

Notes

Interagency COOP Workgroup

Tuesday, October 25, 2011

8:30 a.m. – 12:00 p.m.

Dept of Transportation, Capital Professional Center
719 Sleater-Kinney Rd SE, Lacey WA 98503
Upstairs Conference Room

8:30 – 8:45	Introductions	Ken Cureton, DOT	
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8:45 – 9:45	Use of Social Media in Emergency Management	Guest Speaker Joe Schmit, DOT	Information Sharing
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Provided an overview on the use of social media in emergency management with examples of how social media is used by WSDOT.

9:45 – 11:00	Business Impact Analysis Approaches and Results	All	Information Sharing
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DOT – Basically used process developed by DIS/EMD five years ago. Update analysis every year. Does not use tiers but uses the recovery time objective (RTO) in days to prioritize restoration of service. Essential functions defined as functions with an RTO of 30 days or less.
DES – Working on new BIA for 5 combined agencies.
MD/EMD – National guard rules for continuity are followed. EMD collects agency COOP Plans for the state.
CTS - New agency determining what to do.
LNI – Updates BIA every year. Currently working on replication of process in business areas. Started in IT first then prioritized functions based on BIA.
DOH – Overall COOP plan with BIA has been completed.
ESD – Has not developed all ESFs.
WSP – Working on refining process.
AOC – Looked first at identifying critical functions. Next prioritized remaining functions.
WSIPC – Disaster Recovery base is done. Now looking at developing continuity plan.

11:00 – 11:45	Tests, Training, and Exercises: Approaches and Results	All	Information Sharing
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DOT – Monthly exercises at EOC. Annual IT exercises.
EMD – Battery overcharge outside of air intake vent caused an emergency evacuation of the state EOC. Weaknesses in the Facility Emergency Plan were identified and are being corrected.
CTS – Twice a year they test the mainframe.
DOH – Have not held an agency wide test of the COOP Plan. Previous exercises were partial tests of parts of the COOP Plan. Will have a major test November 11, 2012. Will include elements of COOP in annual exercises.
WSP – Basic level training in ICS with IT Division.
AOC – Will have a Table Top Exercise by the end of the year.
LNI – Complete 2 building evacuations per year. Have separate drive, cover, and hold exercises so people do not get into the habit of automatically evacuations after a draft, cover, and hold exercises.
EMD – Oregon and Washington are doing extensive Cascadia subduction zone earthquake planning. So far they have identified that a major subduction zone earthquake would take Western Washington back to a technology level similar to the 1850's.

11:45 – 12:00

Wrap-Up & Next Steps

Ken Cureton, DOT

**Discussion &
Decisions**

Next Meeting November 15 at CPC, topics:

- Mass Notification Systems – Suzanne Nott
- FEMA Lessons Learned Information Sharing (LLIS) and other COOP-Related Websites – Kelly Dunbar
- COOP Terminology – All
- Plan for Holiday Get Together - All
- Possibly Summary of the major incident at the state data center – Doug Selix to see about speaker.

See attached Tentative Schedule for other upcoming meetings.

COOP Planning Train the Trainer class will be held at DOH December 7, 8, and 9. Information will be forwarded to Ken Cureton to pass on to the workgroup.

LNI will have a Preparedness Fair September 12, 2012 with interactive tables from other state agencies.

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
Bates	Charles	AOC	COOP	41170	360-705-5305	✓
Beers	Jason	CTS	IT		360-407-8868	✓
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	
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	
Maciejewski	Gary	ECY	IT	47600	360-407-6670	
McLaughlin	Melvin	DES		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	
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	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	
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

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

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