WASHINGTON
STATEWIDE CATASTROPHIC INCIDENT PLANNING TEAM
CHARTER

ARTICLE I: GENERAL

Section 1: Name

The name of this organization is the 'Washington Statewide Catastrophic Incident Planning Team' (SClPT).

Section 2: Mission

The mission of the SClPT is to facilitate collaborative engagement between state, tribal, and local governments, together with the communities they serve, in developing plans to prepare for, respond to, and recover from catastrophic incidents. The SClPT serves in an advisory role to state agencies, tribal nations, and local governments in Washington State and develops and proposes policies and plans in support of integrated statewide catastrophic incident planning.

Section 3: Background and Vision

State law (Chapter 38.52 RCW) requires communities to prepare Comprehensive Emergency Management Plans (CEMPs) based on the hazards each community faces. Catastrophic incidents are possible in every community within Washington; therefore, each community should plan for catastrophic incidents.

The vision of the SClPT is 'stakeholders planning collaboratively to prepare for, respond to, and recover from a catastrophic incident.' To accomplish this vision, the team will…

- Develop a catastrophic incident planning framework that promotes integrated and synchronized emergency planning at all levels of government in Washington State and engages private sector and non-governmental stakeholders representing the whole community. This includes engaging neighboring states (i.e., Alaska, Idaho, and Oregon), and the Canadian Province of British Columbia.

- Develop catastrophic plans and tools that support coordination among and between state, tribal, and local governments and other stakeholders before, during, and after catastrophic incidents.

- Strive to make catastrophic incident planning part of the emergency management discipline statewide, based on the catastrophic incident planning framework.

- Support catastrophic incident planning conducted by, or between, organizations in the state, and initiate catastrophic incident planning efforts where presently absent.

Effective Date: 07-26-2016
Section 4: Governance Structure

SCIPT governance evolves over time, as appropriate, to support sustainment of the SCIPT work products and to promote a continued statewide dialogue on catastrophic incident planning.

SCIPT proposals (such as plans, tools, and templates) are open for review and comment by all tribes, counties, and cities in Washington State. SCIPT members, representing Washington State’s nine Homeland Security Regions and/or Tribal Nations, are responsible for providing this information to applicable tribes, counties, and cities (see page 11, ‘Diagram 1: Communication Flow’).

The SCIPT refers any operational recommendations to the Washington State Emergency Management Division Director for his or her consideration and action.

ARTICLE II: GOALS AND OBJECTIVES

Section 1: Goals

- Strengthen the ability of state, tribal, and local governments to effectively respond to and recover from to a catastrophic incident through unified and coordinated statewide catastrophic incident planning effort.
- Engage other governmental, non-governmental, and whole community partners in catastrophic incident planning.

Section 2: Objectives

Working in the spirit of collaboration to create economies of scale and make efficient use of scarce resources, the SCIPT shall pursue and promote these objectives, as reflected in the SCIPT’s annual work plan. The SCIPT objectives are to...

- Sustain a forum and process for collaborative all-phase catastrophic incident planning in Washington State.
- Develop a catastrophic incident planning framework for integrated and synchronized emergency planning at all levels of government in Washington State, and secure support for said framework.
- Promote statewide implementation of the framework, to include incorporating appropriate language consistently throughout the various CEMPs of political subdivisions in Washington State.
- Support periodic review and update to the Catastrophic Incident Annex of the Washington State CEMP.
WASHINGTON STATEWIDE CATASTROPHIC INCIDENT PLANNING TEAM CHARTER

- Strengthen collaboration between state, tribal, and local governments on catastrophic incident planning issues.

- Look for opportunities to include private sector and non-governmental organizations in catastrophic incident planning.

- Identify resource needs of other agencies to support catastrophic incident planning.

- Communicate with FEMA (and other federal agencies, as appropriate) and state, tribal, and local governments statewide on catastrophic incident planning issues.

- Assemble project teams to develop products designed to address specific response capabilities identified by the SCIPT.

- Recommend actions to address deficiencies in statewide catastrophic incident planning and funding.

- Other objectives identified by the SCIPT in support of the goals of the SCIPT.

ARTICLE III: MEMBERSHIP

Section 1: Expectations of Members

SCIPT Members Shall...

- Participate in the development and implementation of SCIPT objectives.

- Attend and actively participate in SCIPT meetings and an additional project teams and working groups.

- Inform other stakeholders in the Homeland Security Region or organization the member represents, ensuring they are aware of SCIPT activities and have an opportunity for input on SCIPT policy and planning proposals.

