

## Washington Statewide Catastrophic Incident Planning Team (SCIPT)

### 2016–2017 Work Plan: Status, Task Assignments, Milestones

*As of 31 January 2017 SCIPT Meeting, Revised on 1 April 2017 to reflect new team members*

#### **Tasks to complete by end 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> <i>18 April 2016</i>
<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> <i>26 July 2016</i>

#### **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.  <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:</b> <i>Serena Segura</i>  <b>Support:</b> <i>N/A</i>	<b>COMPLETE</b> <i>26 July 2016</i>

#### **Tasks to complete by end of CY 2017**

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

<b>Item</b>	<b>Task</b>	<b>Task Team</b>	<b>Status</b>
<b>4</b>	Review the ESF 20 Annex to the State CSZ Plan (also called the Washington National Guard CSZ Plan) with the SCIPT members.	<b>Lead:</b> <i>LTC Clay Braun</i>  <b>Support:</b> <i>MAJ Annie Hansen</i>	<i>TBD</i>
<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:</b> <i>Dan Banks</i>  <b>Support:</b> <i>Jason Biermann</i>	<i>Second Quarter CY 2017 Meeting</i>

**SCIPT 2016–2017 Work Plan 01-31-17**

<b>Item</b>	<b>Task</b>	<b>Task Team</b>	<b>Status</b>
<b>6</b>	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.	<b>Lead: Jason Biermann</b>  <b>Support: Sandy Eccker</b>	<i>Brief strategy at Fourth Quarter CY 2016 Meeting, complete by end of 2017.</i>
<b>8</b>	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.	<b>Lead: Tristan Allen (for private sector)</b>  <b>Support: Serena Segura (for all others)</b>	<i>End of 2017</i>
<b>9</b>	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.	<b>Lead: Serena Segura</b>  <b>Support: Military Department Communications Office</b>	<b>COMPLETE</b> <i>20 December 2016</i>
<b>10</b>	Develop a Scope of Authority Template for local governments using IMTs to staff their EOCs/ECCs.	<b>Lead: John Unfred</b>  <b>Support: Jason Biermann</b>	<i>TBD</i>
<b>11</b>	Regional representatives to brief tribes, counties, and cities of SCIPT proposals and future direction.	<b>Lead: All regional representative SCIPT members</b>  <b>Support: Serena Segura</b>	<b>End of Second Quarter CY 2017</b>