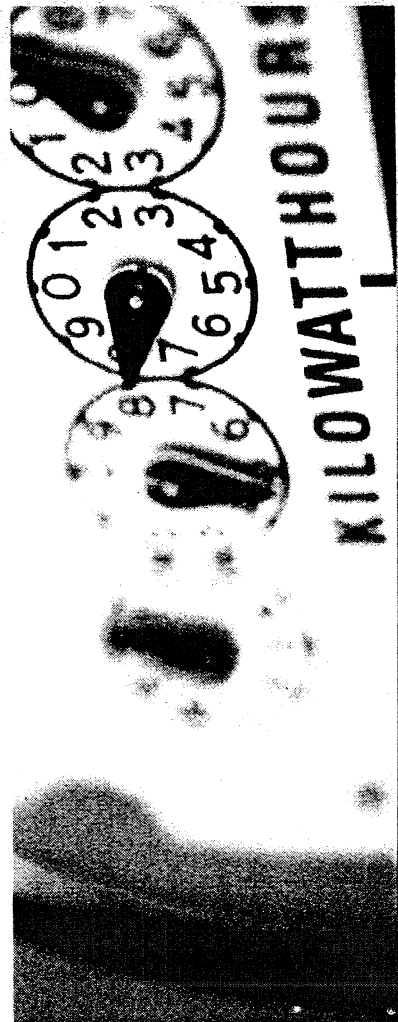
Electricity Shut Off

Teach responsible members of your family how to turn off electricity at the main switch. This switch may be found on the circuit breaker panel or it may be separately located near the meter. Remember, do not operate any electrical switches if a gas leak is suspected.



To shut off the electricity to your home:

- ☆ Turn off individual breakers first, then the main switch. Turn back on: main switch first, then individual breakers.



Information Sources

Information Sources

Perhaps the two most important things to remember during and after an emergency situation are to **REMAIN CALM** and **STAY INFORMED**. If you stay calm and informed, you are better able to assess the situation and make rational decisions. Take time to think - taking the proper action may save a life.

Stay informed with reports broadcast on local radio.
DO NOT USE THE TELEPHONE unless absolutely necessary.

Moorpark Emergency Alert System (EAS) Radio Stations are:

- ☆ KVEN 1450 AM
- ☆ KHAY 100.7 FM
- ☆ KMLA 103.7 FM (SPANISH)

Additional Information Sources

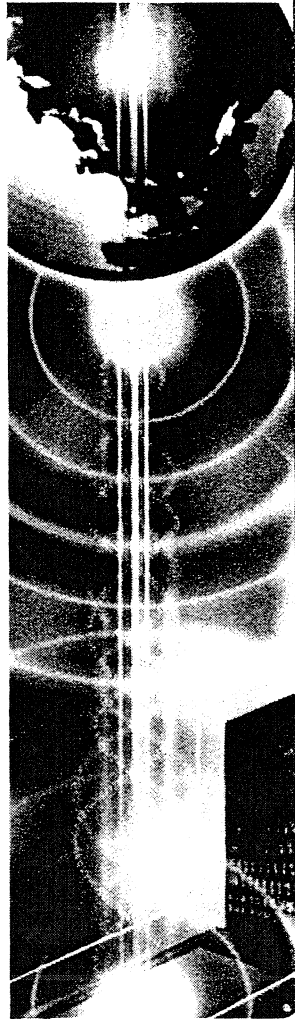
- ☆ KLCU 88.3 FM
- ☆ MPTV Channel 10

A battery operated radio along with extra batteries should be kept in every home. You may also wish obtain a solar powered or hand-crank radio.

Other Helpful Emergency Links

For other emergency preparedness or related information, visit any of these helpful sites:

- ☆ Ready America <http://www.ready.gov>
- ☆ The American Red Cross <http://www.redcross.org/services/disaster/>
- ☆ California's Office of Emergency Services
<http://www.oes.ca.gov/Operational/OESHome.nsf/1?OpenForm>
- ☆ Federal Emergency Management Agency <http://www.fema.gov/>
- ☆ US Geological Survey <http://www.usgs.gov/>
- ☆ USGS Earthquake Information <http://quake.wr.usgs.gov/>
- ☆ Fire Information http://www.fire.ca.gov/php/fire_er.php
- ☆ Weather Channel <http://www.weather.com/?>



Telephone Service

Telephone service may be interrupted during a major disaster. It will be restored as quickly as possible, and in the following order:

1. Emergency services
2. Long-distance service
3. Business and residential service

It is conceivable that as service is restored and you hear a dial tone, you would be able to call out-of-state, but not to your next door neighbor.

