

## Disaster preparedness meeting September 17, 2013

Present: Robert, Pine-Ocean, Jotai

Agenda: future goals survey, sizing generator, resident meeting discussions.

### Sizing Generator:

Kilowatt appliance measurement device discussed. It was suggested that amperage requirements for a small refrigerator in the Pundarika laundry room might be measured. The Pundarika refrigerator in the laundry room is small, consumes little power, and would be ideal for storing medications in event of emergency.

### Use of Resident Meetings:

For discussion of resident concerns, it should be noted every third meeting is a business meeting, and therefore the window for resident discussions at meetings is every 18 weeks. The next business meeting will take place in late November/December. Council meetings are too structured for talk and counter-talk required by topic of disaster preparedness.

Calling meetings for the purpose of discussing a specific topic may be available option, e.g., for guns discussion, so long as it was understood that the meeting would be for discussion only, and for providing recommendations to a larger body of residents, and not binding in terms of policy.

### Future Goals Survey

It was decided as a way of prioritizing tasks for future goals that tasks with a numerical weighted value greater than seven would be prioritized. Range of scores vary from 1 to 10. One of the surveys highest priorities (see attached survey results) were training day managers and emergency managers.

Currently there are seven active managers, and roughly 15 potential day managers. The issue of training arose in meeting. The strategy would be to train the managers first. The group of emergency managers and day managers is large enough to be trained as a separate group and practice as a group without having residents present. Later, after the managers are trained, residents can be brought into the loop.

### Action items:

Jotai will follow up with persons who have not submitted survey results.

Pine ocean will follow up with survey results compilation and summary.

Next meeting: October 1 Tuesday 12 PM.

## Disaster preparedness minutes September 3, 2013

Present: Jotai, Robert, Pine-Ocean

Discussion was open-ended, covering topics of the survey, and included feedback from Roshi concerning the survey.

Highlights of the discussion included the following:

When you have a major liability like a structure deficit, being vulnerable to earthquakes, you don't want a huge liability to go unattended. It creates insurance risks, and may serve our community better in the long run if attended to and given priority. Tim Zamora is an architect, and can do basic visual checks, e.g., to determine if foundation is attached, to determine if there is a need for an expert to do consultation concerning foundation safety for our buildings.

Door form – Roshi had a question concerning the door form, will be helpful to place a copy in her mailbox. Pine ocean will follow up.

Fire ladder in the Pine House – Robert and Pine Ocean went to inspect the window on the north side of the Pine House that has a clear drop to the ground. The security grating will need to be removed for the ladder to be useful. Pine ocean will contact Roshi concerning whether or not that window would be a favorable location to for her to store the fire ladder.

Newcomers – it is important that new residents and employees be briefed concerning safety procedures, e.g., need for residents to accumulate their own supplies of food and water, emergency preparedness kits, door forms, etc. The Buddha Hand Council will be in the best position to provide a review of needed items in their orientation package. Follow up with Enduring Vow will be helpful.

It may be to attend one of your meetings and it is as preparedness meeting to walk around with all of us or maybe we could do walk around with him at his convenience.

The current set of task cards available for managers to act upon in the aftermath of an emergency does not include a card for a phone tree. The phone tree will be a necessary component for communicating nature of an emergency to necessary parties. While we may not want to utilize a phone tree response for small situations like the Pundarika water outage that recently occurred, it will be important for communication purposes for emergency managers to be aware among themselves of these situations.

The task cards may best to be utilized for a disaster aftermath.

Note to newcomers. They should be alerted to copy the first page in the manual, it should be included and their welcoming packet. The shells be alerted to the presence the need for disaster preparedness manual's in their apartment in case they have not received one.

Keys – whether it be advisable to maintain a complete set of keys for all the apartments in one place was discussed. Robert presently keeps all the keys for Nilopala; the Pundarika keys, however, are kept behind locked doors, and once found, a list of the keys requires deciphering in order to identify which key belongs to which resident. In other words, the system is cumbersome, and unwieldy for emergency purposes.

Alternatives were discussed. One alternative would be to give copies of the Pundarika keys to Robert to keep, and Jotai and Pine Ocean could keep the key to Robert's apartment in case he were unavailable. There are risks and benefits to keeping copies of the keys; the benefits include a quick response in case of emergency, risks include if Robert's apartment were burglarized many locks would need to be rekeyed.

