



Lynda GROW &lt;lynda.grow@multco.us&gt;

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## Scripts for Great ShakeOut Drill on Oct. 20

3 messages

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**Mike PULLEN** <mike.j.pullen@multco.us>

Tue, Oct 18, 2016 at 1:18 PM

To: Lynda GROW <lynda.grow@multco.us>, Robert GABRIS <robert.t.gabris@multco.us>, Nancy BENNETT <nancy.bennett@multco.us>

For your review, attached are:

1. Draft script for Chair Kafoury to read after Public Comment (around 10 am), to invite those in the boardroom to participate in the drill at 10:20 and give them advance instructions.
2. Recommended\_Earthquake\_Safety\_Actions: Chair Kafoury references this fact sheet in her script. We will bring copies to go with the agendas at the boardroom entrance.
3. Announcer's Script: This is the word-for-word script for the drill announcer. Rob Gabris will read this script over the PA system which will be heard on all floors of the Multnomah Building.

The Chair should not have to say anything at 10:20 am when the drill interrupts the meeting, except maybe "This is the drill. Please follow the announcer's instructions." Rob's script includes a thank you at the end and an announcement that the drill is over. After that, the Chair could say, "Thank you, let's continue with the board meeting."

Let me know if you have any questions or feedback.

-- Mike

[Mike Pullen](#) | Multnomah County Communications Office | [503-209-4111](tel:503-209-4111) | [newsroom](#) | [twitter](#) | [facebook](#)

On Tue, Oct 18, 2016 at 12:36 PM, Lynda GROW <lynda.grow@multco.us> wrote:

Will you please copy us on the Scripts? It helps with the minutes and assists the captioners. Thanks!

On Oct 18, 2016 11:41 AM, "Mike PULLEN" <mike.j.pullen@multco.us> wrote:

Nancy has confirmed that those in the boardroom can participate in the Shakeout Drill on Oct. 20 at 10:20 am.

I will draft some talking points for the Chair (for review by Rob and the Chair) to announce at the start of the meeting that the drill will happen at 10:20 am.



-- Mike



On 12 October 2016 at 10:53, Lynda GROW <[lynda.grow@multco.us](mailto:lynda.grow@multco.us)> wrote:  
ok. Marina covered that, I believe, (it's just the way the weeks fall), so I didn't know what we needed to do to prepare. If you need us to move things around in the Anteroom, let us know.

On Wed, Oct 12, 2016 at 10:46 AM, Mike PULLEN <[mike.j.pullen@multco.us](mailto:mike.j.pullen@multco.us)> wrote:

If the BCC participates in the drill, we would prepare talking points for Chair Kafoury instructing the audience what to do during the drill, as we have in the past. I believe they move away from windows and toward the central columns in the room, or move under a table. The audience is not required to participate: it's optional.

If the BCC does not participate, I suggest we shut the PA announcement off on the first floor, so the other 5 floors in the building can participate.

Nancy tells me she wanted to check with the Chair on whether or not to include the BCC in the drill.

[Mike Pullen](#) | Multnomah County Communications Office | [503-209-4111](tel:503-209-4111) | [newsroom](#) | [twitter](#) | [facebook](#)

On Wed, Oct 12, 2016 at 9:08 AM, Lynda GROW <[lynda.grow@multco.us](mailto:lynda.grow@multco.us)> wrote:

I thought on the agenda, I could put something to this effect:

**Thur. Oct. 20, 2016 – Regular Board Meeting @ 9:30 am – cc**

**The Board of Commissioners will participate in the Oregon Great ShakeOut Earthquake Drill this morning, at 10:20 am. An announcement will be made at that time over the PA system.**

On Wed, Oct 12, 2016 at 9:06 AM, Lynda GROW <[lynda.grow@multco.us](mailto:lynda.grow@multco.us)> wrote:

How do we tell the public to get under the tables when there are none for them????!! In a real earthquake, what would we want them to do?

It seems unfair to ask them to sit there while we crawl under our desks? Do we offer them other suggestions of what they can do to protect themselves during the Drill (and a real earthquake?)