Calling 911 – for Emergencies

When calls to 9-1-1 are placed via a landline (conventional telephone system), the call goes to the Ventura County Sheriff's Department Dispatch Center. The caller's location is immediately captured, so if the caller hangs up or the call is otherwise interrupted, the 9-1-1 operator can still dispatch resources.

When calling from a cellular telephone, the call may be routed to another agency such as the California Highway Patrol (CHP) Communications Center. The CHP Communications Center handles calls from a much, much larger area than the Ventura County Sheriff's Dispatch Center. That is why you may get a busy signal or a "wait for next available operator" recording when calling 9-1-1 from a cellular phone. The CHP operator may also not be as familiar with the local area as the Sheriff's Department. Visit <http://www.fcc.gov/911/> for more information.

If you have Voice over Internet Protocol (VoIP) telephone service, you should check with your service provider to find out how 9-1-1 calls are handled. Visit <http://www.voip911.gov/> for more information.

Four important tips when calling the 9-1-1 operator:

- ☆ Say the precise location of the incident you are reporting
- ☆ Say the phone number you are calling from
- ☆ Listen to the 9-1-1 operator carefully
- ☆ Answer the questions the 9-1-1 operator asks you

Calling 211 – for Community Human Services

Calling 2-1-1 provides information about, and referrals to, health and human services for basic needs and in times of crisis. For example, 2-1-1 can offer access to services such as critical human needs including food, clothing, shelter, physical and mental health resources, drug and alcohol intervention and rehabilitation, support for the elderly, employment support including job training and transportation assistance, information on child care, recreation programs, and where to volunteer. 2-1-1 is free, confidential and available 24 hours a day, 7 days a week. Most cell phone users can access 2-1-1. If not, callers need to dial (800) 339-9597 to connect to 2-1-1. TTY users can access 2-1-1 by dialing (805) 919-1148. During a disaster, 2-1-1 will have information regarding the incident such as evacuation routes, emergency shelter locations, and safety advisories. For more information on 2-1-1 services, visit www.211ventura.org or www.vcunitedway.org, or call (805) 465-6288.

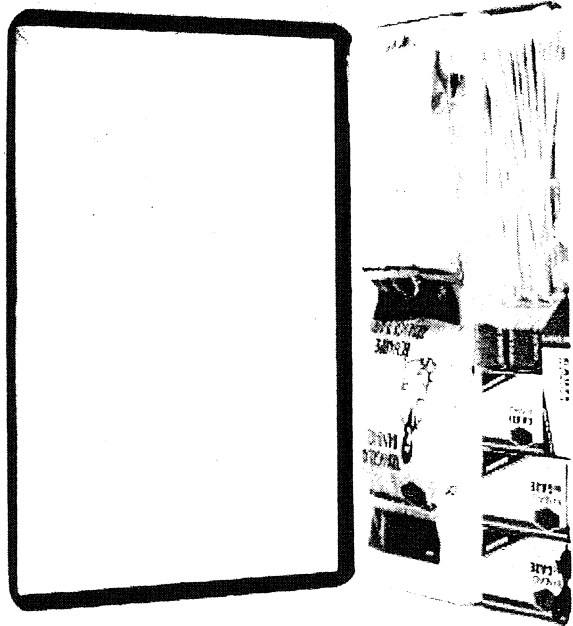
Medical Services

Depending upon the magnitude of the situation, the County Public Health Officer will assess the overall medical needs within the area. Medical facilities may be overwhelmed, making it necessary for health care professionals to focus on providing service to the most severely injured. Therefore, it is strongly recommended that each home have a first aid book and a well stocked first aid kit stored together in an easy to reach location. This is an essential part of your family's disaster preparation. A pre-assembled kit may be purchased, or you can create your own using a small, clearly labeled and dated tool box filled with such items as antibiotic ointment, aspirin, bandages, adhesive tape and a ten-day supply of medication taken on a continuing basis. Check expiration dates periodically.

At least one person in each home should have basic first aid and CPR (cardio-pulmonary resuscitation) training. Skills learned in a first aid course will enable one or more of your family members to assist you and your neighbors during an emergency.

