



## Department of the Month

# Emergency Preparedness Department

**A Message From Ellis M. Stanley,  
Sr. General Manager, Emergency Preparedness Dept.**

## 'Ensuring that L.A. Has the Best Emergency Management Anywhere'

One of the foremost responsibilities of leaders, at all levels, is to establish a vision for their organization—to paint a picture of what success looks like. This is vitally important in times of great change. Just like now.

As the general manager of the Emergency Preparedness Department, I felt it was imperative that we start with a strong vision statement to focus our direction and equally important that it was a full team effort to implement it. (That's our vision statement in the headline, above.) Visions don't mean anything without a burning commitment from the entire organization to make it happen.

As the leader, I am committed to ensuring that the Emergency Preparedness Department for the City of Los Angeles is poised and ready to perform the missions that the 21st century has provided us.

Our initial strategy was to revolutionize effectiveness, achieved through best business practices, bold process reengineering and innovative use of technology.

We continue to seek growth opportunities by meeting emerging emergency management needs, sustaining and enhancing core competencies, as well as maintaining full-spectrum capabilities critical to the City of Los Angeles.


Also, it is important that we invest in people: Enlightened leadership and a talented, productive, and diverse work force enable the Emergency Preparedness Department to enhance its value to the City of Los Angeles.



**Ellis M. Stanley Sr.**  
General Manager,  
Emergency Preparedness Dept.

In my mind's eye, I see a bold, vibrant organization, one that has a worldwide reputation for excellence and mission accomplishment. A department that is embraced by the City as critical to its success; has people striving to join us; routinely receives prestigious awards for customer satisfaction, quality and excellence; is always strategically planning for the future; and operates as a team; these are our goals!

We will only have one vision in emergency preparedness—this vision. We cannot—must not—become fragmented in our execution. This is imperative for unity of effort.

Finally, we must remember that at the heart of all our efforts are employees, volunteers, their families and the citizens of this great city. Whatever we do must make a positive impact on their lives. That's why we are here. 



Faye Cousin, Emergency Preparedness Coordinator 15 yrs.



Pamela Cummings, Management Analyst II, 15 yrs.



LaCheryl Bell, Emergency Preparedness Coordinator, 19 yrs., inside the City's Emergency Operations Center.



Cecilia Law, Secretary, 8 years.



Carmen Steward,  
Executive Secretary II



## Emergency Preparedness Dept.

PROFILE

**Vision Statement:**

To ensure that the City of Los Angeles has the best Emergency Management Program ... anywhere!

**Mission Statement:**

The Emergency Preparedness Department will provide citywide emergency management program leadership, continuity and direction to enable the City of Los Angeles and its partners to respond to, recover from, and mitigate the impact of natural, manmade or technological disasters upon its people or property.

**Management Staff**

NAME	TITLE
Ellis M. Stanley Sr.	General Manager
Bob Canfield	Assistant General Manager
Anna Burton	Emergency Preparedness Coordinator II
Carol Parks	Emergency Preparedness Coordinator II
Mark Davis	Emergency Preparedness Coordinator II
Larry Meyerhofer	Emergency Preparedness Coordinator II
Rob Freeman	Senior Management Analyst II

**Total Budget** \$1.3 million

**Number of Employees** 16



Anna Burton, Emergency Preparedness Coordinator II, 17 yrs.



LEFT TO RIGHT Richard Deppisch, Management Analyst II, 3 yrs.; Vicky Vallarta, Sr. Clerk Typist, 16 yrs.



Bob Canfield, Assistant General Manager



H. Chris Ipsen, Emergency Preparedness Coordinator, 14 yrs.



Owen Lin, Management Analyst II, 4 yrs.

## Emergency Preparedness ... it's an LA Thing!

The first operational priority of the City of Los Angeles Emergency Operations Organization is to save lives and protect property. Since September 11, 2001, this priority has been challenged for those who live in Los Angeles and throughout the world. Although some solutions are still evolving, the responsibility does not remain solely with the government, but includes every individual and family. In fact, it is each individual's responsibility to make emergency preparedness a priority in his or her everyday life.

More than two decades ago, the City of Los Angeles recognized the importance of individual and family preparedness and has not failed to promote the necessary programs and projects. One such example is the City's largest public education effort, the annual Emergency Preparedness Fair. This event is held during April at public venues around the City. The Fair gives children, families and businesses an opportunity to obtain valuable preparedness information and learn about City services and programs.

