

# CULVER CITY FRIENDS OF THE LIBRARY

## Newsletter

December 2005

### President's Message

Sharon Zeitlin, Ph.D.

This is our last newsletter for 2005 and I'd like to take this opportunity to summarize our accomplishments. Let me begin by saying what a fantastic year 2005 has been!

At the onset of the year the Friends set several goals, all of which were achieved. These included increasing public awareness of the Friends, building membership, raising money to enable the Library to better serve our community, and working with community members to ensure the Library is meeting our needs. We will continue to focus on these important goals in 2006.

Over the past year, the Friends implemented many changes in our efforts to accomplish these goals. We expanded the types of monthly programs we sponsor to include musical performances, presentations by community leaders, and programs featuring well-known speakers, all geared to both adults and children. We enhanced Councilmember Alan Corlin's monthly story time and craft program by inviting several prominent individuals to participate.

We initiated several new programs, including "Get Caught Reading" where different, influential people "get caught reading" each month. We also introduced our *Culver City Reads* program where everyone was encouraged to read the Wizard of Oz, the book selected for this year. Over the summer, we held a series of exciting events and activities revolving around this classic book. By all measures, this program was a huge success. We successfully got individuals, businesses, and organizations to participate in Library activities and we raised over \$20,000!

In addition to our book sales, the Friends held a series of other fundraisers. A detailed annual financial report will be presented at our membership meeting January 31<sup>st</sup> and will be summarized in our next newsletter.

Some additional accomplishments are as follows. We established a strong internet presence. If you haven't checked out our website, please do; we think you'll be very impressed. We increased our involvement with local groups, making several donations of needed books to the Culver City Senior Center and to battered women's shelters. We also raised money and collected holiday gifts for individuals displaced by the recent hurricanes on the Gulf Coast. Wanting to do our share for the environment, we arranged for a recycle bin at the Library that is heavily used.

In 2006 we will see some changes in the leadership of the organization. Several of our existing Board members will continue to serve. **Alan Corlin** will continue as Vice President, **Wayne Pulliam** as Book Sale Chair, and **Dr. Janet Hault** as Membership Chair. **Karen Maggio**, who served this past year as Fundraising Chair, will serve as Treasurer. Several new faces on the Board, although not new to the Friends, will include **Marissa Mead** as Secretary,

### President's Message (Continued)

**Elaine Hirohama** as Program Chair, and **Sandi Levin** as Publication Chair. I am honored to have been asked to continue to serve as your President and it will be a privilege to do so.

This newsletter is filled with details of events and activities for the coming quarter. Your participation is vital and your thoughts and ideas are important to our continued success. I encourage you to get involved and welcome you to join us at our Annual Meeting/Installation Dinner on January 31, 2006. I would like to wish everyone a happy holiday season and look forward to seeing you at Friends of the Library events in the coming year.

### Annual Membership Meeting and Installation Dinner

The Friends' Annual Membership Meeting and Installation Dinner will be held on Tuesday, January 31, 2006 at the **San Gennaro Café** in Culver City. We welcome you to join us for what's sure to be a great event! The price per person for dinner, including tax and gratuity, is \$25.00.

This year we have the great honor of having **Robert Baum**, the great-grandson of L. Frank Baum, the author of the Wizard of Oz, and his wife **Clare Baum** as our special guests. We are thrilled they will be able to join us for this event.

For the second year we are going to have a Silent Auction at our dinner to help raise funds for the Library. We have already received many great items, including gift certificates for local restaurants, fantastic merchandise, books, and much more! The auction will begin at 6:00 PM and our (brief) meeting will begin at 7:00 PM. Dinner will immediately follow the close of the meeting. Please see the dinner menu on the following page.

### Annual Membership Meeting and Installation Dinner Reservation Form

Tuesday, January 31, 2006, 6:00 PM  
San Gennaro Café, 9543 Culver Blvd., Culver City

- \$25 Individual Ticket ~ Please reserve \_\_\_\_ ticket(s)
- I am unable to attend ~ Enclosed is my tax-deductible contribution of \$ \_\_\_\_ (Please print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Enclosed is my check for \$\_\_\_\_ payable to the Culver City Friends of the Library

Kindly RSVP by January 25, 2006  
to Sharon Zeitlin 310-559-1676 or info@ccfol.org