- Engage in planning activities, surveys, and product reviews as necessary.

Section 2: Representation

The SCIPT is composed of representatives from each of the nine (9) Homeland Security Regions, the Puget Sound Regional Catastrophic Planning Team (RCPT), Tribal Nations located within Washington State, the Washington State Emergency Management Division, and the seven (7) other state agencies listed below (or their successor agencies). SCIPT members shall consist of at least one (1) representative from each of the following organizations.

Effective Date: 07-26-2016
SCIPT Representation as of the Effective Date of this Charter:

- Each of the nine (9) Homeland Security Regions in Washington State
- Continuity Member from Puget Sound Regional Catastrophic Planning Team (RCPT)
- Tribal Nations (as many as possible, but at a minimum, one (1) from west of the Cascades and one (1) from east of the Cascades)
- Washington Emergency Management Division (EMD)
- Washington National Guard (WANG)
- Washington State Department of Agriculture (WSDA)
- Washington State Department of Commerce
- Washington State Department of Health (DOH)
- Washington State Department of Social and Health Services (DSHS)
- Washington State Department of Transportation (WSDOT)
- Washington State Utilities and Transportation Commission (UTC)

See page 10, 'Exhibit 1: Primary and Alternate SCIPT Members' for the named persons representing each of the above-listed entities.

Section 3: Appointment, Alternates, Term of Office, and Compensation

SCIPT members should have experience in emergency planning.

The coordinating agency for each Homeland Security Region shall appoint one (1) representative to the SCIPT. The person representing a given Homeland Security Region does not need to be an employee of the coordinating agency, provided their employment is in an emergency management capacity for an organization within that region.

Appointment of Tribal Representatives is from among those individuals currently representing a federally recognized Tribe, located in Washington State, on a Homeland Security Region oversight council/committee, and preferably a Tribal Member. In event of multiple nominees, the nominees will decide among themselves who shall be the primary representative.

The process for appointing members representing select state agencies on the SCIPT shall follow the process for designating State Agency Liaisons (SALs) to EMD.

Effective Date: 07-26-2016
The SCIPT may approve by majority vote the addition of members from other stakeholders with emergency management interests (e.g., the private sector).

Each member shall name an alternate and provide that information to the Chair. Alternates shall serve the same term as the primary representative.

Term of office: Members shall serve until their successor is appointed.

SCIPT members shall not receive compensation for the performance of their duties as members of the SCIPT.

Section 4: Vacancies

SCIPT members resign by submitting written notification to the Chair.

The process described for the initial appointment of members (Article III, Section 3) is the process for filling vacancies on the team.

Section 5: Advisory Participants

The Chair may invite advisory participants as needed, or on a regular basis, to assist in the proceedings of meetings or the development of products. Advisory participants do not have voting privileges.

Section 6: Officers

The SCIPT has two (2) officers: The Chair and his or her Vice Chair.

The designated representative from EMD serves as the Chair. The Chair selects their Vice Chair from amongst the non-state agency members.

The Chair shall serve for so long as he or she represents EMD on the SCIPT. The Vice Chair serves a two-year term.

Section 7: Duties of Officers

The Chair and Vice Chair work together to set the agendas for all meetings of the SCIPT. The Chair presides over SCIPT meetings. The Vice Chair presides in the absence of the Chair.

The Chair (or in his or her absence, the Vice Chair) shall appoint project teams and/or working groups as necessary, act as official spokesperson for the SCIPT or delegate to others from SCIPT as appropriate, and ensure that the work of the SCIPT accomplishes the goals and objectives listed in Article II.
ARTICLE IV: MEETINGS

Section 1: Regular Meetings

The SCIPT shall meet at least once every quarter during a given calendar year. While actual emergency conditions affecting the availability of team members may arise, the Chair should make every effort to avoid cancelling a quarterly SCIPT meeting outright. Rather, the Chair should use every available coordination resource and tool necessary for rescheduling meetings with all members. All meetings should have a video and/or teleconference participation option available, if practical.

The SCIPT shall endeavor to hold its meetings in various locations around Washington State that are convenient to the members.

Section 2: Special Meetings

The Chair may call special meetings, when necessary.

Section 3: Hosting

EMD serves as host organization of the SCIPT. The host organization works with the Chair or Vice Chair to convene meetings of the SCIPT, arrange a date and location for meetings, circulate notices of meetings, and develop and record meeting summaries, agendas, and materials. EMD provides storage for SCIPT documents in accordance with its storage and archival standards.

EMD is responsible for posting the final and approved SCIPT documents (this charter, proposed plans, frameworks, policies and procedures, etc.) on a website.

