



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

September 27, 2010

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## THE GREAT CALIFORNIA SHAKEOUT – OCTOBER 21, 2010

As part of the County of Los Angeles' (County) efforts to prepare employees and volunteers in the event of disasters, the Chief Executive Office, Office of Emergency Management has joined with the California Emergency Management Agency, Earthquake Country Alliance, Southern California Earthquake Center, United States Geological Survey, California Earthquake Authority, American Red Cross, United States Department of Homeland Security Federal Emergency Management Agency, and State Farm Insurance in organizing *The Great California ShakeOut* drill.

At approximately 10:21 a.m. on Thursday, October 21, 2010, millions of Californians will participate in the largest earthquake drill in the nation. Participants will be instructed to *Drop, Cover, and Hold On* in response to a simulated earthquake. *Drop, Cover, and Hold On* is recommended by Federal, State, and local emergency preparedness organizations as the best way to reduce injury or death during earthquakes. County departments can use this opportunity to prepare for earthquakes with their staff using the *ShakeOut* scenario. The following are some suggestions in how to plan and participate in *The Great California ShakeOut* drill:

### Plan an Earthquake Drill:

- Register at [www.ShakeOut.org/register](http://www.ShakeOut.org/register) and coordinate a *Drop, Cover, and Hold On* drill.
- Conduct an exercise using your department's emergency plan, talk to your staff about their emergency preparedness concerns, and discuss how to make improvements to your plans.

"To Enrich Lives Through Effective And Caring Service"

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### **Prepare for Earthquakes:**

- Check on emergency supplies and equipment. Make sure everything is accessible and functional.
- Inspect your facilities for items that could fall and cause injury, and secure them.
- Encourage your employees to be prepared by knowing their department and building emergency plans and evacuation routes.
- Provide first-aid and response training for your employees.

In a real earthquake you may not be able to *Drop, Cover, and Hold On*. The following are some modified actions that can help you protect your head and neck:

- **INDOORS:** If you are able, *Drop*, take *Cover* by getting under a sturdy desk or table, and *Hold On* to it until the shaking stops. If you use a wheelchair or have other mobility impairments and cannot *Drop, Cover, and Hold On*, protect your head and neck with a pillow or your arms, and bend over to protect yourself if you are able.
- **HIGH-RISE OR PUBLIC BUILDING:** *Drop, Cover, and Hold On* or protect your head and neck as best possible. Do not use elevators. When the shaking subsides, move to the designated zones for evacuation and wait for assistance by first responders.
- **OUTDOORS:** Move to a clear area away from wires, buildings, and anything else that could fall and hurt you, but only if you can safely do so. Otherwise, stay where you are and *Drop, Cover, and Hold On* or protect your head and neck as best possible.
- **DRIVING:** Pull over to the side of the road, stop, and set the parking brake. Avoid bridges and overhead hazards. Stay inside the vehicle until the shaking is over.

**REMEMBER:** If your mobility is limited, it is particularly important that you do not try to get to a safer place or get outside. Movement will be very difficult, and studies of injuries and deaths caused by earthquakes in the United States over the last several decades indicate that you are much more likely to be injured by falling or flying objects (televisions, lamps, glass, bookcases, etc.) than to die in a collapsed building.

As everyone knows, major earthquakes can cause unprecedented catastrophes. While we do not know when a damaging earthquake will strike, we can act now to limit its

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consequences. Businesses, organizations, schools, and individuals, if properly prepared and informed, are more likely to respond appropriately and reduce their recovery time. Practice is essential. *The Great California ShakeOut* drill is your chance to practice how to protect yourselves and for everyone to understand the safest way to experience an earthquake. The goal is to prevent disasters from becoming catastrophes.

For additional information and to confirm your department's participation, please have your staff contact Program Manager Ken Kondo, Office of Emergency Management, at (323) 980-2267 or via e-mail at [kkondo@ceooem.lacounty.gov](mailto:kkondo@ceooem.lacounty.gov).

WTF:BC:JAW  
JSF:REW:KK:jl

c: Each Supervisor  
Emergency Management Council  
Emergency Management Council Subcommittee