It was also discussed that as things stand, locks are not changed as a matter of policy when a resident leaves and a new resident take their apartment. This may be a security issue. Although locks are not routinely rekeyed when new residents arrive, they may have them rekeyed if they wish if they have concerns about this.

Roshi gave high priority to identifying personal versus Zen center responsibilities among the residents. A discussion could occur on this topic at resident councils business meetings. Business meetings occur four times a year.

It was suggested that at the next couple of meetings, we prioritize discussion of an open-ended sort of goals and tasks, using the survey responses to identify future goals.

Disaster preparedness minutes August 6, 2013

Present: Jotai, Robert, Pine-Ocean.

Generator – The benefits and disadvantages of installing an adapter on the Sangha house for the generator were discussed. It was decided to rely upon power cords rather than an adapter to deliver power to appliances.

Generator fuel supply – benefits and risks of storing gasoline were discussed, it was decided that propane makes a safer fuel source, and that the generator purchased should be of a type that uses propane rather than gasoline. Robert will look into propane generators and inform the committee of his findings. Pine-Ocean will make changes in the proposal.

The purchase of a wattage measuring device such as "Kill-a-watt" was proposed, was decided that measuring the requirements of appliances in terms of wattage would be useful to know, and this item was added to the budget to the proposal for the generator. The cost will be roughly \$25.

Water cistern proposal – Robert and Pine Ocean did a walk around after the meeting, and looked at the various sites proposed in the Nilopala building area for placement of the cistern. The Nilopala laundry room appeared to have adequate space to install a water cistern next to the washing machines, and the proposed location of the water cistern will be changed from the laundry room to the Nilotpala apartment building laundry room. PO will send a memo to the Nilotpala residents notifying them that a water cistern will be installed in the laundry room if the proposal is approved. The number of cisterns requested in the proposal will also be reduced from two to one.

Emergency managers meeting – Wednesday, August 21 at 6 PM was agreed upon as the proposed time and date for the meeting. A memo inviting emergency managers to attend will be sent to Roshi, Faith Mind, Gessho, Jitsujo, and Yudo.

Next meeting: August 20 12 PM.

DP Minutes meeting 07/09/13

Present: Jotai, Pine-Ocean, Robert

Fire drill review: for the next fire drill Jotai suggested that we try a nighttime drill with the extended Sangha present. PO also thought it would be good to do a trial run with some items on the emergency task list, e.g., assigning people to perform a dry run of given tasks, e.g., checking water, electricity, gas mains.

Task cards will be discussed at the next meeting. Ideas from task cards from previous collection instituted by Gemmon in 2009 will be compared. The entire task list will be reviewed with an eye toward looking for additions of actions to take in immediate aftermath of a disaster. After the task list is complete, task cards will be fabricated for each item on the task list. The cards will be ready by the time a managers meeting is held.

A memo suggesting that Robert be added to the managers group will be sent to Roshi. The complete new list will include Faith Mind, Gessho, Jotai, Jitsujo, pine ocean, and Robert.

Proposal for generator – Completion of a formal proposal will be required; Jotai will send pine ocean a blank copy to complete, using text previously drafted and discussed, after which the proposal will go to the executive circle for approval. Pine ocean will present a leaner draft of the generator proposal at the meeting of the manager's group.

The generator proposal will not include specific model, but will address instead a specific amount needed for purchase of a generator, to allow more flexibility for purchase of a generator. With this approach, more flexibility will be possible when selecting a generator for purchase if the proposal is approved.

Proposal for water cisterns -- As with the generator proposal, it will be necessary to complete a formal proposal; Jotai will send pine ocean a blank copy to complete, using text previously drafted and discussed. The proposal will then go to the executive circle for approval. Jotai will present the proposal to the EC. Pine ocean will present a leaner draft of the cistern proposal to the Manager's group for review at that meeting.

Future goals will be discussed at the next meeting. As an exercise in "imagineering," it will be important to add tasks to our present list; we may not be able to anticipate every contingency, but we want to anticipate as many as we can that serve the Sangha's safety. PO submitted a sampling of tasks for consideration before the next meeting, hard copies were distributed; if you would like a digital copy, let me know and I will send one.

