



City of Westminster

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August 16, 2010

Orange County Grand Jury
700 Civic Center Drive West
Santa Ana, CA. 92701

~~RE: OC Grand Jury Report "Disaster Preparedness: Is Orange County Ready?"~~

Dear Members of the 2009-2010 Grand Jury,

This letter is in response to the recently released report titled: "Disaster Preparedness: Is Orange County Ready?" In accordance with *California Penal Code 933 and 933.05*, the City of Westminster is responding to the findings and recommendations included in the aforementioned report.

Grand Jury Finding F.2

The City of Westminster does not include field staff and supervisory staff in its' quarterly "tabletop" exercises.

The City of Westminster Required Response

The City of Westminster agrees with the finding.

Grand Jury Recommendation R.2

The City of Westminster should include representatives from field supervisory and appropriate field operations staff in "tabletop" exercises. CERT volunteers should help set-up the EOC during activation and be included in tabletop exercises.

The City of Westminster Required Response

The recommendations have not yet been implemented, but will be implemented. Currently, the vehicle used by the City of Westminster to conduct tabletop exercises is the Westminster Emergency Preparedness Committee (WEPC), which meets quarterly or more often if needed. The WEPC consists primarily of Department Directors and Managers with a few supervisory level staff and outside agencies. One of the intentions of the WEPC is to maintain strong emergency preparedness skills via tabletop exercises. WEPC participants then update and train their own department supervisory and field level staff. The City of Westminster recognizes the value in directly including supervisory and field staff in tabletop exercises; and will include them in tabletop exercises by April 30, 2011. CERT Volunteers have already been trained on the Emergency Operations Center through FEMA online courses. The City of Westminster will include CERT Volunteers in EOC exercises and activations by April 30, 2011.

Sincerely,

MARGIE L. RICE
Mayor