**Mail or bring this form with check to:**

Culver City Friends of the Library  
4975 Overland Avenue, Culver City, CA 90230

## Installation Dinner Menu

A delicious selection of items, presented buffet style, will include:

|              |                                  |
|--------------|----------------------------------|
| Appetizers:  | Bruschetta and Stuffed Mushrooms |
| Main Course: | Caesar Salad                     |
|              | Chicken Picata                   |
|              | Pasta Penne Rigata               |
|              | Pasta Brian                      |
|              | Pizza                            |
|              | Vegetarian Dish                  |
|              | Sauteed Vegetables               |
|              | Bread                            |
| Beverages:   | Non-Alcoholic Beverages          |
| Dessert:     | A Special Surprise!              |

## Selection of 2006 Friends' Executive Board

In our September 2005 newsletter, we announced that nominations were being sought for new Officers and Committee Chairs for the 2006 Executive Board. The filing period for nominations ended on November 8, 2005. In accordance with our bylaws, if more than one candidate seeks an office, either a ballot will be mailed to the membership or a vote will be taken at the Annual Membership Meeting. In the event only one candidate is nominated for a particular position, which occurred in all cases this year, that individual will be selected. Congratulations to the following individuals on their selection as Officers and Board members:

President: **Dr. Sharon Zeitlin**  
Vice President: **Alan Corlin**  
Secretary: **Marissa Mead**  
Treasurer: **Karen Maggio**  
Book Sale Chairperson: **Wayne Pulliam**  
Membership Chairperson: **Dr. Janet Hout**  
Program Chairperson: **Elaine Hirohama**  
Publication Chairperson: **Sandi Levin**

## Thank You

We would like to thank **Bill Heagy** for his service to the Friends. Bill served as Treasurer in 2005, previously served as President, and was an active member for many years prior to that. He and his wife Althea recently moved to Washington.

We also want to thank **Gary Walker**, who served as Publication Chair in 2005. We thank Gary for bringing his terrific journalistic skills to this publication. We look forward to Gary's continued involvement and welcome him to contribute to the newsletter as often as possible!

Finally, we wish to inform the community that **Evelyn Udenyi** has accepted a new position in the City of Commerce. We thank her for her 4 1/2 years of service at the Culver City Julian Dixon Library and wish her all the best.

## Friends' Website - [www.ccfol.org](http://www.ccfol.org)

Be sure to check out the Friends website for information about our events and how to get involved. Check it often as we continually update it with new information and event photos. (Click on "Past Events/Photos" on the left-hand side of the home page to find pictures from previous events).

## Bylaws Amendments

The Executive Board has approved amending the organization's bylaws. Consistent with the existing bylaws, amendments may be adopted by a majority vote at any meeting provided that members have been informed of the proposed changes in the notice of the meeting. Please accept this announcement as notice of the Annual Membership Meeting/Installation Dinner to be held on January 31, 2006 at 6:00 PM where the proposed bylaws amendments will be voted on.

The modifications recommended are to simply eliminate two Board positions - Fundraising Chair, whose duties will be assumed under Program Chair, and Publicity Chair, whose duties will be assumed by the Vice President. These amendments are simply changes on paper to accurately reflect the manner in which the organization functions.

A copy of the proposed bylaws is available for the memberships' review on our website ([www.ccfol.org](http://www.ccfol.org)) and available to review at the Reference Desk at the Library.

## Auction Items Needed

As noted on page 1, we will hold a Silent Auction at our Annual Meeting and Installation Dinner, with all proceeds to benefit our Library. We have already received several wonderful auction items. However, if you would like to donate an item, such as tickets to an event, gift certificates to a restaurant or for a service, or a gift basket, please contact Sharon at 310-559-1676 or [info@ccfol.org](mailto:info@ccfol.org) as soon as possible. You may also drop off the item(s) at the Library. Please mark them "Attention Sharon". Items must be received by January 23, 2006. The more items, the better! We will, of course, acknowledge your individual/company donation in our event program and our next newsletter.

## Executive Board Meetings

The public is invited to attend the Friends' Executive Board meetings. These meetings are held the second Tuesday of each month from 6:30 PM to 7:30 PM in the Culver City Julian Dixon Library Community Room. We welcome involvement from our members and look forward to seeing you at our meetings. If you are unable to attend, feel free to forward your suggestions and ideas to: Culver City Friends of the Library, Attention: Sharon Zeitlin, 4975 Overland Avenue, Culver City, CA 90230 or email us at [info@ccfol.org](mailto:info@ccfol.org).

## Welcome to the Library

The Executive Board wishes to welcome the following staff to the Culver City Julian Dixon Library.

**Laura Frakes** will join the staff in January as the new Community Library Manager. Some of you may remember Laura as she worked at the Culver City Julian Dixon Library from 1990 to 1994 as the Lead Reference Librarian. Her last assignment was the Community Library Manager at the West Hollywood Library.