Guests would benefit from having a short list of reminders of what to do if disaster occurs. Yudo has agreed to write a short list to give to guests.

Memos will be dated from here on using dates in footers so as not to be confused with earlier memos.

Next meeting date Tuesday, August 6 12 PM in library.

DP Minutes meeting 07/09/13

Present: Jotai, Pine-Ocean

Notes:

New Member: Robert Diaz will be joining the circle, (good news, welcome Robert)

Discussed specific tasks to accomplish during drill 07/10/13 and follow up.

Reviewed memo to Roshi requesting list of persons to be given emergency management responsibilities (PO).

Topic list for meeting with emergency managers discussed. PO will draft and send to Roshi for feedback.

Phone Tree – amendments suggested by Jotai, he will follow up.

Future DP projects: discussed, will revisit next meeting

Request for residents cisterns will be revised downwards from 4 cisterns to 2 cisterns. Cistern purchase will be brought up for discussion at proposed meeting with emergency managers. PO will revise handout for presentation and forwarding to Roshi.

Generator request to EC. Jotai will follow up.

Need to get new manuals into the guest room common areas, the Dharma Hall needs a replacement manual, the Buddha Hall guest area needs a replacement, the Zendo and the Sangha house areas may need them as well.

Next Meeting: Tuesday, July 23<sup>rd</sup>, 1 p.m. in DH library.

DP MINUTES  
06/19/13

Present: Pine Ocean, Jotai

Agenda:

Sound of the alarm for drill  
Processing drill results  
Weekend drill  
Next Meeting

Sound of the drill alarm:

Need to send reminders that the sound of the alarm will be a loud continuous ringing of the Jizo garden bell. This needs to be identified clearly as an emergency signal, and people need to know that they will hear it before the drill at 5:30 PM on July 10. Tom will prepare a memo.

Processing drill results with residents:

After the fire drill will be a good time to give feedback to the stewards, and to the persons who participate, e.g., escape route issues. Will wooden stairs, for example, be intact after a strong quake? Persons who do not have many escape route options who live on the upstairs may want to get ladders, e.g., Mukey, luminous heart, Susanna. The idea of the feedback is to get residents thinking about what they would do during a quake, what obstacles they may encounter, how to get around the obstacles, e.g., can they go to the courtyard, or is there a better way? Will be useful to do a recap of these issues after the drill, these are questions to pose, e.g., how would you get to the meeting spot? Keep questions open-ended.

Weekend Drill:

Will be useful to consider the drill on a weekend, when extended Sangha is present. It may be possible to alert persons in the extended Sangha through a Dharma flash, or possibly a waterwheel article. Would be useful to have a drill that involves extended Sangha so we know the issues ahead of time, if a real emergency should occur.

Next meeting: Tuesday, July 3, 1 PM. At that time we will practice using the steward format meeting with five minutes sitting time before the commencement of the meeting business.

## Disaster Preparedness Minutes June 5, 2013

Present: Patricia Pfof, Jotai Webb, Tom Pine Ocean Cleary (note taker and facilitator)

### Agenda:

Review of memo/flyer for fire extinguisher training Wednesday, July 10

Follow-up memo concerning fire drill

Proposed meeting with emergency managers

Proposed amendments to list of persons for management responsibilities in event of disaster

Phone tree

Resignation of Patricia Pfof

Memo to Sangha requesting new members for the disaster preparedness circle

DP locker inspection

Next meeting date

Review of memo/flyer for fire extinguisher training and fire drill Wednesday, July 10:

Suggestions for editing text will be incorporated into a new draft and distributed by Pine Ocean in the next week to residents.

Follow-up memo concerning fire drill in addition to announcement of training and fire drill:

A second follow-up memo concerning the fire drill will be needed to inform residents who will need specific information about drill components. Pine Ocean agreed to draft a memo before the next meeting date to inform residents.

Proposed meeting with emergency managers:

Meeting with emergency managers was discussed, specifically for purpose of discussing tasks for managers to execute in wake of the disaster. Pine Ocean agreed to draft a memo before next meeting of DP circle in two weeks. ZCLA stewardship meeting format will be followed when meeting takes place.