On Wed, Oct 12, 2016 at 6:42 AM, Robert GABRIS <[robert.t.gabris@multco.us](mailto:robert.t.gabris@multco.us)> wrote:

I just read an email from Shawn Heard and he said the Boardroom cannot be taken offline when broadcasting the earthquake drill message. The control is by entire floor.



*I am doing my part to reduce email clutter by attempting to be concise in my messages. Please excuse any lack of etiquette and not sending simple "Thank You" responses.*

**Rob Gabris, CIH, ARM**

Multnomah County Risk Management  
501 SE Hawthorne Blvd.  
Suite 400  
Portland, Oregon 97214  
(503) 988-4788 office  
(503) 347-7178 cell

*"My mind knows what it wants, but my body just lets me down."*

On 11 October 2016 at 15:33, Mike PULLEN

<[mike.j.pullen@multco.us](mailto:mike.j.pullen@multco.us)> wrote:

Nancy,

We confirmed that we can turn off the PA system in the boardroom so that only the rest of the Multnomah Building hears the announcements during the drill. Please let us know if you would like those in the boardroom to participate during the drill. As I said, it is not essential that those in the boardroom participate. Thanks.

Mike

[Mike Pullen](#) | Multnomah County Communications Office | [503-209-4111](tel:503-209-4111) | [newsroom](#) | [twitter](#) | [facebook](#)

On Mon, Oct 10, 2016 at 3:47 PM, Lynda GROW

<[lynda.grow@multco.us](mailto:lynda.grow@multco.us)> wrote:

Miss Nancy: it's up to you. We have 1 hour of items scheduled so far....

On Mon, Oct 10, 2016 at 3:12 PM, Mike PULLEN

<[mike.j.pullen@multco.us](mailto:mike.j.pullen@multco.us)> wrote:

Hi Nancy,

The annual Oregon Great ShakeOut earthquake drill is on Thursday, Oct. 20 at 10:20 am and we are doing the usual communication to encourage county staff to participate in the drop, cover and hold drill. The drill takes just a couple minutes. In some years, the Board has participated in the drill during their



Board meeting. This year, there is no presentation on the drill at the Oct. 20 meeting.

Questions for you:

- Do we want to ask the Board if they would like to participate in the drill during the meeting? If so, we would prepare some talking points for the Chair to explain the drill before it happens. (I'm cc'ing Lynda who may know what agenda item is scheduled at 10:20 on Oct. 20.)
- If the Board does NOT participate, is it OK if the rest of the Multnomah Building participates?

Rob, can we turn off the PA system in the Boardroom so that the drill can only be heard in the rest of the building?

Thanks.

-- Mike

[Mike Pullen](#) | Multnomah County Communications Office | [503-209-4111](#) | [newsroom](#) | [twitter](#) | [facebook](#)

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Lynda J. Grow, Board Clerk to the  
Multnomah County Board of Commissioners

Ofc: [503-988-5274](#) Cell: [971-227-0475](#)

Also: Marina Baker, Asst. Board Clerk [503-988-3277](#)

View our Agenda & Board Packets at: [Board Agenda & Packets](#)

Other County Records available here: <https://multco.us/records/locating-records>

Telecommute on Fridays but always available by phone, text & e-mail.

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Marina Baker, Asst. Board Clerk to the  
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<https://mail.google.com/mail/u/1/?ui=2&ik=13e8193759&view=pt&q=mike.j.pullen%40multco.us&qs=true&search=query&th=157d97345a626df1&siml=157d97...> 6/7



**Rob Gabris, CIH, ARM**

Multnomah County Risk Management

501 SE Hawthorne Blvd.

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Portland, Oregon 97214

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*"My mind knows what it wants, but my body just lets me down."*

[Quoted text hidden]

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**Lynda GROW** <lynda.grow@multco.us>

Wed, Oct 19, 2016 at 3:54 PM

To: Robert GABRIS <robert.t.gabris@multco.us>

Cc: Mike PULLEN <mike.j.pullen@multco.us>, Nancy BENNETT

<nancy.bennett@multco.us>

May I have an electronic copy of the handout that will be at the front desk with instructions for people in wheelchairs? We do have folks that come to our weekly meetings on walker, and last week, one in wheelchair, so I want to make sure to personally hand each of them a copy. Paul is legally blind, so we may want to tell him rather than expect him to read it.

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