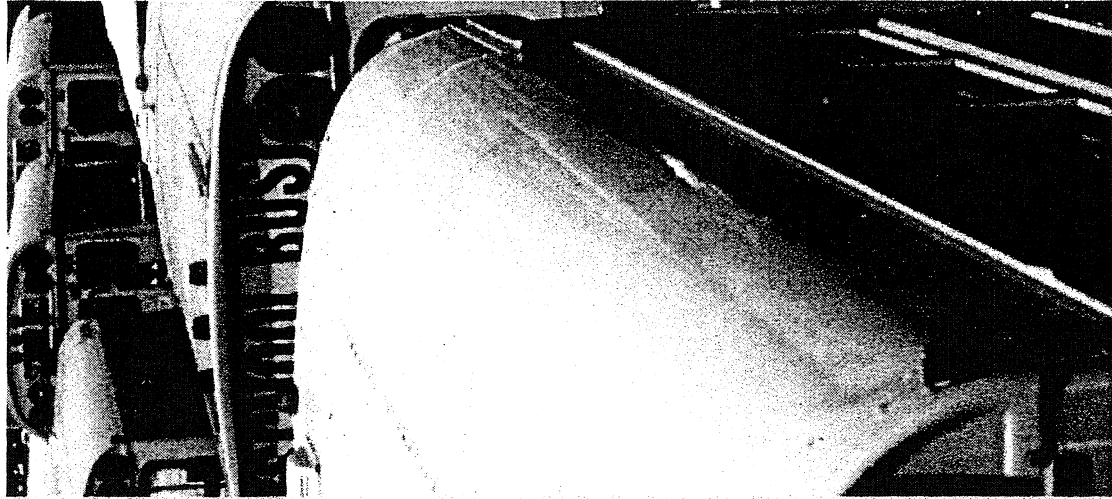
Certified training courses are offered by local hospitals and the American Red Cross. Contact the American Red Cross of Ventura County at www.arventura.org, or (805) 339-2234 ext. 233.

In the Moorpark area, emergency medical services for the injured will be available from Los Robles Regional Medical Center at 215 W Janess Road in Thousand Oaks, and Simi Valley Hospital at 2975 Sycamore Drive in Simi Valley. But remember, priority will be given to the most severely injured.



Schools

The Moorpark Unified School District has developed a District wide Emergency Response Plan to assure the safety and welfare of the students and staff. In addition, each school has developed a School Site Emergency Response designed to meet the specific needs of that school. Each school site is prepared and equipped to respond as an independent unit, including the storage of water and first aid supplies. A three-day supply of food is stored within the District for each site. During a disaster, all District employees automatically become Disaster Service Workers and are required to remain on site to care for the children.



All schools in the Moorpark Unified School District comply with the Field Act for earthquake safety. Because of this, schools are usually the safest places for children to be in the event of an earthquake or other emergency. All schools within the Moorpark Unified School District are designated Red Cross shelters in the event of an evacuation. The School District maintains and operates its own radio system along with cell phones at each site to provide redundant communication capabilities in the event of a loss of normal phone service.

Do not call the school and/or District Office during an earthquake or other disaster. School phone lines are limited and will be needed by the school site personnel to summon emergency aid or coordinate evacuation. Parents should tune radios to the local Emergency Alert System (EAS) radio stations for information. (See Information Sources on page 7.) If communication is possible, the District will continually update radio stations on the status of schools. Local radio and TV stations will carry information relative to emergency procedures that will be in effect at each school site.

Parents are also advised that children may not be released to anyone other than the parent, legal guardian, or person designated by the parent on the student emergency card. Students in grades 9-12 may be released at the Principal's discretion, when it is deemed safe, without any prior notification.

Evacuations

The Ventura County Fire Chief and the County Sheriff have simplified the disaster evacuation process so that everyone may understand what it means when a Law Enforcement or Fire official contacts you to evacuate. The two commonly used evacuation terms are:

Precautionary Evacuation:

A Precautionary Evacuation means that danger is nearby. You should immediately prepare to leave and leave as soon as you can. Time permitting, you should make advance measures to prevent harm and secure belongings. A fire or other hazard has been seen in the immediate area or has crossed a predetermined trigger point. **Make preparations to leave, and proceed to leave in an orderly manner.** Although you may have up to a three-hour window of opportunity prior to flames, dangerous smoke or embers, or other hazard, do not wait for a Recommended Evacuation order, as it may well be too late. It is never too early to get you, your family, and your animals to safety!

