

# NOTES

## Interagency COOP Workgroup

Tuesday, September 27, 2011

8:30 a.m. – 12:00 p.m.

Emergency Management Division, Washington Military Department  
Building 20, MS TA-20, Camp Murray, WA 98430-5112

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<b>8:30 – 8:45</b>	<b>Introductions</b>	<b>Ken Cureton, DOT</b>	
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<b>8:45 – 10:30</b>	<b>Emergency Operations Center Orientation &amp; Briefing</b>	<b>John Ufford, EMD</b>	<b>Information Sharing</b>
	<ul style="list-style-type: none"><li>• Provided overview of State Emergency Operations Center (EOC) Operations</li><li>• Discussed Emergency Support Functions</li><li>• Discussed Requests for Federal Emergency Declarations</li><li>• Discussed Governor's suspension of RCWs for the duration of an emergency by inclusion in the emergency declaration.</li></ul>		

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<b>10:30 – 11:00</b>	<b>EMD Updates</b>	<b>John Ufford, EMD</b>	<b>Information Sharing</b>
	<ul style="list-style-type: none"><li>• Discussed reduction in Federal funding.</li><li>• Status of letter from MG Lowenberg – Still on John's desk awaiting completion.</li></ul>		

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<b>11:00 – 11:45</b>	<b>Agency Roundtable</b>	<b>Ken Cureton, DOT</b>	<b>Information Sharing</b>
	<ul style="list-style-type: none"><li>• DSB – Nothing significant to discuss.</li><li>• DOH – Working on plan to have Spokane serve as alternative location.</li><li>• WSIPC – Nothing significant to discuss.</li><li>• EMD – FEMA COOP coordinator interested in putting on COOP Managers course in early December. John Ufford needs input from ICOOPW members who might be interested by the end of the week letting him know which of the first 2 weeks of December would work best.</li><li>• LNI – Still working on business area COOP Plans (121 plans).</li><li>• WSDOT – Have completed draft of version 4.2 of the COOP Plan. Expect to have a final version by the end of October.</li></ul>		

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<b>11:45 – 12:00</b>	<b>Wrap-Up &amp; Next Steps</b>	<b>Ken Cureton, DOT</b>	<b>Discussion &amp; Decisions</b>
	<ul style="list-style-type: none"><li>• October 25 meeting will cover (1) Business Impact Analysis Approaches and Results and (2) Tests, Training, and Exercises: Approaches and Results.</li><li>• Each agency should come prepared to discuss their approach to these two topics.</li></ul>		

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## Scheduled Meetings

4 Tuesday each month 8:30 a.m. 12:00 p.m., Capital Professional Center

See attached Tentative Schedule

## **INTERAGENCY CONTINUITY OF OPERATIONS WORKGROUP**

**PURPOSE:** We are a group of state agency professionals who collaborate to ensure ongoing delivery of vital services and essential functions during any emergency; to ensure availability of people, facilities, equipment, materials, technology, and records to support those vital services and essential functions; and to fully restore all services and functions after the emergency ends. In order to enhance our collective efforts we strive to have continuity of operations, information technology, facilities management, and other functional representatives from all major state agencies participate in the workgroup.

**MISSION:** Our mission is to help agencies develop effective COOP plans by sharing professional experience, best practices, training and ideas in order to assist each other with the implementation of best practices and strategies to further protect the critical assets, business processes, and services that our agencies provide to the citizens of Washington State.