Proposed amendments to list of persons for management responsibilities in event of disaster:

Amendments to list of persons for management in event of disaster was reviewed. Suggestions were made to include Faith Mind and Jotai. Pine Ocean will draft a memo before next DP meeting to send to Roshi with suggestions.

Emergency contact information in ZCLA database may require updating:

Jotai will follow-up with memo to residents.

Phone tree:

Including a phone tree as a revisions for disaster preparedness manual was discussed.

Resignation of Patricia Pfof from DP:

Patricia Fost elected to discontinue participation in the disaster preparedness group. The possibility of sending a letter to residents requesting residents consider joining the disaster

preparedness circle was discussed. Pine Ocean will draft a memo including a review of disaster preparedness progress to date.

DP locker inspection:

Jotai and Patricia accompanied Pine Ocean on inspection tour of DP locker.

Next meeting date:

Wednesday June 19 at 2 p.m.

## Minutes for Disaster Preparedness Meeting – August 27, 2012

Participants Present: Patricia Pfost, Matthew Goodman, Tara Jiho Sterling, Tom Pine Ocean Cleary

Agenda: topics included introductions, ideas for forming a support network, past progress.

Jiho discussed past DP progress. She also discussed:

- the need to include other groups in the neighborhood, e.g., St. Mary's Church, in outreach efforts in event of a calamity or emergency. She used as example the day of Dana sponsored by The Zen Ctr., Los Angeles every winter.

Patricia spoke of her experience as chief administrator for a New York-based delivery network for medical services and information. She suggested:

- ways to facilitate DP education could include web chats, threads of dialogue conveying concerns of residents and nonresidents.
- enlarging the group to include non-DP circle persons, who would participate as contacts in a support network, rather than as full-fledged members of the DP group at ZCLA. These persons could be invited to regular DP meetings, and would attend for the purpose of simple exchange of information. Patricia suggested incorporating contacts, where nothing is expected.
- Disaster preparedness committee members would be different in that they have pledged to work as part of the team and accepted responsibilities specific to this purpose.

Matthew spoke of his background with tornado alerts in Michigan, where he has recently moved from. His comments included:

- discussing how newcomers to the Zen center can be made of aware of DP issues and have questions answered concerning the DP program at ZCLA.
- recent hate crimes involving non Buddhist centers, e.g., the recent attack on a Sikh temple, could be a concern for future DP discussion.
- having annual review of DP matters at a resident council or business meeting.

Tom spoke of the need to prepare for disaster by forming a support network at ZCLA and raised the following points:

- skills can prove valuable contributions; when combined with others' skills, however, effective solutions to DP problems become more likely.
- the need to identify special needs, such as the elderly or persons with disabilities. If persons with special needs decline to participate, we should consider how best to help them through challenging times.
- After recent disasters such as the stock market collapse, the earthquake in Haiti, the Gulf oil spill, Hurricane Katrina, the Indian Ocean tsunami, to name but a few, individuals have become more receptive to the idea of forming networks and establishing proactive planning groups for catastrophes, both widespread catastrophes and more localized ones.
- Copies of the new edition of the Red book were distributed for reading for next time.

Next Meeting: Monday 9/10 2 p.m.



## Emergency Preparedness Minutes

December 7, 2011

Present: Jiho, Mugen, Pine Ocean

Agenda: posting web files, caring for Zen center animals, Dharma flash and Waterwheel publications, topics for upcoming resident Council, protecting and extending fuel supply, reclaiming water from nonresident building water heaters, Kanzeon room candles, disinfecting water supply.

Online posting – The executive circle has requested that emergency preparedness notes be posted online. Relevant text for web postings was discussed, and text will be sent to Mukey for posting.

Residents Council – upcoming January 27, 2012 -We have a backlog of topics to present including:

Dharma flashes  
door form  
phone tree  
cardiopulmonary resuscitation classes  
sharing apartment keys or having emergency building manager hold copies

Jiho will present on these topics and gain feedback from the resident community.

Fuel supply – a product can be bought to delay degradation of gasoline supplies. Mugen will bring a copy of the product description next time.

The north side of the laundry room was discussed as a storage place for the fuel since it tends to be cool in temperature there.