Section 4: Quorum, Voting Procedures, and Other Rules of Order

For the purposes of transacting the business of the SCIPT, a quorum shall be a simple majority of the members, or one of their alternates, of the SCIPT. Whenever possible, members reach decisions through consensus. When consensus is not possible, the Chair initiates a vote.

The Chair may permit voting by electronic means at his or her discretion.

Each member, or his or her alternate, may vote once on a given matter. In the instance that a member, or his or her alternate, represents multiple organizations on the SCIPT (e.g., both a Tribal Nation and a Homeland Security Region), their vote is equal to the number of organizations that he or she represents. In the instance of a tie, the Chair shall break the tie by casting the final vote.
Representatives may abstain to vote on a given matter. The meeting summary records any abstentions.

At the request of any SC IPT member present, the latest edition or revision of Robert’s Rules of Order directs the proceedings of SCPT meetings, except as otherwise provided in this charter.

ARTICLE V: SHARING INFORMATION AND SETTING PRIORITIES

Section 1: Documentation and Distribution of Decisions

The SCPT is committed to an open and transparent process.

The host organization maintains a written summary of all SCPT meetings, and distributes to the members prior to the next regular meeting. Members approve meeting summaries by a majority vote at the beginning of a regular meeting.

The Chair or Vice Chair prepares and distributes meeting agendas to all members at least one (1) week prior to a regular meeting. The Chair may delegate this task to an advisory participant.

The host organization shares items for review with all SCPT members one (1) week prior to the meeting selected for consideration and ultimate rejection or approval.

Section 2: Work Plan

A work plan, developed and adopted annually by all SCPT members, sets the action priorities for the SCPT, in addition to evolving priorities as the SCPT may otherwise determine based on a majority vote. The work plan identifies goals, objectives, lead agencies, and key milestones for each task item included. SCPT members review the work plan during each SCPT 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.

ARTICLE VI: ASSIGNMENT OF PROJECTS

The Chair may establish additional project teams or working groups, as needed, for the purposes of exploring emergent issues in more detail than a regular meeting may otherwise allow.

ARTICLE VII: RECOMMENDATIONS

A majority vote by members approves the plans, frameworks, policies, and procedures developed by the SCPT. The Chair may include minority opinions from members with the official recommendations.

Effective Date: 07-26-2016
Prior to taking final action on any proposed plan, framework, policy, or procedure, the SCIPT shall provide for a 60-day review and comment period. This period shall commence when the SCIPT Chair circulates the proposal to all Washington State political subdivisions possessing an emergency management program.

Political subdivisions utilize their normal and accustomed document approval process for adopting or implementing any finalized SCIPT proposals.

ARTICLE VIII: AMENDMENTS TO CHARTER

A simple majority vote of the members, or their alternates, at a regular meeting can amend this charter provided the members received at least fourteen (14) days’ notice of the proposed amendments in advance. 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.

ARTICLE IX: GRANT ADMINISTRATION

Section 1: Selection of Administering Organization

In the event grants become available for catastrophic incident planning, SCIPT members shall determine, by majority vote, which organization represented is responsible for administering such grants. The SCIPT must obtain written agreement from the selected organization prior to formal assignment of grant administration.

ARTICLE X: CONFLICT OF INTEREST

The intention of this article is to remind all SCIPT members that the primary objective of the SCIPT is to reach decisions that strengthen the ability of state, tribal, and local governments to respond to and recover from a catastrophic incident. To achieve this intention, all members agree to place statewide benefit above personal and/or organizational gain.

SClPT members from governmental organizations shall be subject to the code of ethics for their respective political subdivision/agency.

In the event individuals employed or associated with a non-governmental organization become members of the SCIPT, such individuals and organizations shall not be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of said individual or organization, in whole or in part, or which may be made for the benefit of his or her office or organization or accept, directly or indirectly, any compensation, gratuity, or reward in connection with such contract from any other person beneficially interested therein.1

1 See generally Chapter 42.23 RCW.

Effective Date: 07-26-2016
Any SC IPT member representing, and/or employed, by an organization that could benefit, directly or indirectly, in any contract in conflict with this article shall inform the team before participating in a discussion, refrain from voting on the matter, and abstain from any activities which the SC IPT Chair or Vice Chair determine may inappropriately influence the outcome of a decision. Such activities may include, but are not limited to, the following…

- Refrain from discussing the matter outside of providing a formal briefing to the SC IPT on the matter in question needed due to the individual’s expertise on the matter.