## ATTENDANCE

Last Name	First Name	Org	Area	Mailstop	Phone	Attended
Auldredge	Tracy	DOH	IT	47904	360-236-4440	
Barta	Brian	ESD	IT	46000	360-438-3184	
Bates	Charles	AOC	COOP	41170	360-705-5305	
Butcher	Aaron	OFM	EM/COOP	43113	360-902-0406	
Campbell	Corina	COM	EM/COOP	42525	360-725-4138	
Colorossi	Jeff	DOP	IT	47580	360-664-6361	
Colvin	Patrick	ATG	FM	40100	360-664-0092	
Craig	Mary	DSB	IT		360-725-3839	✓
Cureton	Ken	DOT	COOP	47301	360-705-7785	✓
Dean	Ken	DSHS	IT		360-902-0227	
Downs	Cathy	DOT	COOP	47410	360-705-7761	
Duffield	Gary	DIS	IT	42452	360-902-3464	
Dunbar	Kelly	LNI	IT	44770	360-902-4450	
Eastman	Steven	LNI	IT	44770	360-902-6391	
Feek	Cami	ATG	FM	40122	360-586-4079	
Grover	Kevin	HCA	IT		360-725-9598	
Hazzard	Jim	COM	FM	42525	360-725-2672	
Hennigan	Charles	LNI	EM	44860	360-902-5729	✓
Hofe	Jocelyn	DOL	EM		360-902-9237	
Hundsnercher	Ed	HCA	EM/COOP	45501	360-725-1951	
Johnson	Nikki	HCA	COOP	42692	360-923-2805	
Longnecker	Dennis	AOC	IT	41170	360-705-5269	
Maciejewski	Gary	ECY	IT	47600	360-407-6670	
McCafferty	Sharie	DOH	IT	47904	360-236-4432	
McLaughlin	Melvin	DOP		45311	360-664-6318	
Meuse	Sabine	DOH	EM	47816	360-236-4069	✓
Moody	Dwight	AGR	IT	42560	360-902-1947	
Nott	Suzanne	WSP	IT	42646	360-705-5180	
Sarno	Nadia	OFM		43113	360-902-0618	
Schmidt	Steve	LNI	IT	44770	360-902-5873	
Sciaccotta	Thomas	DOH	IT	47904	360-236-4490	✓
Selix	Doug	OFM	IT	43113	360-664-7670	
Shoemaker	Jackie	HCA		45512	360-725-1818	
Simons	Jeff	WSIPC	IT	-----	425-349-6509	✓
Smith	Thelma	DOT	IT	47430	360-705-7728	
Thompson	Lorrie	AOC	Comm	41170	360-705-5347	
Trask	Tony	DOT	FM	47303	360-705-7891	
Trout	Dennis	MIL	IT	TA:20	253-512-7391	
Ufford	John	EMD	EM	TA-20	253-512-7052	✓
Vonderscheer	Eric	LNI	IT	44770	360-902-5203	
Whaley	Julie	DOT	EM	47358	360-705-7814	
Williamson	Zodie	HCA			360-725-1667	Email?

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Wilson	Steve	ESD	IT	4600	360-438-4782
Winslow	Christine	AOC	IT	41170	360-705-5249
York	Jason	DSHS	EM	45848	360-902-8351

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COOP=Continuity of Operations, EM=Emergency Management, FM=Facilities Management,  
IT=Information Technology

# Interagency Continuity of Operations Workgroup Tentative Schedule (Subject to Change)

Nov 15	<ul style="list-style-type: none"> <li>• Mass Notification Systems</li> <li>• FEMA Lessons Learned Information Sharing (LLIS) and other COOP-Related Websites</li> </ul>
Dec 13	<ul style="list-style-type: none"> <li>• Holiday Get Together</li> </ul>
Jan 24	<ul style="list-style-type: none"> <li>• DOH Public Health Response to Emergencies – Guest Speaker (DOH)</li> </ul>
Feb 28	<ul style="list-style-type: none"> <li>• UTC Role in Emergencies – Guest Speaker (UTC)</li> </ul>
Mar 27	<ul style="list-style-type: none"> <li>• PNWER – Guest Speaker</li> </ul>
Apr 24	<ul style="list-style-type: none"> <li>• Tour of State Data Center with Emphasis on Disaster Recovery Planning</li> </ul>
May 22	<ul style="list-style-type: none"> <li>• Experiences and Lessons from Major Disasters – Guest Speaker (Department of Homeland Security/FEMA)</li> </ul>
Jun 26	<ul style="list-style-type: none"> <li>• NW Earthquakes – Guest Speaker (DNR)</li> </ul>