Water supply – nonresident buildings have water heaters containing water that might be reclaimed in event of loss of water supply. Mugen will look at these buildings water heaters and follow-up with the EP. Jiho suggested we produce a laminated reference guide on shutting off Pundarika water heaters that could be located next to each of the water heaters.

Kanzeon room candles – extinguishing candle flames will be added to emergency protocol as first response in event of quake or other emergency. Earthquake putty was suggested for securing candle fixture.

Zen center animals – add to the topic list for future discussion – caring for the Zen center animals – food, water, veterinary records. Items will be added to Dharma flash list and to file concerning personal responsibility versus Zen center responsibilities.

Distribution of Dharma flashes – P.O. will speak with Senshin and with Dharma joy regarding Water Wheel notifications.

Next meeting –

Topics for the next meeting will include:

disinfecting water supplies

review of hand-cranked radio and cell phone charger  
methods to extend and protect fuel supply  
personal versus Zen center responsibilities in event of emergency

Mugen leaves for Connecticut January 5, returns February 14. Jiho leaves January 1 and returns January 7.

## EP minutes November 16, 2011

Present: Mugen, Jiho Pine Ocean

Agenda items covered: water cisterns, sanitation system, food and menu, phone tree copies, saws and crowbars, generator purchase, first aid kits, canopies and tarps, budget presentation of emergency preparedness products.

Water cistern – Costco offers a cistern with pump and necessary accessories called the "Shelf Reliance 55 gallon barrel water storage system" that includes a food grade water barrel, siphon pump, bung wrench, and water treatment solution. The price is \$109.99, item number 557901. This price includes all necessary means to store and access healthy water, and can store clean drinking water for up to five years using water treatment solution. Since the food supply will need to be rehydrated, it was agreed that a second water cistern will be requested in the budget.

Luggable Loo -- portable 5 gallon toilet by Reliance company price \$21.98. Toilet deodorant packages "Reliance Products Bio Blue Toilet Deodorant (12 Pack)" cost \$7.43.

Food and Menu – Costco offers the "Chefs Banquet Ark One Month Food Storage Supply."

Food storage meals allow three 2100 cal meals per day for 10 adults for three days. No MSG or high fructose corn syrup. Food items are stored in a 6 gallon weatherproof bucket. Two of these items will significantly extend the food supply that we already have in place. A second bucket is available in a vegetarian option. Foodstuffs will last up to 20 years. Food items stored this way require rehydration when cooked and typically require 20 min. cooking time.

A new storage option of placing the buckets in the long corridor behind the laundry room was introduced. Pine ocean will follow-up with a temperature reading.

Options for cooking were discussed last time, it was decided that a butane stove (see inventory of items for purchase) would work. In addition, an electric hot plate powered by a generator may be a good option as well.

Food bars as a supplement her also available for individuals who may wish to purchase them. Food bars are 400 cal, three bars will yield 1200 cal. daily. The food bar option can be sent out as a Dharma flash, and will be added to the list of potential Dharma flash topics.

Phone trees - Mugen says that in order to create neat little drawings of the phone tree in the word program, go to word and press "insert shapes" and then press "insert text." Since an emergency manager may be unavailable or off-campus in event of a problem, emergency phone trees will be shared between the three of us.

Saws and crowbars --Charles recommends shorter saws for easier handling and use. Home Depot saws were reviewed. The following entries were from notes from Pine Ocean's trip to Home Depot.

Husky 15 inch saw – "aggressive" 9 point crosscut saw. Costs \$9.94. With the holder (a sleeve for the saw) costs \$14.94

Stanley Hard Tooth 20 inch saw – nine point teeth, i.e., nine teeth per inch. Costs \$10.97.

Charles recommends three fresh saws for our supply. Currently the toolshed has several saws, mostly in need of sharpening. It was agreed that the new saws would be kept in emergency supply locker and not be available to use except in emergencies.

70 inch crowbars were available at Home Depot for \$36. We need only one since the center has a second crowbar.

Generator -- Due to need for cell phones recharging, and potentially powering computers and hot plates, it was decided that a generator would be a useful purchase. Size of the generator recommended was 3000 W. Two five gallon containers were recommended for a fuel supply, one five gallon container of gasoline runs a 3000 W generator for nine hours. Mugen will look into fuel storage options.