Recommended Evacuation:

The fire or other hazard has advanced and now poses imminent danger to you, your family, and your property. Leave now if you are going. This is the final notification and you should heed the warning immediately. If you elect to stay, you are on your own. Please make sure that your children, adult dependents, pets, and all other animals (including service animals) have been removed or taken to a safe location. If a law enforcement officer, firefighter, or other government official, either in person or by way of a loud speaker, contacts you, it is recommended that you immediately evacuate to a safe location (designated shelters or another safe location of your choosing.) This is the time to act decisively and follow all of the instructions given to you by the responding authorities in a cooperative manner. **A Recommended Evacuation is your final warning!** Ventura County does not declare "mandatory evacuations."

Evacuation Tips

Prepare an Evacuation Checklist and Organize:

- ☆ Critical medications
- ☆ Important personal papers, photos
- ☆ Essential valuables
- ☆ Pet and livestock transport, include pet food
- ☆ Change of clothing, toiletries
- ☆ Cell phone, out-of-state contacts and family disaster plan
- ☆ Critical papers and effects in a fire-proof safe
- ☆ An Evacuation Route Map with at least two routes. Drive your planned route of escape before an actual emergency*
- ☆ Plan for evacuations in advance, there will not be enough time during the emergency. You may have to leave behind things that are important to you if don't plan ahead and pack for your evacuation as early as possible!

*During an evacuation law enforcement/emergency personnel may determine your route. Your job is to listen carefully and cooperate.

The Evacuation Process

Officials will determine the evacuation areas and the routes to use for evacuations. You will not be aware of all of the factors that go into developing an evacuation route. The evacuation route may not be the route you prefer. Follow the instructions that your are given. Do not improvise. Cutting in line or taking shortcuts may put you or other people in harm's way. Law enforcement agencies are typically responsible for enforcing an evacuation order. Remember, a Preliminary evacuation means to get ready leave and leave as soon as you can. A recommended Evacuations means leave now, this is your last warning! Follow evacuation directions promptly! You will be advised of potential evacuations as early as possible. You must take the initiative to stay informed and aware. Listen to your EAS radio/TV stations for announcements from law enforcement and emergency personnel. (See Information Sources on page 10.)

You may be directed to temporary assembly areas to await transfer to a safe location. When hazards exist on the evacuation route or visibility is reduced, movement may be restricted only to escorted convoys.

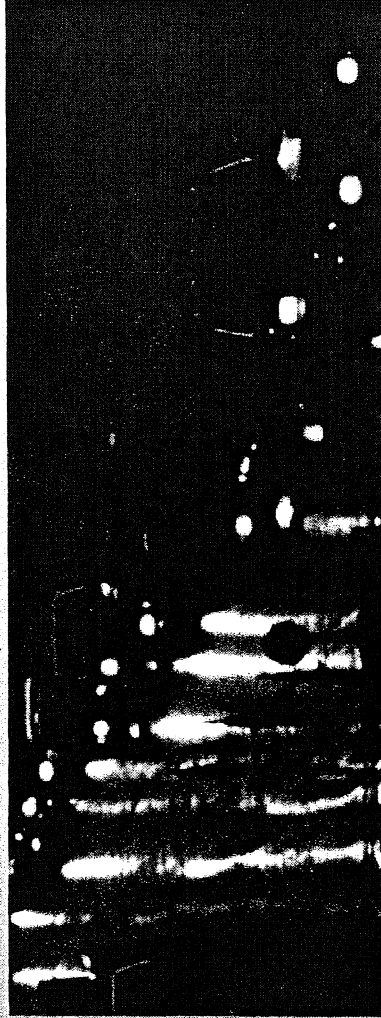
The Law

Whenever a menace to the public health or safety is created by a calamity such as flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the law may close the area where the menace exists. [Penal Code 409.5 (a)] Any unauthorized person who willfully and knowingly enters an area that has been closed and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor. [Penal Code 409.5 (c)]

Special Needs Registry

The City of Moorpark has established a Special Needs Registry for Emergency Evacuation Assistance. During a disaster or other public emergency, many residents are unable to evacuate their homes without assistance. The Special Needs Registry is designed to identify those residents in our community who may need assistance evacuating during an emergency.