**Stephen Trumble** began in September as the Lead Reference Librarian. Stephen began his Library career in New York City and has been with the County of Los Angeles since 1999.

**Gwendolyn Stevens** graduated from the UCLA Library program in June 2005 and began work at our Library in July as the Young Adult Librarian.

## JOIN THE FRIENDS

### Friends' Membership

Memberships expire on December 31, 2005. Please take this opportunity to renew your dues! If you are not yet a member, we welcome you to join us; new members can join at any time during the year. Please complete the form below and mail in your dues today!

With membership you receive a Friends membership card that will entitle you to various benefits at local businesses. You will also receive the Friends' quarterly newsletter. In addition, your dues are used to help purchase new books, magazines, CDs, videos, DVDs, and equipment and also to sponsor children's programs, programs featuring well-known speakers, and musical performances.

### Culver City Friends of the Library

#### Membership Form

(Please print)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

MEMBERSHIP CATEGORY (check one):

New  Renewal

TYPE OF MEMBERSHIP (check one):

- Student (under 18 years of age): \$5.00 per year  
 Individual: \$10.00 per year  
 Senior (over 55 years of age): \$5.00 per year  
 Family: \$20.00 per year  
 Business and Organization: \$100.00 per year  
 Lifetime: \$200.00

NAME(S) TO BE PRINTED ON MEMBERSHIP CARD:  
\_\_\_\_\_  
\_\_\_\_\_

DONATION:

I wish to donate \$ \_\_\_\_\_

In memory/honor of: \_\_\_\_\_

TOTAL ENCLOSED TAX-DEDUCTIBLE PAYMENT OF \$ \_\_\_\_\_

Cash

Check payable to the Culver City Friends of the Library

I wish to receive the Friends of the Library quarterly newsletter via:

U.S. Mail  Email

I wish to get involved in the Friends of the Library:

Please contact me at: \_\_\_\_\_

**Please mail or bring this form with payment to:**

Culver City Friends of the Library  
4975 Overland Avenue  
Culver City, CA 90230  
(310) 559-1676

**Thank you!**

Culver City Friends of the Library, a 501(c)(3) non-profit organization, Federal Tax ID #51-0174955

### Friends of the Library Business Partners

Being a member of the Friends of the Library has its perks! Use your Membership Card to get great discounts at the following community businesses:

#### **Batteries Plus in Culver City**

*10% Discount off regularly priced merchandise*

#### **Borders Express in Culver City (Fox Hills Mall)**

*20% Discount off regularly priced merchandise*

(Note Waldenbooks/Brentano's is now Borders Express)

#### **Red Brick Pizza in Culver City**

*10% Discount on food purchases*

*(not valid with coupons, on deliveries, or on specials)*

We are very pleased to announce the following new business partner and thank **Jay Handal**, owner of **San Gennaro Cafe**, for participating in our program.

#### **San Gennaro Café in Culver City**

*Buy one entrée and receive the second entrée of equal or lesser value FREE. Maximum value \$12. Valid Sunday - Thursday only. Not valid holidays or with any other offer.*

**Note:** You must renew your dues to receive your 2006 Membership Card!



### Partner with the Friends

We are seeking additional businesses in the community that would like to partner with us to provide discounts to our members. If you are a business owner or know of a company that might be interested in working with us, please email **Sharon** at [info@ccfol.org](mailto:info@ccfol.org). What a wonderful way to show your support and recognition of the importance of literacy and education in our community. To show our thanks, we will publicize your business in the Friends newsletter and on our website

## HAPPY NEW YEAR!

### Happy Holidays from the Executive Board

The Executive Board of the Culver City Friends of the Library wants to express our warm wishes to all of you for a wonderful holiday season. What better gift for yourself or a loved one than a book (or two) or a Friends T-shirt? The Friends' Book Room, located inside the Library, is open during Library hours with great buys and a variety of titles for your reading pleasure.

Library/Bookstore Hours:

Monday-Thursday: 10:00 AM-8:00 PM

Friday: 10:00 AM-6:00 PM

Saturday: 10:00 AM-5:00 PM

Sunday and Holidays: Closed

## Mark Your Calendar!

### Calendar of Events

#### STORYTIME WITH COUNCILMEMBER ALAN CORLIN

CULVER CITY JULIAN DIXON LIBRARY

TUESDAY, JANUARY 3, 2006 (7:00 PM – 7:50 PM)

**Councilmember Alan Corlin** will read stories and participate in crafts with children and their families.

#### MOZART MUSIC PROGRAM

CULVER CITY JULIAN DIXON LIBRARY

SATURDAY, JANUARY 21, 2006 (3:00 PM – 4:00 PM)

Join the Friends for this fabulous musical performance featuring a surprise guest!

