

Issue# 8
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PUBLIC
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WORKS

Ventura County Public Works Agency
THE WORKS
2017 | Bridging Foundations



DIRECTOR'S NOTE

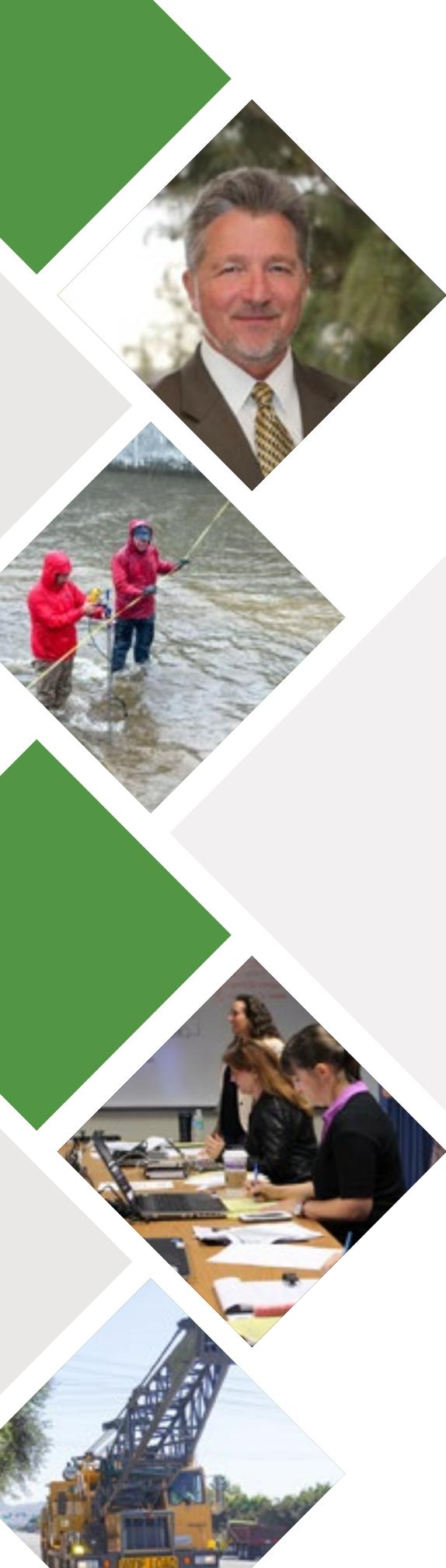
Being safe and being prepared are two of the top priorities at VCPWA. September is National Preparedness Month and with the recent natural disasters leading the news including epic flooding in Houston, the aftermath caused by Hurricane Irma in Florida as well as the historic 8.1 Earthquake in Mexico and wildfires across the nation, it is a strong reminder of just how important it is to have procedures in place to ensure we are as prepared as possible for an emergency.

As first responders, our VCPWA employees are trained to assist in many emergency situations including floods, earthquakes and landslides. In this issue of *The Works*, our department team leaders share how they train and prepare for emergencies. VCPWA's Health and Safety Officer, Phil Raba gives us important tips and ways employees can be prepared at home and at work for an emergency.

Every VCPWA department plays a critical role to ensure our roads, bridges, waterways and natural environments are as safe as possible for our community. After a natural or manmade disaster, this role as first responders and public works officials is magnified as we are called on to evaluate, repair and rebuild the critical infrastructures needed to keep our communities moving. I thank each of you for your dedication and commitment to keeping our community safe and at the ready.

All the best,

Jeff Pratt, *Public Works Agency Director*



SEPTEMBER is...

SAFETY
PREPAREDNESS
MONTH



Time to focus on your plans in the event of an emergency to protect yourself, your family and your friends. This year's slogan is "Disasters don't plan ahead. You can." Every department within VCPWA works year-round to protect our community and bridge foundations to ensure communication protocols during an emergency situation are seamless.

Ensuring road safety is always crucial, but especially so during an emergency. The Transportation Department (TD) has plans in place for flooding, mudslides, and eroding infrastructure.

Road Maintenance Division Engineer Ben Emami says that in an emergency, in some cases, high volume roads may be closed to the public so that residents and emergency vehicles can pass safely. All practices and procedures are documented in manuals, annual training is conducted, and drills are held so that each employee understands their obligations and responsibilities.

