

RESPONSE TO GRAND JURY REPORT

Report Title: Know where to run, know where to hide

Report Date: 06/26/2018

Response by: Board of Supervisors, County of Humboldt

FINDINGS

1. The Board agrees with findings F1-F6, F8-F9.
2. The Board disagrees partially with findings: F7

RECOMMENDATIONS

1. Require further analysis: R7
2. Recommendations has been implemented:
3. Recommendations has been partially implemented:
4. Recommendations has not been implemented, but will be implemented in the future: R1 – R9

Date: _____ Signed: _____

Number of pages attached: _____

RESPONSE TO GRAND JURY REPORT – FINDINGS AND RECOMMENDATIONS SUMMARY STATEMENT

Findings

F7. The Humboldt County Civil Grand Jury and multiple other county departments are ill-prepared to react to an emergency.

Response: Partially disagree

While some individuals interviewed by the Grand Jury may not be aware of the Emergency Action Plan for the Humboldt County Courthouse, the Board of Supervisors disagrees with the Grand Jury's inference that entire departments are ill-prepared to react to an emergency. Many employees have undertaken various levels of preparedness training, provided by the county or otherwise, such as the California Office of Emergency Services or Federal Emergency Management Agency in Maryland. As a point of clarification, the Humboldt County Civil Grand Jury is not a county department, and its members are not mandated Disaster Service Workers, unlike county employees. The Grand Jury is an arm of the court and an independent body, comprised of individuals appointed by the presiding judge.

Recommendations

R1. The Humboldt County Civil Grand Jury recommends the Humboldt County Board of Supervisors update the *Humboldt County General Emergency Action Plan*. This update should ensure all the requirements of Parts 1910.37 and 1910.38 of the Occupational Safety and Health Standards are fully addressed. The review, approval, and release of the updated document should occur by September 30, 2018.

Response: This recommendation has not been implemented, but will be implemented in the future.

The update of the Emergency Action Plan is projected to be completed by June 30, 2019. Additional time is needed to review the current plan, research and implement any potential plan changes in to the updated plan. In addition, it should be noted that each county department and facility adopted Continuity of Operations Plans in January 2015. These plans detail, among other things, alternate facilities where departments could carry out their essential functions if their original facility is not fit for business.

R2. The Humboldt County Civil Grand Jury recommends the Humboldt County Board of Supervisors ensure its revision of the *Humboldt County General Emergency Action Plan* includes a section addressing procedures for an active shooter incident. The review, approval, and release of this new section should occur by September 30, 2018.

Response: This recommendation has not been implemented, but will be implemented in the future.

The update of the Emergency Action Plan is projected to be completed by June 30, 2019. Additional time is needed to review the current plan, research and implement any potential plan changes in to the updated plan.

R3. The Humboldt County Civil Grand Jury recommends the Humboldt County Board of Supervisors task Risk Management with rewriting the *Facility Emergency Action Plan for the Humboldt County Courthouse*. This rewrite should meet the requirements of the *Humboldt County General Emergency Action Plan*. Departments must maintain and regularly update information on current county employees under the plan. The updated *Facility Emergency Action Plan for the Humboldt County Courthouse* should be completed by December 31, 2018.

Response: This recommendation has not been implemented, but will be implemented in the future.

Human Resources has tasked Risk Management with rewriting the plan. However, additional time is needed to review the current plan, research and implement any potential plan changes in to the updated plan. Staff expects the recommendations to be implemented by June 30, 2019.

R4. The Humboldt County Civil Grand Jury recommends the Humboldt County Board of Supervisors direct those department heads with employees working in the courthouse to review and implement the current *Facility Emergency Action Plan for the Humboldt County Courthouse*, and identify all necessary training needed. This review should be completed by September 1, 2018, with identified training completed by December 31, 2018.

Response: This recommendation has not been implemented, but will be implemented in the future.

The county has developed county-wide training that is offered throughout the year, including an active shooter training that will be available to all employees in October at All Hands Training Day. In addition, the county will train employees on the current EAP during All Hands Training Day. Aside from these efforts, funds for FY 2018-19 have already been allocated, and any new training plan identified will need to be included in the FY 2019-20 budget. Staff anticipates the review will be implemented by December 31, 2018 and identified training will be implemented by June 30, 2020.

R5. The Humboldt County Civil Grand Jury recommends the Humboldt County Board of Supervisors evaluate the emergency action plans for any facilities housing county employees. This evaluation should analyze any differences between the current written facility emergency action plan and the revised *Humboldt County General Emergency Action Plan*. Any required changes should be incorporated into the new version of each individual facility plan by December 31, 2018.

Response: This recommendation has not been implemented, but will be implemented in the future.

Human Resources anticipates the revised plan will be created by June 30, 2019. From there, it would take approximately six months to review action plans for other facilities and incorporate required changes.

R6. The Humboldt County Civil Grand Jury recommends the Humboldt County Board of Supervisors direct Risk Management to include an agenda item for reviewing emergency preparedness at their quarterly Courthouse Safety Meetings and invite the Humboldt County Civil Grand Jury to attend. This action should be completed prior to October 1, 2018.

Response: This recommendation will be implemented.

R7. The Humboldt County Civil Grand Jury recommends the Humboldt County Board of Supervisors require each facility to perform emergency action plan drills at least once each year beginning January 15, 2019.

Response: This recommendation will not be implemented.

The county will follow mandates required by Cal-OSHA when it comes to performing emergency action drills as the timelines vary by facility type. It should be noted that many county facilities participate each year in the Great California Shakeout and practice their earthquake response at that time.

R8. The Humboldt County Civil Grand Jury recommends the Humboldt County Board of Supervisors hire a full-time Safety Director/Manager to oversee all safety operations for Humboldt County facilities prior to January 1, 2019.

Response: This recommendation will not be implemented.

The FY 2018-19 budget has been adopted and does not include funding for this position. However, the county will analyze whether there is sufficient ongoing funding and other resources available to allocate this position at a future date.

R9. The Humboldt County Civil Grand Jury recommends the Humboldt County Board of Supervisors finish its effort to upgrade emergency exit signage within the courthouse and all county facilities. Completion of required signage should occur by October 31, 2018.

Response: This recommendation has not been implemented but will be implemented in the future.

This will be included as part of the update to the Emergency Action Plan, and will require assessments in order to ensure the county is compliant with the Americans with Disabilities Act. In addition, the budget for FY 2018-19 has already been adopted. County staff anticipates this recommendation will be implemented by June 30, 2020.