#### PROGRAM ON AGING

CULVER CITY JULIAN DIXON LIBRARY

SATURDAY, JANUARY 28, 2006 (3:00 PM – 4:00 PM)

Come to this informative program conducted by **Edward L. Schneider, M.D.**, national expert on aging.

#### INSTALLATION DINNER/ANNUAL MEETING

SAN GENNARO CAFÉ IN CULVER CITY

TUESDAY, JANUARY 31, 2006 (6:00 PM)

Mark your calendar and RSVP today to attend this fantastic dinner/fundraising event.

#### STORYTIME WITH COUNCILMEMBER ALAN CORLIN AND

#### SPECIAL GUEST MARTHA SIGALL

CULVER CITY JULIAN DIXON LIBRARY

TUESDAY, FEBRUARY 7, 2006 (7:00 PM – 7:50 PM)

Local author and illustrator **Martha Sigall** will join **Councilmember Alan Corlin** for this special story time/craft program.

#### BOOK SALE

CULVER CITY JULIAN DIXON LIBRARY

SATURDAY, FEBRUARY 11, 2006 (9:00 AM – 3:00 PM)

Stop by the Friends' book sale and pick up something special for yourself or a loved one. Just in time for Valentine's Day.

#### NATIONAL BLACK HISTORY MONTH PROGRAM

CULVER CITY JULIAN DIXON LIBRARY

SATURDAY, FEBRUARY 18, 2006 (3:00 PM – 4:00 PM)

Join **Avery Clayton** who will speak to children and adults about Rosa Parks and the American Civil Rights Movement.

#### STORYTIME WITH COUNCILMEMBER ALAN CORLIN

CULVER CITY JULIAN DIXON LIBRARY

TUESDAY, MARCH 7, 2006 (7:00 PM – 7:50 PM)

**Councilmember Alan Corlin** will read Dr. Seuss stories in recognition of Theodor "Dr. Seuss" Geisel's birth anniversary! Participate in a special craft as well.

#### DANCE PROGRAM

CULVER CITY JULIAN DIXON LIBRARY

SATURDAY, MARCH 18, 2006 (3:00 PM – 4:00 PM)

Join the Friends for this entertaining dance program.

Free admission to all the above events

Overflow parking is available at 4909/4911 Overland Avenue, the driveway just North of the Library.

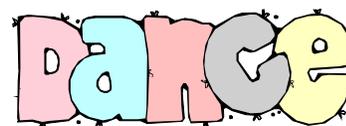
### January: Mozart's Birth Anniversary

In January 1756 Wolfgang Amadeus Mozart was born. In recognition of his 250 year birth anniversary, the Friends will hold a fabulous musical performance on Saturday, January 21<sup>st</sup> from 3:00 – 4:00 PM featuring a surprise guest! This will be a musical performance sure to entertain children and adults.



### February: National Black History Month

The Friends are thrilled to welcome **Avery Clayton** in celebration of National Black History Month. Mr. Clayton is the Executive Director of the Western States Black Research and Educational Center (WSBREC), a non-profit organization that maintains the largest and most substantial collection of rare and historically significant books, documents, films, music, photographs and memorabilia on African American culture and history in the Western United States. Please join us on Saturday, February 18 from 3:00 PM – 4:00 PM to hear Mr. Clayton speak to children and adults about Rosa Parks and the American Civil Rights Movement.



### March: Dance Program

On Saturday, March 18 from 3:00 – 4:00 PM, join the Friends for a fabulous Dance program in recognition of National Dance Day (actual day is March 21). Be sure to attend this program to experience the best in dance. A program children and adults will enjoy!



### Program on Aging

As you know, the staff at the Culver City Julian Dixon Library coordinate fantastic programs for our community. On Saturday, January 28, 2006 at 3:00 PM, the Culver City Julian Dixon Library is proud to present **Dr. Edward L. Schneider**, Dean, University of Southern California School of Gerontology, who will speak on aspects of healthy aging as presented in his book "Ageless, Take Control of Your Age and Stay Youthful for Life." Dr. Schneider is a national expert on aging and his advice for achieving longevity is both informative and encouraging.

We look forward to terrific programs in February and March as well! Check for flyers in the Library for more information.