In emergency situations that may cause hazardous geologic conditions, such as landslides and debris flow, our Engineering Services Department (ESD) are the experts on-call. Jim O'Tousa, County Geologist for

***"Disasters don't
plan ahead.
YOU CAN."***

ESD, says the department communicates with emergency personnel, including rescue responders, to ensure safety. ESD is responsible for assessing unsafe infrastructure as well as the natural environment such as hillsides and beaches. The VCALERT system notifies potentially affected residents and the Incident Command System (ICS) is in place to coordinate deployment of resources.

Emergency planning with a focus on hazards is a specialty of the Watershed Protection District (WPD). These include urban and small stream flooding, upland flooding, post-fire debris flow, broad floodplains, alluvial fan flooding, and coastal flooding.

"Preparation involves the use of flood inundation maps that help form response plans, and a flood warning system is in place," explains Bruce Rindahl, WPD Hydrology Section Manager. "This award-winning system is tested regularly, and at least one training exercise is held each year."

It's vital that the VCPWA team masters all the skills necessary to take action in these emergency situations. To ensure all crews are up-to-date on these procedures, our Central Services Department helps coordinate par-



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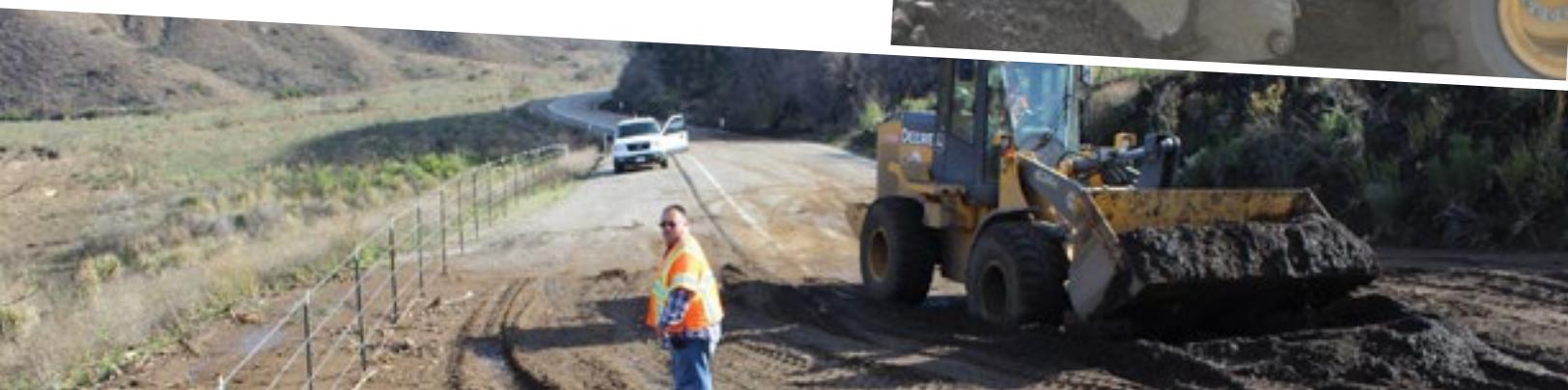
ticipation in internal drills annually that test our team's state of preparedness and help troubleshoot areas where improvements are needed.

Health and Safety Officer/Emergency Coordinator Phil Raba says there are three emergency response drills that are conducted annually. First, the Hall of Administration Evacuation Drill, held each May, tests the VCPWA team members' procedures in evacuating their work facilities. Second is the Great California Shake Out: Drop, Cover, and Hold, which will be held in October. PWA will participate in the state-wide earthquake exercise.

"The most comprehensive drill is the VCPWA Storm Day Exercise planned for November 1st this year," said Raba. "Led by WPD, this will be an agency-wide stand up of our Agency Operations Center, Department Operations Centers, and tests of our field response and communication. The planning process gives each department an opportunity to incorporate training elements that are relevant to their own needs."

It's safe to say that the VCPWA staff have your back – they are ready for any emergency that presents itself. However, there's no substitute for community preparation. Each agency's strategy involves community outreach, and in the event of a disaster, everyone's help counts.