The Special needs registry is a voluntary registry of persons who may need assistance evacuating during an emergency. This is not a promise or guarantee that the City will have the resources and the ability to assist you during an emergency. Contact City Hall at (805) 517-6200 for more information or to request a Special Needs Registry application.



Family Pet Disaster Plan

The most important thing you can do to protect your pets and the rest of your family when the unexpected happens is to plan ahead. Remember, if it's not safe for you, it's not safe for your pets. Have a 72-hour + pet emergency kit ready to go along with the rest of your family's emergency supplies. It should include:

It should include:

- ☆ Always have a collar with ID tag and license tag on the pet.
- ☆ Proof of current shots and health records in a waterproof container such as a freezer bag
- ☆ Current photo of pet
- ☆ Food and water bowls with enough food and water for three days in a watertight container
- ☆ Pet carrier with bedding
- ☆ Plastic bags to dispose of pet droppings and other waste
- ☆ Leash
- ☆ Medications, pet record form and authorizations to treat your pets
- ☆ Toys
- ☆ Manual can opener for canned food
- ☆ Animal First Aid kit
- ☆ Grooming supplies
- ☆ Paper towels/wet wipes
- ☆ Flashlight and spare batteries
- ☆ Cat litter, litter box and scooper

If your neighborhood is being evacuated take your pets with you whenever possible. Call the Ventura County Department of Animal Regulation immediately at (805) 388-4341 if you need assistance evacuating your animals. DO NOT WAIT until the fire or floodwaters are at your property line. Get out at the first hint of impending danger. Take a sufficient pet food supply with you in your car in an evacuation. Be prepared to leave pets in your car until adequate shelter can be obtained. If pets cannot be evacuated, owners should leave sufficient food and water to meet the animals' needs for several days. Never leave animals tied or chained up. You may take your animal directly to a Ventura County Animal shelter for kennel care during an emergency or Ventura County Animal Regulation Department staff will be at Red Cross evacuation shelters to coordinate animal care and assist you.

Livestock should be left in open areas, never locked inside flammable barns and made as comfortable as possible. If you leave an animal at your home, but later wish to have it picked up, call the shelter at 1-888-223-PETS and give full details including house or yard entry instruction, name and description of the animal, and any other information that will facilitate the rescue. Staff from the Moorpark Animal Compliance Vector Control and County Animal Regulation Departments will have patrols on City streets searching for stranded or injured animals. All animals found will be taken to the shelter and housed until claimed by owners. Shelter personnel strongly recommend that all pet owners tag, microchip and license all pets! Do not let your pets run free, including small pets, farm type animals, and horses. Having a horse run wild in the street creates an extreme hazard for evacuees and emergency personnel. Secure your pets.

Most important: In an emergency, the best and safest place for your pets is with you. If it's not safe for you to stay in your home, it's not safe for your pets, either. Bring them with you!

There are actions you can take before, during and after a disaster strikes!

Questions to ask before:

- ☆ Anticipate how your pets would be cared for while you're away from your home.
- ☆ Will you need assistance evacuating with your pets? Will you need to provide assistance to neighbors or friends?
- ☆ Is there a neighbor, local friend, or family who can look after and/or evacuate with your pets if you are unable to? Have you made these arrangements with them?
- ☆ How would your pets react during an emergency? Have you trained them to be handled easily?
- ☆ Assess what would need doing and who would be available to do it.
- ☆ Find out what hotels in your area may be "pet friendly". Many may alter their policy during disasters. To find a hotel or motel that accepts pets check out www.petswelcome.com or www.takeyourpet.com.
- ☆ How will you provide identification information or prove ownership? Do you have recent color photographs and descriptions? Is your pet microchipped and is the number registered to you?
- ☆ Does your out-of-state contact person from your family's disaster plan also have information about your pets? Is that person's phone number on the pet's tags as well as their crates/other containers?
- ☆ Do you have a window sign near your front door that identifies what pets are in the house to emergency responders?
- ☆ Are your pets comfortable using their crate? Have you done their crate training? If a dog, are they used to wearing a muzzle?
- ☆ Have you practiced your plan with family discussions and drills? You need to know how long it will take you to get everything ready for evacuation and what can go wrong!

When an emergency strikes:

- ☆ Crate/contain your pets and put in vehicle
- ☆ Put all supplies (including your battery-operated radio) in your vehicle
- ☆ Post your window sign, if it's not already up.
- ☆ Evacuate together
- ☆ Notify your contacts
- ☆ Listen to your local EAS radio or TV stations. (page 10)

Tip:

- ☆ Store supplies in containers that are easily carried or wheeled.