## Story Time and Crafts: First Tuesday of the Month

The first Tuesday of each month from 7:00 PM – 7:50 PM, Councilmember Alan Corlin reads to and does crafts with the children. Often he is joined by prominent guests. The schedule for the first quarter of 2006 is as follows:

**January 3:** To commemorate A.A. Milne's Birth Anniversary (January 18), the author of the Winnie the Pooh Books, join **Councilmember Alan Corlin** for this very special story time and craft program.

**February 7:** In celebration of "Children's Authors and Illustrators Week", we welcome you to join local author and illustrator **Martha Sigall**. Martha illustrated the very famous Tweety Bird and will teach children to draw this fabulous character! Martha has also authored a book entitled "Living Life Inside the Lines: Tales from the Golden Age of Animation" which will be available for purchase at the event. She has also graciously agreed to autograph her book.

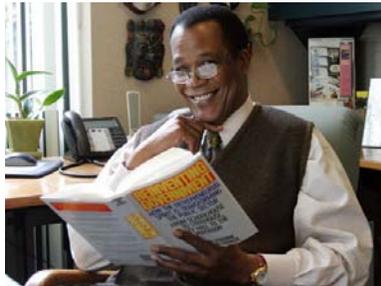
**March 7:** In recognition of Theodor "Dr. Seuss" Geisel's Birth Anniversary (March 2), come hear **Councilmember Alan Corlin** read the charming Dr. Seuss books.

## Book Sale

On Saturday, February 11 from 9:00 AM – 3:00 PM, the Friends will hold a huge book sale at the Culver City Julian Dixon Library. Pick up something special for your loved one for Valentine's Day! Come early for the best selections. If you are interested in volunteering, call Alan at 310-398-8538.

## Get Caught Reading

Check out the Friends display case in the lobby of the Library to see who "Gets Caught Reading" each month!



Hint for January: Culver City's Information Technology Manager **John Richo** will be featured in recognition of "National Clean-Up Your Computer Month".

## The Gift of Giving

The Friends would like to thank the Community for their generous donations to the Library over the past year. Your donations make it possible to purchase library materials and to fund special programs for the Library. Please continue to donate your books, magazines, videos, CDs, DVDs, audiobooks, and of course cash donations are most appreciated. You may drop off your donations in the Friends book drop located in the loading area in the Library parking lot. If you have items you would like to donate and need assistance getting them to the Library, please contact Alan at 310-398-8538. Thank you!

## Summary of 2005 4<sup>th</sup> Quarter Events

On Saturday, October 15, Culver City **Fire Chief Jeff Eastman**, firefighters **Jorge Kurowski, Dave White, Steve Rankin, Ray Hendrick, Brian Savage, Mike Serlato, Jim McPhillips**, and **Kevin Shin**, and their mascot "**Sparky**" led a very important program in recognition of Fire Prevention Month. In addition to learning valuable safety tips, children and adults had an opportunity to become familiar with firefighter equipment and to sit on the fire truck.

**Chief Eastman** has promoted fire safety and the importance of emergency preparedness in our community and we'd like to help. Attached are reprints of recent press releases issued by the Fire Department. Please review this important information and keep for future reference.

On Saturday, November 19, **Norman Jones** of "**Rhythm Child**" led a fantastic program in recognition of Drum Month. Over 100 children and adults came out to participate in a community drum circle. If you missed the program, you can still hear the fantastic drumming. A video is available on the Friends' website ([www.ccfol.org](http://www.ccfol.org)).

On Saturday, December 17, the **Culver City Police Officers Association** arranged for their Santa sleigh to make a special stop at the Library. Santa and his helpers visited with children, gave out small gifts and were available for photos. The Friends also collected new books and toys for children who have been displaced by the recent Hurricanes on the Gulf Coast. Thanks to everyone who so generously gave.



## Volunteer in the Book Room

Do you have an extra two or three hours a week to work in the Friends' Book Sale room? **Wayne Pulliam**, with the assistance of the Library staff, has been doing an outstanding job of keeping the shelves stocked and the room organized. However, with the number of donations we receive, we need additional assistance. If you are interested, please contact Wayne at 310-559-1676 or [info@ccfol.org](mailto:info@ccfol.org).

## Newsletter Editors

Gary Walker and Dr. Sharon Zeitlin

# Culver City Friends of the Library Annual Membership Meeting and Installation Dinner

The Friends' Annual Membership Meeting and Installation Dinner  
will be held on Tuesday, January 31, 2006, 6:00 PM  
at the San Gennaro Cafe in Culver City.

