

Statewide Catastrophic Incident Planning Team (SCRIPT)

26 July 2016, 1000–1530, at Central Washington University in Student Union

MEETING SUMMARY

Attendees

- Jason Ball, UTC
(via conference line)
- Dan Banks (Chair), EMD
- Kent Catlin, Region 8
- Jason Biermann (Vice Chair), Region 1
- Jim Hutchinson, EMD
- Sandy Johnson, Region 3
- Todd Kilpatrick, EMD
- Brian Laughlin, EMD
- Jason McMillan, Region 2
- Jim Sande, Region 1
- Ernie Schnabler, Region 4
(via conference line)
- Richard Schroedel, Region 5
- Jay Weise, Region 9
- James Yates, Region 3

I. Amendments to Charter

a. The Charter received the following revisions...

- Passive to active voice, throughout.
- Changed “catastrophic planning” to catastrophic incident planning,” throughout.
- PNEMA removed from organizations to collaborate with (PNEMA is not an organization), Article I, Section 3, Page 1.
- Changed “Washington Department of Commerce State Energy Office” to “Washington State Department of Commerce,” under Article III, Section 2, Page 4.
- Added “Washington State Department of Social and Health Services (DSHS),” under Article III, Section 2, Page 4.
- Removed “Washington State Office of the State Chief Communications Officer,” under Article III, Section 2, Page 4.
- Moved voting rules from under Article III, Section 3 to Article IV, Section 4, Page 6.
- Added “SCRIPT members review the work plan during each SCRIPT meeting (i.e., a standing agenda item for every meeting), updating the progress of existing task items until completion –OR– adding new task items as needed,” under Article V, Section 2, Page 7.
- Added “Attachments to this charter (e.g., charts, tables, diagrams, etc.) may be changed as needed to reflect up-to-date information (e.g., changes in membership, etc.), without following a formal voting process,” under Article VIII, Page 8.

b. Moved to vote on approving the above revisions by Jay Weise, seconded by Sandy Johnson. Final vote: 10 yeas – 0 nays – 6 abstentions, motion carries.

Points of Contact: Jim Hutchinson – WA EMD, (253) 512-7120, james.hutchinson@mil.wa.gov
Todd Kilpatrick – WA EMD, (253) 512-7469, todd.kilpatrick@mil.wa.gov

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II. Review Status of Work Plan

- a. Item 2 – Complete (see attached).
- b. Item 3 – Reviewed and updated at meeting (see attached).
- c. Item 4 – Brief SCIPT on Washington National Guard CSZ Plan. Lead changed to LTC Clay Braun, made timeline for completion 'indefinite.'
- d. Item 5 – The framework. Lead changed to Dan Banks with support from Jason Biermann.
- e. Item 6 – Essentially a 'Guided Tour of RCPT Website,' Jason Biermann is lead. Added Sandy Johnson as support. Status updated, projected completion by end of 2017.
- f. Item 7 – Removed and combined with Item 3.
- g. Item 8 – Private Sector Engagement. Tristan Allen is lead. Updated status, projected completion by end of 2017.
- h. Item 9 – Develop outreach strategy [to emergency management community and stakeholders]. This includes a website for the SCIPT to post products. Todd Kilpatrick is lead. Updated status, projected completion is end of 2016.
- i. Item 10 – Develop a Delegation of Authority Template for local jurisdiction use (added distinction for when local to local mutual aid is not available and IMT members needed to staff key EOC positions). Dan Banks is lead. Completion is TBD, will revisit after 29 September EOC Support Workshop.
- j. Item 11 [NEW!] – SCIPT members representing HLS Regions to brief all tribes, counties, and cities with EM programs of SCIPT proposals and future direction.

III. Cascadia Rising Observations [Relevant to Work Plan]

- a. As this was the first SCIPT meeting following the Cascadia Rising catastrophic exercise, members shared the following observations made from the perspective of their locations (e.g., jurisdictional EOCs/ECCs)...
 - Who represents the National Guard in the State EOC? Previously, during actual activations, State Guard volunteers sat at the ESF 20 (Defense Support to Civil Authorities) desk. During Cascadia Rising, enlisted JOC watch officers fulfilled that role. Discussed the potential to have National Guard officer 'liaisons' sit side-by-side with staffers of activated ESFs, in order to provide information on capabilities available to fulfil mission assignments.
 - Operationalizing 'regional' concept: The FEMA Region X and Washington National Guard CSZ plans use the existing Homeland Security grant administration regions as a basis for geographic branches/divisions and taskforces respectively. Discussed the potential of using those regions or something different. Possibilities include geographic regions (e.g., mountain ranges, river basins, transportation corridors, etc.), like economies, same or similar hazards/impacts, etc. Need to review the legal authorities required, if any. Tabled further discussion until first quarter CY 2017 meeting.

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- Situational awareness amongst all participants was lacking. Considering a pre-agreed set of essential elements of information needed during a catastrophic incident, or a standard situational reporting tool to share with partners. EMD has started a SEOC Situational Awareness Workgroup to resolve these issues at the state level. Focus for remainder of 2016 and into 2017, intent is to share results with the team. Tabled further discussion until fourth quarter CY 2016 meeting.
 - General confusion on the state logistics process changing for requesting military resources or remaining the same. Answer: process remains the same. Many local jurisdictions are focusing on resource request training for staff through 2016 and into 2017.
 - National Guard/U.S. Military Liaisons to local jurisdictions need ICS training and an overall training, familiarization, and relationship-maintenance strategy due to high turnover.
 - Missed opportunities for applicable local jurisdictions to exercise with Yakima Training Center during catastrophic incident scenarios.
- b. These observations, along with After-Action Reports (AARs) from the exercise, inform SCIPT planning efforts moving forward, to include the framework.

IV. Statewide Framework

- a. EMD staff drafted a coordination framework for statewide use during a catastrophic incident. After review, the SCIPT members requested the framework align with informing tribal and local catastrophic incident planning efforts, rather than setting a standardized statewide catastrophic incident response process. Tabled further discussion until fourth quarter CY 2016 meeting (a two to three-day workshop devoted to developing the framework)

V. Good of the Order/Open Forum

- a. The SCIPT Chair and Vice Chair submitted and received acceptance on a 'snapshot' presentation proposal for the 2016 WSEMA Conference in Spokane.
- b. The SCIPT Chair and Vice Chair intend to present the framework at the 2017 Partners in Emergency Preparedness Conference in Tacoma.

VI. Upcoming Events and Action Items

- a. Fourth quarter CY 2016 Meeting – a multi-day workshop devoted to completing the SCIPT Framework: October, Ellensburg (exact date determined by online poll).
- b. First quarter CY 2017 Meeting: January, Camp Murray (exact date determined by online poll).

VII. Attachments

- a. SCIPT Charter 07-26-16
- b. SCIPT 2016–2017 Work Plan 07-26-16

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