The Ventura County Animal Shelter is located at 600 Aviation Drive, Camarillo; it is inside the Camarillo Airport complex. The Simi Valley satellite animal shelter is located at 670 W. Los Angeles Avenue, Simi Valley. Call 388-4341 or check online at www.vcar.us for information on impounded animals and disaster planning materials. During actual disasters, the website is updated regularly with evacuation information.

Flood

In a flood situation, if emergency agencies notify residents of impending flood waters the following procedures are recommended:

- ☆ Move essential items and furniture to upper floors of your house, turn off the pilot lights of the furnace and hot water heater, if water rises above floor level, turn off the electricity at the main switch - Breakers first.
- ☆ USE CAUTION — do not stand in water when touching electrical switches or connections
- ☆ If you suspect that water coming from faucets is contaminated, purify by boiling or use purification tablets.

If you must leave:

- ☆ Leave early enough so as not to be marooned by flooded water, fallen trees or wires. Follow recommended routes. Watch for washed-out roadways, earth slides and downed electrical wires.
- ☆ Do not attempt to cross a stream or pool unless you are sure that the water is below your knees or the middle of the car's wheels all the way across.
- ☆ If your car stalls in a flooded area, abandon it if you can do so safely. Flood waters can easily wash away cars and their occupants.
- ☆ As you travel, keep listening to the radio for additional information and instructions from emergency service agencies.



Brush Fire

The Fire Department advises homeowners to prepare for the brush fire season well in advance to reduce the hazards for families and property.

Typical Fire Hazard Reduction Requirements:

- ☆ CLEAR all hazardous flammable vegetation to 200 feet from any structure.
- ☆ REMOVE limbs within 10 feet of the chimney. Cut away dead branches and limbs that over hang the roof.
- ☆ SCREEN the chimney outlet to prevent sparks from igniting the roof or brush. Use one-half inch mesh.
- ☆ CLEAN leaves, needles and twigs from roof gutters and eaves.
- ☆ CLEAR flammable vegetation within 10 feet of liquefied petroleum gas storage tanks.
- ☆ STACK wood piles away from buildings, fences and other combustible materials.



What to do when caught in a Wildfire

If your home is threatened by wildfire, cooperate with fire and law enforcement officials when advised to evacuate. While every effort is made to allow ample time for you to safely evacuate the area, the following suggestions are offered to increase your chances of safety in the event you are unable to evacuate. These suggestions also apply in the event you are advised to shelter in place. Please note that sheltering in place is a last resort. This is not a viable option unless you have been specifically told to do so by fire and law enforcement personnel.

- ☆ You should make every effort to evacuate pets and any household members in need of special assistance.
- ☆ Be properly dressed to survive the fire. Cotton and wool fabrics are preferable to synthetics. Wear long pants and boots and carry with you for protection a long-sleeved shirt or jacket, garden type gloves, a handkerchief to shield the face, and goggles. Have water to flush out debris in eyes or face. DO NOT soak handkerchief - extreme heat will cause steam effect - keep handkerchief dry.
- ☆ Remove combustible items from around the house. This includes outdoor furniture, umbrellas, and tarp coverings. If they catch fire the added heat could ignite your house.
- ☆ Once the fire has passed use a garden hose to extinguish any burning embers on the roof. Do not waste water by wetting down your roof as the fire approaches. The searing heat of the fire will dry the roof faster than you can wet it. Waste can drain the entire water system quickly.
- ☆ Back your car into the garage and roll up the car windows. Disconnect the automatic garage door opener (in case of power failure you could not remove the car). Close all garage doors.
- ☆ Place valuable papers and mementos inside the car in the garage for quick departure, if necessary. Any pets still with you should also be put in the car.

☆ Close windows and doors to the house to prevent sparks from blowing inside. Close all doors inside the house to slow the spread of fire. Open the damper on your fireplace to help stabilize outside-inside pressure, but close the fireplace screen so sparks will not ignite the room. Turn on a light in each room to make the house more visible in heavy smoke.

☆ Turn off pilot lights.

☆ Open all drapes and curtains (if you have time, remove them completely). Close all Venetian blinds (if metal) or fire-resistant window coverings to reduce the heat radiating into your home. (Remember: keep window coverings closed only if they are fire resistant.