- Leave the room during pre-voting discussion on the matter in question.

- Avoid activities that give the appearance of securing votes from other members on the matter in question.

**ARTICLE XI: SEVERENCE CLAUSE**

If a legal authority determines a portion of this charter is unconstitutional, or otherwise contrary to law, such decision shall not affect the validity of the remaining body of this charter.
Exhibit 1: Primary and Alternate SCPT Members

**Tribal Nation Representation**

<table>
<thead>
<tr>
<th>Tribe</th>
<th>Primary Representative</th>
<th>Alternate Representative</th>
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</thead>
<tbody>
<tr>
<td>The Suquamish Tribe</td>
<td>Cherrie May</td>
<td></td>
</tr>
<tr>
<td>Swinomish Indian Tribal Community</td>
<td>Jim Sande</td>
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</tbody>
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**Regional Representation**

<table>
<thead>
<tr>
<th>Region</th>
<th>Primary Representative</th>
<th>Alternate Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeland Security Region 1</td>
<td>Jim Sande</td>
<td>Jason Biermann</td>
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<tr>
<td>Homeland Security Region 2</td>
<td>Jason McMillan</td>
<td>Penny Linterman</td>
</tr>
<tr>
<td>Homeland Security Region 3</td>
<td>Sandy Eccker</td>
<td>James Yates</td>
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<td>Homeland Security Region 4</td>
<td>Ernie Schnabler</td>
<td>Scott Johnson</td>
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<tr>
<td>Homeland Security Region 5</td>
<td>Richard Schroedel</td>
<td>Nichole Johnson</td>
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<tr>
<td>Homeland Security Region 7</td>
<td>Sandi Duffey</td>
<td>Daren Higashiyama</td>
</tr>
<tr>
<td>Homeland Security Region 8</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Homeland Security Region 9</td>
<td>Jay Weise</td>
<td>Ed Lewis</td>
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**State Agency Representation**

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<tr>
<th>Agency</th>
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<th>Alternate Representative</th>
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</thead>
<tbody>
<tr>
<td>Emergency Management Division (EMD)</td>
<td>Dan Banks</td>
<td>Serena Segura</td>
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<tr>
<td>Department of Agriculture (WSDA)</td>
<td>Sonia Soelter</td>
<td>Paige Beck</td>
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<tr>
<td>Department of Commerce</td>
<td>John Schelling</td>
<td>Jill Nordstrom</td>
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<tr>
<td>Department of Health (DOH)</td>
<td>Lindsay Engh</td>
<td>Shawn Roberts</td>
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<tr>
<td>Department of Social and Health Services (DSHS)</td>
<td>Sue Bush</td>
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<tr>
<td>Department of Transportation (WSDOT)</td>
<td>CJ Pearce</td>
<td>Brittany Miller</td>
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<tr>
<td>Utilities and Transportation Commission (UTC)</td>
<td>Rebecca Beaton</td>
<td>Jason Ball</td>
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<tr>
<td>Washington National Guard (WANG)</td>
<td>LTC Clay Braun</td>
<td>MAJ Annie Hansen</td>
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</table>

**Federal Agency Representation**

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<tr>
<th>Agency</th>
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<th>Alternate Representative</th>
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<tbody>
<tr>
<td>Federal Emergency Management Agency (FEMA)</td>
<td>Casey Beene</td>
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<tr>
<td>Joint Base Lewis-McChord (JBLM)</td>
<td>Heather Voboril</td>
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**Puget Sound RCPT Continuity Representation**

<table>
<thead>
<tr>
<th>Puget Sound RCPT Member</th>
<th>Primary Representative</th>
<th>Alternate Representative</th>
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<tbody>
<tr>
<td>Pierce County</td>
<td>Nicole Johnson</td>
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<tr>
<td>Snohomish County</td>
<td>Jason Biermann</td>
<td></td>
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<tr>
<td>Thurston County</td>
<td>Sandy Eccker</td>
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</tbody>
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**SCPT Leadership**

- Chair: Dan Banks – EMD Planning, Analysis, and Logistics Section Manager
- Vice Chair: Jason Biermann – Snohomish County DEM Director

Effective Date: 04-01-2017
Diagram 1: Communication Flow

Director, Washington Emergency Management Division

EMC

SCIPT

Information and ideas flow back and forth between all parties as shown by the thin arrows.

The Chair of the SCIPT forwards operational recommendations (wide arrow) to EMD Director.

Tribal Representatives
Regional Representatives
State Agency Representatives
Puget Sound RCPT

Tribes
Counties
Municipalities