We welcome you to join us for  
what's sure to be a great event!

## Special Guests

Robert Baum,  
Great-grandson of L. Frank Baum the author of the Wizard of Oz,  
and his wife Clare Baum

## Auction

Gift Certificates for Local Restaurants and Stores,  
Fantastic Merchandise, Gift Baskets Filled with Fabulous Items, Books, and Much More!

### Annual Membership Meeting and Installation Dinner Reservation Form

Tuesday, January 31, 2006, 6:00 PM  
San Gennaro Cafe  
9543 Culver Blvd., Culver City

- \$25 Individual Ticket ~ Please reserve \_\_\_\_\_ ticket(s)
- I am unable to attend ~ Enclosed is my tax-deductible contribution of \$\_\_\_\_\_

(PLEASE PRINT)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Enclosed is my check for \$\_\_\_\_\_ payable to the Culver  
City Friends of the Library

Kindly RSVP by January 25, 2006  
to Sharon Zeitlin 310-559-1676 or info@ccfol.org

**Mail or bring this form with check to:**  
Culver City Friends of the Library  
4975 Overland Avenue  
Culver City, CA 90230

## MENU

A delicious selection of items, presented  
buffet style, will include:

- |              |  |
|--------------|--|
| Appetizers:  | Bruschetta<br>Stuffed Mushrooms  |
| Main Course: | Caesar Salad<br>Chicken Picata<br>Pasta Penne Rigata<br>Pasta Brian<br>Pizza<br>Vegetarian Dish<br>Sauteed Vegetables<br>Bread |
| Beverages:   | Non-Alcoholic Beverages  |
| Dessert:     | A Special Surprise!  |

## AUCTION ITEMS

If you are interested in donating an auction item,  
such as tickets to an event, gift certificates to a  
restaurant or for a service, or a gift basket, please  
contact Sharon at 310-559-1676 or info@ccfol.org  
or drop off the item(s) at the Library marked  
"Attention Sharon". We need the items by January  
23, 2006 for acknowledgement in our Program.

## **EIGHT RECENT CULVER CITY FIRE DEPARTMENT PRESS RELEASES ON EMERGENCY PREPAREDNESS**

As noted previously in this Newsletter, in October **Fire Chief Jeff Eastman** gave a presentation at the Library in recognition of Fire Prevention Month. In addition, over the past several months, **Chief Eastman**, via **Public Information Officer Captain Bill Bischoff**, has released several press releases on emergency preparedness. Given the Fire Department's valuable contribution to the Friends' programs, and the important information provided in these articles, we are reprinting them here for community members who may have missed them. Please take a moment to review the recommendations and activities of our Fire Department to best prepare yourself, family members, employees, co-workers, and friends in the event of a local disaster. Be sure to check out the websites referenced as well.

### **1. CULVER CITY FIRE CHIEF URGES RESIDENTS TO PREPARE FOR LOCAL DISASTERS (9/19/05)**

Fire Chief Jeff Eastman is asking that its citizens be prepared in the event of a local disaster. As witnessed in the Gulf States, help from emergency agencies may not be available immediately in the wake of a large disaster. In this article, first in a series, Chief Eastman and the Culver City Fire Dept. will outline steps that residents can take to help them get through the first few days following a large event.

The most important step is for residents to store enough food and water to last at least 3 days for each person in the home. Allow at least 1 gallon of water per day for each person, with stored food being non-perishable, and requiring no preparation or cooking. Choose foods that your family will eat and remember to pack a manual can-opener and eating utensils. Another important item is a first-aid kit. This should include band-aids, antibiotic ointment, sterile dressings, and any medication taken by family members.

Detailed lists for disaster preparation storage are available at the websites for the Federal Emergency Management Agency ([www.ready.gov](http://www.ready.gov)) and the American Red Cross ([www.redcross.org](http://www.redcross.org)). Next week's article will outline steps that residents can take to shut off utilities to reduce hazards following a disaster, and provide information about Culver City's Citizen Emergency Response Team (CERT).

### **2. CULVER FIRE DEPARTMENT OUTLINES HOME UTILITY SAFETY (9/23/05)**

Fire Chief Jeff Eastman wants to remind the residents and businesses of Culver City that following an earthquake or other large disaster, it may take some time before emergency services are available to assist with individual needs. Therefore it is vitally important that the community prepare ahead of time to assist themselves in the early stages of a disaster. This article, second in a series, will offer the community information about shutting off utilities in their homes, and information about Culver City's Citizen Emergency Response Team (CERT).

