

**Washington Statewide Catastrophic Incident Planning Team (SCIPT)**  
**2016–2017 Work Plan: Status, Task Assignments, Milestones**  
*As of 26 July 2016 SCIPT Meeting (revised on 19 September 2016 to reflect name changes)*

**Tasks to complete by Third Quarter of CY 2016**

| <b>Item</b> | <b>Task</b>   | <b>Status</b>                    |
|-------------|---|----------------------------------|
| <b>1</b>    | Adopt a <b>definition of catastrophic incident</b> that will be the basis for the SCIPT’s work  | <b>COMPLETE</b><br>18 April 2016 |
| <b>2</b>    | Adopt an SCIPT <b>Charter that describes the vision, goals and objectives, membership, role, and governance structure for the SCIPT relative to statewide catastrophic incident planning.</b> | <b>COMPLETE</b><br>26 July 2016  |

**Tasks to complete indefinitely**

| <b>Item</b> | <b>Task</b>  | <b>Task Team</b>                                       | <b>Status</b>                   |
|-------------|--|--|---------------------------------|
| <b>3</b>    | Adopt a <b>2016-2017 work plan</b> with milestones.<br><br><b>NOTE:</b> <i>As a result of charter revisions, the work plan is reviewed and potentially updated at every SCIPT Meeting.</i> | <b>Lead: N/A</b><br><br><b>Support: N/A</b>            | <b>COMPLETE</b><br>26 July 2016 |
| <b>4</b>    | Review the Washington National Guard Cascadia Subduction Zone Response Plan with the SCIPT members.  | <b>Lead: LTC Clay Braun</b><br><br><b>Support: N/A</b> | <b>TBD</b>                      |

**Tasks to complete by end of 2017**

**By the end of 2017, the SCIPT will complete the following tasks (begun in 2014)**

| <b>Item</b> | <b>Task</b>   | <b>Task Team</b>   | <b>Status</b>   |
|-------------|---|--|---|
| <b>5</b>    | Develop and circulate for review a <b>draft catastrophic incident planning framework</b> describing how integrated and synchronized catastrophic incident planning should occur in Washington: proposing a <b>concept of operation; operational coordination and communication structures; roles for tribal, state, county, city, and other agencies in a catastrophic incident;</b> and identifying a <b>scope</b> of planning activities, <b>planning priorities, and milestones.</b> | <b>Lead: Dan Banks</b><br><br><b>Support: Jason Biermann</b> | <i>Develop during Fourth Quarter CY 2016 Meeting/ Workgroup</i> |

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|-----------------|---|--|--|
| <p><b>6</b></p> | <p>Seek to <b>engage the host agencies</b> for each of the Puget Sound Regional Catastrophic Planning Team (RCPT) plans and templates to determine <b>the path forward for other areas of the state to utilize these plans and tools in their catastrophic incident planning efforts, as appropriate.</b> Since some plans and templates may need to be adjusted for use outside the RCPT region, <b>identify resources and timeline</b> by which these adjustments can be made. As part of this process, begin to identify potential gap areas for statewide catastrophic incident planning and areas where de-conflicting of current plans and processes could be beneficial.</p> | <p><b>Lead: Jason Biermann</b></p> <p><b>Support: Sandy Eccker</b></p>   | <p><i>Brief strategy at Fourth Quarter CY 2016 Meeting, complete by end of 2017.</i></p> |
| <p><b>8</b></p> | <p>Develop a proposal to engage private sector and non-governmental organizations as potential SCIPT members, and consider expansion of membership to other state government agencies.</p>  | <p><b>Lead: Tristan Allen (for private sector)</b></p> <p><b>Support: Todd Kilpatrick (for all others)</b></p> | <p><i>End of 2017</i></p>  |
| <p><b>9</b></p> | <p>Develop outreach strategy [to emergency management community and stakeholders]. This includes a website for the SCIPT to post products for circulation to all independent emergency management jurisdictions in the state.</p>   | <p><b>Lead: Todd Kilpatrick</b></p> <p><b>Support: Military Department Communications Office</b></p>           | <p><i>End of 2016.</i></p>   |

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|           |   |  |  |
|-----------|---|--|--|
| <b>10</b> | Develop a Delegation of Authority Template for local jurisdictions using IMTs to staff their EOCs/ECCs. | <b>Lead: Dan Banks</b><br><br><b>Support: Todd Kilpatrick</b>                                  | <b>TBD, will revisit after 29 September 'EOC Support Workshop'</b> |
| <b>11</b> | Regional representatives brief tribes, counties, and cities of SCRIPT proposals and future direction.   | <b>Lead: All regional representative SCRIPT members</b><br><br><b>Support: Todd Kilpatrick</b> | <b>End of First Quarter CY 2017</b>                                |