

Interagency COOP Workgroup

Tuesday, October 23, 2012

8:30 a.m. – 10:30 a.m.

Dept of Transportation, ELG Building

7345 Linderson Way SW, Tumwater, WA 98504-7359

1034 (AB) Small Conference room

8:30 – 8:35	Introductions	All	
8:35 – 9:25	Agency Spotlight – DOT Overview of Application and Database Information System	Thelma Smith, DOT	Information Sharing

Thelma gave a brief overview of the system they developed to track application information to support their application portfolio. There is a section within the application that calls out specific information about the application as it relates to the COOP.

9:25 -10:05	Proposed Governor’s Directive <ul style="list-style-type: none"> • Finalize draft • Next Steps 	All	Discussion & Decision
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There was general discussion about the directive and the companion document. There is some concern about what the group membership makeup will be and whether or not the same people will be attending. If there are different members, how will we transition the work we are doing to the new members? Kelly will follow up with John & Craig for further information on meeting schedules and agenda items.

10:05-10:15	• ShakeOut – October 18	Participating Agencies	Information Sharing
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Several agencies participated. Several agencies also evacuated after the drop-cover-hold drill. Most expected to participate again next year.

10:15-10:25	Agency Roundtable <ul style="list-style-type: none"> • Experiences • Best Practices • Training 	All	Information Sharing
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DOT – Mainly worked on participation on the ShakeOut event. They focused on getting the regional and outlying offices to participate rather than just the local offices. Working on compliance activities as they relate to the directive. Working with OCIO on DR failover planning. Have tested their mainframe failover to Florida. Worked last week to prove that cloud based backup for camera data will work for web traffic failover during peak times.

L&I – Recent tabletop exercise highlighted inclement weather response. Increased activity from managers around BC Planning and help with moving them forward. L&I's BCP software is hosted at our vendor's sites in Tennessee, so we are not dependent upon State of WA services to access our BC plans and procedures.

DES – Working on how to prioritize and rank applications and define the rankings. Looking to maintain communications between agencies during an event. A potential idea is the WebEOC product for all state agencies to use during events. The only issue with this, is that access to WebEOC is via Fortress, which of course is dependent upon the OB2 data center. They are looking to see if WebEOC could be hosted by the vendor, rather than at the EOC at Camp Murray. Working on DR tools and developing a tabletop.

WSP – Working with CTS to get an alternate site for their Sharepoint site. Their procedures are all hosted in their sharepoint site. Doing more work on the follow up for the CyberStorm Exercise. The planning group is continuing to meet on a regular basis to work through the issues identified during the exercise. Some specific activities are clarifying the role & responsibilities of WACIRC. Also working with EMD to possibly schedule a "Cyberstorm 4 ½" which would be for the participating agencies. Directive is causing lots of activity.

EMS – Directive is final and has been signed. EMD Tabletop Exercise scheduled for Dec 6th. Observed DOH's exercise, which seems to have gone well.

DOH- Completed a comprehensive full-scale exercise that went well. Approximately 20-25 exercises have been completed during the month of October. Standing up an EOC proved to be very educational. Management and staff were very engaged and there were many areas identified for improvement. Looking to build in "longevity" in the planning team.

AGR – Participated in the Shakeout, didn't evacuate but did provide under desk kits for each employee, with light stick, whistles and water. They plan to add items each year to keep people aware and "touching" the kits at least once each year. Each October, they update their agency leadership emergency books that they have at home. They are planning an exercise for Nov. 14th. They will be targeting communications methods for the exercise.

ESD – New member to the group. Currently has a contractor on site to work with them to get the BC planning moving.

10:25 – 10:30 Wrap-Up & Next Steps

**Kelly Dunbar,
L&I**

**Discussion &
Decisions**

Visit our web site

<http://www.wsdot.wa.gov/partners/InteragencyCOOPWorkgroup/>

Scheduled Meetings

4th Tuesday each month 8:30 a.m. 12:00 p.m., Dept of Transportation, ELG Building

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.

ATTENDENCE

Last Name	First Name	Org	Area	Mailstop	Phone	Attended
Bates	Charles	AOC	COOP	41170	360-705-5305	
Beers	Jason	CTS	IT		360-407-8868	
Bippert	Bob	DES	EM	40104	360-407-9210	
Butcher	Aaron	OFM	EM/ COOP	43113	360-902-0406	
Campbell	Corina	COM	EM/ COOP	42525	360-725-4138	
Clark	Brett	ESD	IT	46000	360-407-4758	
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	
Donges	Mark	DES	IT		360-407-8025	
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	
Ginn	Craig	EMD	EM		253-512-7097	
Grover	Kevin	HCA	IT		360-725-9598	
Hazzard	Jim	DOR	COOP/ FM	47469	360-725-7475	
Hennigan	Charles	LNI	EM	44860	360-902-5729	
Hofe	Jocelyn	DOL	EM		360-902-9237	
Hundsnurcher	Ed	HCA	EM/ COOP	45501	360-725-1951	
Johnson	Nikki	HCA	COOP	42692	360-923-2805	
Kyllo	Loren	OCIO	IT		360-902-3532	
Maciejewski	Gary	ECY	IT	47600	360-407-6670	
Merritt	Annie	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	FM	43113	360-902-0618	
Schiller	Cliff	LNI	IT	44770	360-902-5203	
Schmidt	Steve	LNI	IT	44770	360-902-5873	
Schmit	Joe	DOT	EM	47358	360-705-7838	
Sciaccotta	Thomas	DOH	IT	47904	360-236-4490	
Selix	Doug	DES	IT	41401	360-407-8081	
Shoemaker	Jackie	HCA		45512	360-725-1818	
Simons	Jeff	WSIPC	IT	-----	425-349-6509	
Smith	Thelma	DOT	IT	47430	360-705-7728	
Sweet	Judy	HCA	IT		360-915-8811	
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	
Whaley	Julie	DOT	EM	47358	360-705-7814	

Williamson	Zodie	HCA			360-725-1667
Wilson	Steve	ESD	IT	4600	360-438-4782
Winslow	Christine	AOC	IT	41170	360-705-5249
York	Jason	DSHS	EM	45848	360-902-8351

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