The first step is to locate the shut offs for gas, water, and electricity. Most homes and businesses have their utility meters located on the outside the structure. The gas meter is equipped with a ¼-turn valve that interrupts gas flow when turned 90 degrees. Closing the valve may require an adjustable wrench, which can be attached to the meter for use in an emergency. Your gas company will help you restore service after a shut off. Additional information regarding gas shut offs can be found at [www.socalgas.com/safety](http://www.socalgas.com/safety).

The electrical service should be shut off at the main electrical panel for the building. Normally this is located directly below the overhead wires coming into the building. For safety reasons, smaller breaker switches should always be shut off before switching off the main breaker. Water meters are usually located in a marked ground vault outside a building, so take the time now to find its location. The water meter may also have a ¼-turn shut off requiring an adjustable wrench. If you have trouble finding your utility shut offs, contact your utility provider for location and shut off information.

Culver City residents and workers can learn about utility shut offs and much more by joining Culver City's Citizen Emergency Response Team (CERT). CERT members undergo training that includes a variety of topics such as Disaster Response and First Aid, Fire Suppression and Search and Rescue. CERT training is 22 hours spread over four sessions. Over 300 CERT members have been trained since the program was established in 1997. Assistant Fire Chief Chris Sellers states that "Our CERT members will play a vital role, especially in the early stages of a major disaster in Culver City. CERT members are responsible for securing their own homes and then assisting their neighbors." For more information about CERT, visit their webpage at [www.culvercitycert.org](http://www.culvercitycert.org).

### **3. CULVER CITY BUSINESSES SHOULD PREPARE FOR DISASTERS (10/9/05)**

As public attention is being focused on preparing for disasters at home, local businesses are also urged to take steps to lessen the impact of a catastrophic event. By making preparations ahead of time, businesses can more easily maintain or restore normal operations. This article, third in a series, outlines steps that business owners can take before a disaster puts them at risk.

Businesses should begin by reviewing their insurance policies to ensure adequate protection against natural and man-made disasters. Business owners should also take steps to protect important information such as payroll, billing, supplier and vendor records, by keeping them in a water and fireproof case. A duplicate set of records should be kept off-site. Another safeguard is to identify suppliers, shippers and other resources used regularly, and to develop a list of alternate businesses that can be used if a disaster shuts down a key supplier.

Businesses should develop emergency plans that include evacuation routes, off-site rendezvous points, and out-of-area emergency contacts for verifying location and status of employees following an event. The emergency plan should be reinforced through regular drills and reviews. As with home planning, businesses should try to provide food and water for at least three days for all regular employees, with provisions for special needs such as medications or disabilities. First-aid supplies, flashlights and a portable radio with batteries should also be provided.

For more information on disaster preparation visit [www.culvercity.org](http://www.culvercity.org) and follow the link to the Fire Department page and click on the Emergency Preparedness beacon on the upper right of the screen.

### **4. CCARES WILL HELP KEEP CULVER CITY TALKING DURING A DISASTER (10/31/05)**

Culver City Fire Chief Jeff Eastman expects his personnel to continue providing emergency services in the event of any disaster. But how can units communicate when there is a telephone communication system failure, as experienced recently in Huntington Beach? This article, fourth in a series, discusses one way the Culver City Fire Department plans to keep talking during a disaster that interrupts phone services.

Chief Eastman intends to rely upon a group of volunteers, specifically members of the Culver City Amateur Radio Emergency Services (CCARES). CCARES is an organization of people trained in the use of HAM (short-wave) radios. These radios allow their operators to communicate with local sites as well as sites around the world. In fact, most of the early news reports about last year's devastating Tsunami contained information collected by HAM radio operators. In the event of a local disaster, CCARES members may be called upon to establish vital communications links throughout the City of Culver City. CCARES members will activate their Emergency Operations Center (EOC), where they will receive information and damage assessments from members in the field. This information will be relayed to the Fire Department and other city officials within the City's own EOC.

The radio equipment used by CCARES is normally battery-operated and portable, making it unaffected by power outages, and usable in a variety of environments. In fact, HAM radio operators have provided the communication infrastructure for most major disasters, beginning with the sinking of the Titanic in 1912, and most recently for the hurricanes along the Gulf coast, according to CCARES spokesman Bob Pine. Each member is licensed to operate HAM radio equipment by the Federal Communication Commission (FCC), and most take part in weekly training exercises. CCARES boasts 68 members, and has been in existence since the early 1990s. For more information about CCARES, go to their website at [www.ccares.net](http://www.ccares.net)

#### **5. CULVER CITY FIRE DEPARTMENT TO HOLD COMMUNITY-WIDE DISASTER DRILL (11/3/05)**

The Culver City Fire Department is looking forward to its first community-wide disaster drill, to be held December 7, 2005, at 7:00 pm. The exercise is aimed at helping residents and merchants develop and practice their home and business disaster plans and check their disaster supplies. One of the lessons learned in the wake of Hurricane Katrina was that assistance from emergency responders may be delayed for hours or days following an unexpected disaster. Fire Chief Jeff Eastman believes that the efforts taken in helping the community prepare for, and participate in this drill, will pay off by making the community better able to function in the early stages of a disaster.