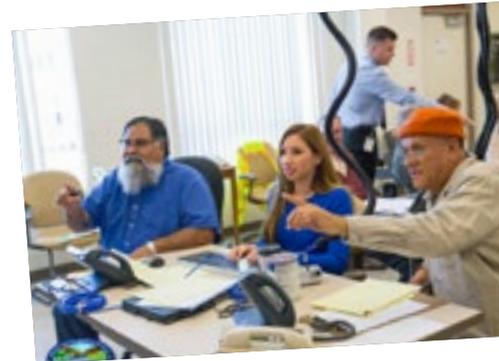
"It's vital that the VCPWA team masters all the skills necessary to take action in these emergency situations."





Q&A with PHIL RABA

ON EMERGENCY PREPAREDNESS



When a disaster strikes that compromises the safety of our infrastructure and citizens, VCPWA are the first responders on the scene from beginning to end. The safety of our community is always our number one priority; however, it's imperative we practice the proper protocol to keep ourselves safe and have systems in place to safeguard our loved ones at home, too.

Health and Safety Officer Phil Raba answers a few questions on how we can better prepare to keep ourselves safe at work and home in the event of an emergency.

Q: What is your title and role at VCPWA?

A: I am the Health and Safety Officer of the VCPWA. My role is to ensure compliance with Federal, State, and local regulations, to provide compliance with OSHA, to provide emergency preparedness information to our employees, along with managing our worker compensation and return to work programs.

Q: What is Emergency Preparedness Month and why is it so important?

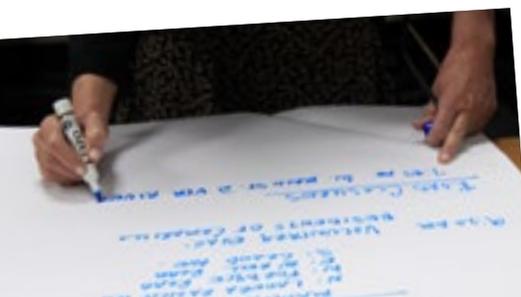
A: September is National Preparedness Month. This is the time to review our emergency procedures and resources at work and at home so you and your loved ones stay as safe as possible. Preparing for an emergency now provides you the best chance of survival in the event of an earthquake or fire, etc. There are specific steps you can take to prepare for the unexpected and to reduce the stress that you may feel now and later should an emergency arise.

Q: Can you share with us the safety/evacuation procedures for VCPWA employees during an emergency situation such as an earthquake or fire?

A: VCPWA employees are located at HOA Government Center, Saticoy or Moorpark. Whatever the location, the goal is to get everyone out of the buildings as quickly and safely as possible, account for everyone and provide clear, orderly instructions regarding the emergency, evacuation or return to work. To accomplish this goal, the use of people trained in various procedures works very well.

Safety Roles & Responsibilities

- Any employee in the building at the time the alarm sounds who does not have an assignment described below, is considered an evacuated employee. Evacuated employees are responsible for leaving the building as quickly and safely as possible.
- *Evacuation Guides* are assigned to insure that VCPWA employees and guests vacate the premises; they assist co-workers with special needs and direct the visiting public out of the building safely.
- *Assembly Area Coordinators* are assigned to gather the group of evacuated VCPWA employees. They take a head count, report missing employees, and communicate directions from the Public Works Evacuation Manager.
- *Assembly Area Runners* are assigned to pass information between the Public Works Assembly Area Coordinator and Public Works Evacuation Manager, and will take the final PWA head count to the Security Incident Command Center.
- *Evacuation Managers* are assigned to monitor the evacuation to ensure that the Evacuation Guides and employees/visitors and people needing assistance exit the building. They filter information provided by fire/law enforcement officials and relay information to the Assembly Area Coordinators and coordinate the efforts of the evacuation.



TIPS on how to be PREPARED IN ADVANCE for a DISASTER

All PWA employees must be Disaster Ready:

Make A Plan: Natural or man-made emergencies happen beyond anyone's control. Have a plan and know what to do so you are in control if the unexpected occurs.

Family Emergency Plan

- Identify an out-of-town contact. It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact may be in a better position to communicate among separated family members.
- Be sure every member of your family knows the phone number and has a cell phone or a prepaid phone card to call the emergency contact.
- Teach family members how to use text messaging. Text messages can often get around network disruptions when a phone call might not be able to get through.