If they are not fire resistant, open them completely to keep the windows bare.) This provides added safety in case the windows give way because of heat or wind.

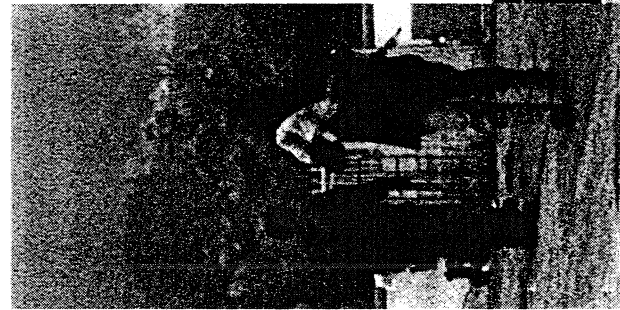
When the fire approaches:

As the fire front approaches, go inside the house. Prepare to evacuate. Stay towards the center of your home away from windows and as near to the floor as possible. Stay calm; you are in control of the situation.

After the fire passes:

First, gather family members and attend to medical needs and get to a safe area.

After the fire passes, check the roof immediately. If you spray water on your roof to extinguish embers, do so from a ladder at the bottom of the roof. By spraying up from the bottom, you have a better chance to extinguish sparks and embers that may be lodged between shingles. This also keeps you from walking on a wet, slippery roof, risking a fall and serious injury. Extinguish any sparks or embers. Then, check inside the attic for hidden burning sparks.



Remember:

In a major incident, fire protection agencies will probably not have enough equipment and manpower to be at every home. You cannot depend totally on their help. One of the firefighters' principal responsibilities is to stop the spread of fire from house to house. Therefore, if one home is on fire, firefighters might have to pass it by to save another in the path of the fire. Your careful planning and action during a fire can save your home. Be prepared. Talk with your neighbors to see what resources they have. Ask your fire personnel for professional advice and assistance and feel free to stop by your local fire station for guidance.



Earthquake

Earthquakes are unpredictable and strike without warning. They range in intensity from slight tremors to violent jolts. The earth's movement is seldom the direct cause of injury. Most casualties are a result of falling debris and fires.

The actual ground shaking and subsequent damage caused by an earthquake depends upon the intensity of the quake, distance from a fault line, and the geological condition of the underlying ground. Many low-lying areas of Moorpark may experience more ground shaking than higher rocky areas. Homeowners should assess their situation and prepare their home to protect it from possible structural damage.

Home Preparation

Remember to have a good pair of shoes and warm clothes readily accessible, especially during the night while sleeping.

☆ Store heavy objects on lower shelves.

☆ Fasten all top-heavy furniture and mirrors to the walls.

☆ Keep hanging objects away from areas where injuries could occur if they fall or sway.

☆ Know where and how to turn off the gas, water, and electricity

☆ Have the proper wrench for turning off gas and water mains.

☆ Place hoses where they can be located quickly in case of fire.

☆ Install fasteners or latches on cupboard doors.

☆ Bolt or strap down water heater or other gas appliances.

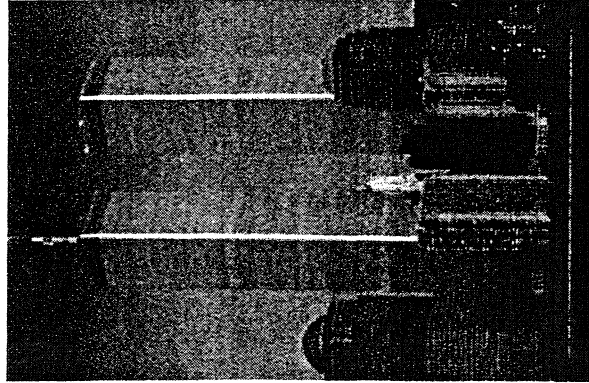
☆ Hold a home earthquake drill and practice a family plan.

What To Do During A Quake

☆ If you are indoors, stay there. Get under a desk or table or other protected area like you may have practiced in drills. Remember to stay clear of windows, bookcases, china cabinets, mirrors and fireplaces until the shaking stops. Doorways are no stronger than the rest of the building in modern structures.

☆ If you happen be cooking with a gas stove, turn off the stove at the first sign of shaking and quickly take cover under a counter or table, or in a doorway. Do not shut off the gas at the meter unless you smell a natural gas odor.