The Emergency Preparedness Department develops or co-develops many programs designed to educate individuals, families and businesses on the value of preparedness and mitigation. Some of its ongoing projects include:

- coordinating the Emergency Operations Organization community education and outreach programs for residents and businesses located in Los Angeles;
- chairing the Community Preparedness Subcommittee, which provides a forum for City departments, other governmental and community-based nonprofit organizations, private sector and neighborhood groups to develop viable preparedness programs;
- publishing subject-specific flyers and brochures, in bilingual format, for the residents and businesses;
- hosting a toll-free emergency preparedness information help-line and Internet site on general preparedness

issues and topics of interest;

- fostering the development of neighborhood networks by participating in the programs and activities of neighborhood associations, faith-based and community-based organizations, day care centers, schools, businesses, etc.;
- working closely with private sector businesses to promote emergency preparedness through professional organizations including the Business and Industry Council for Emergency Planning and Preparedness, and the City's organized business improvement districts;
- promoting a global partnership in preparedness program with Sister Cities around the world and local consulate offices to build alliances and exchange emergency preparedness information.

For more information about the activities of the Community Preparedness and Training Division, contact (213) 978-2222.

### Are you a Prepared City Employee?

Every day there are little reminders that emergencies can strike at anytime, anywhere and to anyone. No home, business, neighborhood, city or country is exempt. However, knowing what to do before, during and after disasters is your best protection. It is the responsibility of every individual and family to spend time learning what hazards or threats could occur in their community and how to prepare for them.

Preparing today may save your life or the



A recent Emergency Preparedness Fair, held in Baldwin Hills.

life of a loved one, tomorrow! Have you considered what your family would do if basic services, such as water, gas, electricity or telephones were cut off? You may have to evacuate your neighborhood or be confined to your home, school or work for an extended period of time. Families can better cope with disasters by preparing in advance and working together as a team. This includes preparing for children, pets and other individuals who depend on you for care and special attention.

### Before the Disaster

To start, it is important to know that there are some basic steps to follow that are useful in any disaster. Some safety tips include, but are not limited to: creating, practicing and maintaining a family disaster plan; conducting disaster drills in your home with consideration for the special needs of all family members; doing a home hazard hunt by checking for anything that can move, fall, break or cause fire; enrolling family members in basic First Aid/CPR courses available from your local chapter of the American Red Cross, etc.

Every family should have a plan for getting back together if separated from one another during a disaster. Everyone should carry a wallet card containing telephone numbers of family members and other emergency contacts. All family members should agree to call the same out-of-area relative or friend and leave a message about their well-being. Additionally, it is important to become familiar with emergency plans and procedures at places beyond the home (e.g., babysitter, day care center, work, school, place of worship, etc.).

Assemble a family emergency supply kit that will last several days to a week. Include items including: non-perishable food, water, first aid kit, medication, sturdy shoes, waterproof flashlight, battery-operated radio, extra batteries, entertainment items (e.g., games and books), etc. Add other specialty items for those who depend on you, including children, elderly people, those with disabilities and pets. Rotate supplies at least annually or as needed and keep extra money (small bills

and quarters) on hand. All disasters do not occur while you are at home; therefore, it is a good idea to have a mobile kit.

To reduce the danger of serious injury or loss of life, fasten freestanding shelves securely to walls so they will not suddenly topple over. Store weed killers, pesticides, acids and flammable products on the bottom shelves of closed cabinets with latches. Be sure to secure your water heater by strapping it to the wall studs and bolting it to the floor.

### During the Disaster

During an unexpected event, it is natural to become upset and be concerned about personal safety. Remain calm and try to be patient as emergency responders work to get things back to normal. Check those around you for injuries (e.g., family members, neighbors, co-workers, persons with disabilities and pets). Call 9-1-1 only if there is an immediate life-threatening situation. Encourage family members to limit telephone use to emergency situations to avoid overloading the network. Emergency responders need the telephone system to coordinate relief efforts. Listen to a battery-powered radio or television for news and instructions.

### After the Disaster

The moments and days following a disaster can appear endless and very stressful. However, use this time to reassess your family's level of readiness. Gather family members together and discuss how everyone responded, whether there were enough and the right kind of supplies in your emergency kit, and how you can better prepare for the next disaster.

Emergency preparedness is a life-long commitment. Making it a part of your lifestyle is one of the best things you can do for your family. For additional information visit [www.lacity.org/epd](http://www.lacity.org/epd) or call (213) 978-2222.

— This article was written for *Alive!* by Carol Parks, Community Preparedness and Training Division, City of Los Angeles Emergency Preparedness Department.



Carol Parks, Emergency Preparedness Coordinator II, 5 yrs.



Robert Freeman, Sr. Management Analyst II, 18 yrs.



Mark Davis, Emergency Preparedness Coordinator II, 17 yrs.



Larry Meyerhofer, Emergency Preparedness Coordinator II, 15 yrs.



Andrew Lowkis, Emergency Preparedness Coordinator, 15 yrs.



Robert Larios,  
Sales Operations Manager

### Hey, Emergency Preparedness: I'm Your Counselor!

Hi, I'm **Robert Larios**, your Club Member Services Counselor. I can help you with insurance products ... advice ... ticket discounts ... and all your Club benefits. It's my job!

I'm over at the Emergency Preparedness Department all the time. Call or e-mail me to schedule an appointment: (800) 464-0452, or [rlarios@cityemployees.com](mailto:rlarios@cityemployees.com)