First aid kits – Mugen suggested that the emergency preparedness circle be responsible for keeping supplies of Band-Aids and anti-inflammatory pills in the first aid kits of the public areas, e.g., Sangha Hall, Buddha Hall, Dharma Hall.

Canopies and Tarps – currently in our inventory we have four canopies with 10 x 10 coverage. It was decided that we do not have to purchase additional canopies and tarps.

Reclamation of water from water heaters – emergency managers should know how to close valves on the water heaters in the event that a fresh water supply becomes unavailable. Pundarika residents have individualized water heaters and should be aware of the need to close the valves on these as well – this can be a potential topic for a Dharma flash.

Budget presentation –each budget presentation of the items in the above list that have been approved will be summarized as a one line entry including item description, model numbers, and price wherever possible. In addition, fuller product descriptions of approved items will be appended to the budget.

Next meeting – new product reviews –

Mugen – methods of gasoline storage

Jiho – water purification methods

Pine ocean –combination weather radio, FM radio, cell charger powered by crank, solar, batteries

## Emergency preparedness Minutes November 2, 2011

Present: Mugen, Jiho, and Pine Ocean

Agenda: product reviews, next resident Council, CPR training

### Product review – canned food purchase

A variety of prices were presented for different canned goods including beans (Pinto, baked, kidney, green), fruit (pineapple chunks, pear halves, peaches), corn, protein foodstuffs like tuna and boned chicken, Progresso soups.

Comments included suggestion that beans would offer more "bang for the buck" in terms of calories for cooking fuel used and are also easier to spice, e.g., with garlic.

Expiration dates are usually on the conservative side, depending on temperature etc. some of the fruit cans expire as early as 2014.

For follow-up, it was suggested that a sample menu be put together. Also suggested was that a supply of food adequate for 20 people (three servings a day for a total of 60 servings) be gathered. Jiho will follow up.

### Product review – generators

Different output models were reviewed including 1000 W, 2000 W, 3000 w, 6500 W. The 3000 W range would be adequate to power televisions, coffee machines, charge phones, and run microwaves. A high-powered model, e.g., a 6500 W model, could power refrigerators, possibly the walk-in freezer in the Sangha house.

Prices varied between \$450 and \$798.

Reserve capacity for holding gasoline varied between 3.8 gallons and 7.4 gallons.

Discussion followed, including Koan who joined the conversation. Difficulties of using a generator include fuel supply, which would require a dedicated fuel locker and several cans of gasoline adequate to run the generator for a few days. Gasoline storage would be issue, possibly, gasoline could be siphoned from automobile gas tanks. Also an issue would be lighting up the campus at night when the rest of the neighborhood is dark, and running a loud generator at night which might disturb neighbors. Candles were suggested as an alternative option, candles would be low-cost and low profile.

Mugen will write up his results and distribute them for later discussion.

### Product review – CPR and first aid classes

CPR, basic first aid course, and advanced first aid class descriptions were reviewed. Pricing of two different providers for the classes were discussed and compared. At this point, Creative Resolve company appears to be the better of the two options. Creative resolve offered the Zen center a large discount, and their classes include desirable features, including local service, flexible scheduling, accredited service, and flexible class size.

Pine ocean will follow-up with a presentation to the executive circle.

Chainsaws – chainsaws are associated with tens of thousands of injuries and a number of

deaths each year. Use of chainsaws requires skill and care. Even with appropriate precautions including Kevlar aprons, their use can result in injury. After discussion, it was agreed that safer options should be pursued for the time being, including checking the Zen center supply of saws that are in good condition, possibly purchasing a large saw that can be used by two people. In addition, purchase of 6 foot pry bars will be researched. Pine ocean will follow-up.

#### Future actions

Residents Council – Emergency preparedness topics to discuss with the residents Council have been piling up because we've been bumped from the last three meetings. Agenda item include:

where to go for emergency drills  
whether emergency managers may hold keys to apartments  
door forms  
emergency preparedness flashes  
publishing responsibilities of emergency managers

The next resident Council meeting is scheduled for January 27, hopefully there will be time at that meeting to make progress towards discussion of these topics.

Next emergency preparedness meeting November 16 – on the agenda will be food supply and review of documents including purchase list, task list, list of emergency/topics, and overview.

END OF DIGEST OF DP MINUTES