Terrorism



Devastating acts, such as the terrorist attacks on the Alfred M. Murrah Federal Building in Oklahoma City, the World Trade Center in New York City, and the Pentagon in Washington, D.C. have left many concerned about the possibility of future incidents in the United States and their potential impact. There is increased uncertainty about what might occur next, raising individual stress levels. Nevertheless, there are steps we can take to prepare for the unexpected and reduce the stress that you may feel now and later if and when that next incident occurs. Taking preparatory action can reassure you and your children that you can exert a measure of control even in the face of such events. Remember, terrorism is not limited to acts of violence from outside. Local terrorism is very real.

Homeland Security Advisory System

Familiarize yourself and your family with the Homeland Security Advisory System:

Chemical or Biological Attack

One of the many unsettling characteristics of chemical and biological agents is that some of them cannot be seen or smelled. Citizens can protect themselves by observing the following rule of thumb: If a single person is on the ground, choking or having a seizure, it is likely this individual is having a medical emergency of some sort. Call "911." However, if several people are down, coughing, vomiting, or having seizures, they could be reacting to the presence of a toxic substance. Evacuate the area immediately and call "911", making sure to tell the dispatcher that a hazardous gas may be present.

Indoors: If indoors, exit the building as rapidly as possible. Once outside, if you believe that you may have been exposed to the toxic substance, discarding your modesty and shedding your clothes could save your life. Taking off your outer clothing can remove roughly 80 percent of the contamination hazard. Look for a nearby fountain, pool, or other source of water so that you can quickly and thoroughly rinse any skin that may have been exposed (e.g., jump in the pool). Studies show that plain water is an effective decontaminant. The Fire Department will arrive as soon as possible and effect decontamination procedures. Try to remain calm. Rescuers will triage everyone so that they can give medical attention to the most seriously affected individuals first. Even if you are free of symptoms of exposure, medical personnel on scene will want to examine and advise you about follow-up care. Law enforcement may also need to speak with you about what you may have observed or been exposed to in order to assist with their investigation.

Outdoors: Birds and other small animals would very quickly be overcome by a poison gas, so if a number of birds are dying, that is another warning sign of toxic trouble. The most important thing to do is to get a physical barrier between you and the toxic cloud. Get indoors quickly—preferably into a building but even being inside a vehicle will help. Shut all windows and doors and turn off the air conditioner. Try to plug any air drafts (e.g., under doors). This technique is known as sheltering in place. Call "911" and notify authorities that a hazardous gas may be present. The wind may carry the toxic hazard away within a relatively short period of time. Stay indoors, and turn on the television and/or radio EAS station for news and announcements. (Page 10) Authorities will notify you when it is safe to go outside. If you are at home, put your clothes in a plastic bag and take a shower; this will help remove any contamination that might have occurred before you were able to get indoors.

Sheltering In Place: If you are advised by local officials to "shelter in place," what they mean is for you to remain inside your home or office and protect yourself there. Close and lock all windows and exterior doors. Turn off all fans, heating and air-conditioning systems. Close the fireplace damper. Get your emergency supplies kit and go to an interior room without windows that is above ground. Using duct tape, seal all cracks around the door and any vents into the room. Keep listening to your radio or television until you are told all is safe or you are told to evacuate.

Psychological Assistance

First aid is the initial help received by a person and is concerned only with the immediate situation. Yet the greatest need for psychological assistance will come after the situation is over. There may be panic, withdrawal or uncontrolled behavior especially in children. The American Red Cross advises that it is important to accept the person's right to his own feelings; attempt to calm the victim, communicate confidence, and encourage the person to speak freely about fears and feelings. Remember, the more planning that is done beforehand in disaster preparedness, the better the family will be equipped to handle an emergency situation physically and emotionally. Call "211" or visit www.211ventura.org for information about and referrals to human services for every day needs and in times of crisis. (Page 11)

Keep this handbook and other emergency materials in a specific predetermined location where all family members can find them.

Additional copies of this handbook may be obtained from Moorpark City Hall, 799 Moorpark Ave., Moorpark, CA 93021, by calling (805) 517-6200, and this information can be downloaded from the city website at www.ci.moorpark.ca.us

Information in this handbook was compiled from and checked by authoritative emergency service sources. While every reasonable effort has been made to insure its accuracy, the City of Moorpark is not responsible and assumes no liability for any actions undertaken by any person utilizing information contained in this guide book.