Information about the upcoming drill will be distributed through weekly articles in the local press, and through a series of meetings with neighborhood and business groups. Printed information will also be available at City Hall and at each Culver City Fire Station. Guidelines for establishing a home disaster plan and other emergency preparation steps can be found by accessing the home page for the City of Culver City, at [www.culvercity.org](http://www.culvercity.org), and following the links to the Fire Department page.

#### **6. CULVER CITY DISASTER DRILL WILL TEST POPULATION READINESS (11/12/05)**

As Culver City Fire Department's community-wide disaster drill approaches, steps have been taken to make participation even easier. Fire Inspector Christine Parra is coordinating the December 7th drill. She explains, "This exercise is aimed at testing the readiness of residents and businesses to fend for themselves in the early hours of a major disaster." Complete information about the upcoming drill, disaster preparation, home disaster kits, and family communication plans can be found on the home page for the City of Culver City, at [www.culvercity.org](http://www.culvercity.org).

An additional tool for use in an emergency is the "OK" sign. This sign can be downloaded at the web site listed above, and printed on a normal sheet of paper. The large black letters **O** and **K** are visible from several yards away, and when it is posted in a window or on a door, the "OK" sign tells rescue personnel that the residents or workers at that location are "OK" and accounted for. Obviously, the sign should not be posted if people are injured, trapped or missing. The use of the "OK" sign will allow rescuers to bypass homes that would otherwise have to be searched, saving time and effort in the early hours following a disaster.

#### **7. CULVER CITY FIRE DEPARTMENT PARTICIPATES IN MULTI-AGENCY HIGH RISE DRILL (11/21/05)**

Culver City Firefighters, together with fire and law enforcement personnel from Beverly Hills, Santa Monica, LA City and LA County, participated in a massive exercise last Sunday in Century City. The exercise tested and improved cooperation between local fire jurisdictions, police and other agencies. The event simulated a fire on the upper floors of a high-rise building coupled with terrorist activity inside the building. Culver City Firefighters were involved in evacuation of the building and providing medical treatment for approximately 50 injured patients. The scenario lasted over 3 hours and utilized over 50 fire companies and nearly 100 law enforcement personnel.

#### **8. CULVER CITY DISASTER DRILL DRAWS STRONG PARTICIPATION (12/7/05)**

Culver City's community-wide disaster drill was held tonight, and lasted for one hour. At 7:00 pm, the Culver City Fire Department declared a major local disaster, affecting the entire city. For one hour residents and businesses were asked to check their disaster supply kits, practice their disaster plans and post an "OK" sign in a window to show participation. Fire department units were sent to patrol throughout the city, looking for signs of participation and answering questions of the residents.

At the same time, members from Culver City's Citizen Emergency Response Teams (CERT) and from the Culver City Amateur Radio Emergency Services (CCARES) divided the city into 24 districts, which were systematically searched. CERT and CCARES members checked for signs of participation and relayed their findings to the CCARES command vehicle located in Carlson Park, adjacent to the Fire Department Command Post. This information was then passed on to the Fire Department, much as it would be in a real disaster.

Prior to tonight, over 10,000 flyers announcing the drill were distributed to city residents, businesses and schools, and Culver City's webpage received over 600 hits on the disaster preparation links. These figures made the drill a success before it even began, according to Culver City Fire Chief Jeff Eastman, citing the goal of the drill as increasing public awareness of disaster preparation. Official observers involved in the drill included Chief Administrative Officer Jerry Fulwood, and City Council Member Carol Gross.

CERT and CCARES members involved in the drill numbered approximately 125 total, while fire department personnel added 29 more. Early estimates of the number of residents and businesses participating in the drill ranged from 2000 to 4000, based on rough figures compiled by CERT and CCARES members while canvassing the city. Chief Eastman expressed his gratitude to the members involved in the drill from CERT, CCARES, and the fire department. He also extended his thanks to the members of the public who participated and made the exercise a success.