Planning to Stay or Go

Depending on your circumstances and the nature of the emergency, the first important decision is whether you stay where you are or evacuate. You should understand and plan for both possibilities. Use common sense and available information to determine if there is an immediate danger. In any emergency, local authorities may or may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio, or check the Internet often for information or official instruction as it becomes available.



Be Prepared for an Earthquake

- Remain calm. Do not panic or run. Most injuries occur when people are entering or leaving buildings. Do not rush outside. Wait until the shaking stops, then carefully exit the building if needed.
- If you are indoors, stay there. Protect yourself by taking cover under a table or desk. If you are not able to get under a table or desk, then stand straight against one of your walls and ride it out. Remember, never use an elevator in an earthquake or fire.
- Stay away from windows.
- Watch for falling objects, such as ceiling tiles, falling light fixtures, pictures, mirrors, free standing file cabinets or equipment, etc.
- If you are outside, stay outside. Stay away from buildings, powerlines and poles.
- If you are in a vehicle, pull over and stop in an open area away from bridges, overpasses, powerlines, and buildings and watch out for pedestrians. Stay in your vehicle until the shaking stops.

Emergency Preparedness Tool Kit and Video:

Click the icons to be redirected to their corresponding links.



TOOL KIT



VIDEO



WEBSITE

BUILD A KIT



One gallon of water per person per day for at least three days, for drinking and sanitation



At least a three-day supply of non-perishable food



Battery-powered or hand-crank radio and a NOAA Weather Radio with tone alert and extra batteries for both



Flashlight and extra batteries, or a hand-crank flashlight



Whistle to signal for help



Dust mask to help filter contaminated air, and plastic sheeting and duct tape to shelter-in-place



Moist towels, garbage bags and plastic ties for personal sanitation



Wrench or pliers to turn off utilities



Can opener for food (if kit contains canned food)



First aid kit



Local maps



Cell phone with chargers, inverter or solar charger

Additional Items to Consider Adding to an Emergency Supply Kit

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from www.ready.gov
- Sleeping bag or warm blanket for each person
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes
- Household chlorine bleach and medicine dropper – when diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children
- Plan and practice the best escape route from your home
- Find the safe places in your home
- Plan for transportation if needed

GLENNA INOUYE



One look at Glenna Inouye's career CV and you quickly realize she is the person you want by your side, keeping you on track and organized! Through her career, Glenna worked with five separate Ventura County agencies and joined the VCPWA team in 2007 serving as our Clerical Services Manager and Assistant to the Agency Director. "I have always loved and enjoyed the interesting projects and fresh challenges I encountered with my work," explained Inouye. "Everyone at VCPWA from new team members to old are so dedicated and great to work with."

On September 22nd, VCPWA extends a big thank you and warm retirement wishes as Glenna leaves VCPWA to begin her new adventures including visiting Japan with her husband and spending quality time with her family – especially her grandchildren.

"Glenna has been my right-hand person, and I truly appreciate her time and dedication to Ventura County Public Works and for helping keep me informed and organized on all Agency projects. I wish her a bright future with her family."

- Jeff Pratt, VCPWA Director

Save
the Date



32nd
Annual

VCPWA PICNIC

Sponsored by VCPWA Management

Enjoy A Full Day Of:

**BBQ, HORSE SHOES, VOLLEYBALL,
GOLF TOURNAMENT, RAFFLE PRIZES**

Old Fashioned
County Picnic

**PUBLIC
VENTURA COUNTY
WORKS**

October 7th, 2017
11:00 AM - 2:30 PM
Soule Park in Ojai

BRIDGING FOUNDATIONS TO CONNECT US

You're cordially invited to attend

VCPWA'S ANNUAL STATE OF THE AGENCY

October 24th

October 25th

October 26th

This meeting is held to create a broader awareness of each department's work, projects, and teamwork while helping to build pride internally and externally within the Agency.

October 24th, 2^{pm} - 5^{pm} | October 25th, 8^{am} - 11^{am} | October 26th, 8^{am} - 11^{am}
Saticoy Operations Yard 11201 Riverbank Drive, Ventura, CA 93004

