



Statewide Catastrophic Incident Planning Team (SCIPT)

SCIPT 2023 Q2/Q3 Meeting Agenda

Tuesday, July 18, 2023

10:00 A.M. – 1:00 P.M.

Conducted In-Person and via Microsoft Teams (w/ASL Services)

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 252 342 110 571

Passcode: XU2ChD

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Topic	Time	Presenter
I. Welcome, Administrative Announcements, and Introductions	10:00 a.m.	Shane Moore , WA EMD – Catastrophic Planner Michael Roberson , WA EMD – SCIPT Co-Chair, Planning Program Supervisor Kirk Holmes , SCIPT Co-Chair, Perteet Inc. – Director of Central Washington and Preparedness Services
II. SCIPT Co-Chair Vote (2024-2026) a. Nominations b. Vote	10:15 a.m.	Michael Roberson , WA EMD – SCIPT Co-Chair, Planning Program Supervisor
III. SCIPT Charter Review & Update (Part 1) <i>(Part 2) – Content to be finalized during the next SCIPT Meeting and submitted through the EMC for approval</i>	10:30 a.m.	Shane Moore , WA EMD – Catastrophic Planner Katie Spiekermann , WA EMD – Planning Program Coordinator Michael Roberson , WA EMD – SCIPT Co-Chair, Planning Program Supervisor Kirk Holmes , SCIPT Co-Chair, Perteet Inc. – Director of Central Washington and Preparedness Services
Lunch	11:15 a.m.	
IV. SCIPT Multi-Year Work Plan Discussion and Outline Drafting (Part 1) <i>(Part 2) – Content to be finalized during the next SCIPT Meeting</i>	12:00 p.m.	Shane Moore , WA EMD – Catastrophic Planner Katie Spiekermann , WA EMD – Planning Program Coordinator Michael Roberson , WA EMD – SCIPT Co-Chair, Planning Program Supervisor Kirk Holmes , SCIPT Co-Chair, Perteet Inc. – Director of Central Washington and Preparedness Services
V. Next Steps	12:45 p.m.	Shane Moore , WA EMD – Catastrophic Planner Michael Roberson , WA EMD – SCIPT Co-Chair, Planning Program Supervisor Kirk Holmes , SCIPT Co-Chair, Perteet Inc. – Director of Central Washington and Preparedness Services
VI. Good of the Order/ Open Forum a. Comments, Feedback, Suggestions	12:50 p.m.	Shane Moore , WA EMD – Catastrophic Planner



Statewide Catastrophic Incident Planning Team

2023 Q2/3 meeting

7/18/2023



I. WELCOME, ADMINISTRATIVE ITEMS, AND INTRODUCTIONS



Welcome



Administrative Announcements



Introductions

This meeting will be recorded and made available for viewing.

Recordings, meeting presentations, agenda, and notes can be found on the SCRIPT webpage at:

<https://mil.wa.gov/statewide-catastrophic-incident-planning-team>

This meeting also includes both transcription and ASL interpreter services.



AGENDA

**I. WELCOME, ADMINISTRATIVE
ANNOUNCEMENTS, AND INTRODUCTIONS**

II. SCRIPT CO-CHAIR VOTE

A. NOMINATIONS

B. VOTE

**III. SCRIPT CHARTER REVIEW AND UPDATE
(PART 1)**

LUNCH BREAK

**IV. SCRIPT MULTI-YEAR WORK PLAN
DISCUSSION AND OUTLINE DRAFTING
(PART 1)**

V. NEXT STEPS

VI. GOOD OF THE ORDER/OPEN FORUM

A. COMMENTS, FEEDBACK, SUGGESTIONS



II. SCRIPT CO-CHAIR VOTE

Term

- The Co-Chair serves a two-year term

Co-Chair Duties

- The Co-Chairs work together to set the agendas for all meetings of the SCRIPT
- Presides over SCRIPT meetings
- Appoint project teams and/or working groups as necessary
- Act as official spokesperson for the SCRIPT or delegate to others from SCRIPT as appropriate
- Ensure that the work of the SCRIPT accomplishes the goals and objectives listed in Article II (See Pages 2-3 of the SCRIPT Charter)

Please reference the [SCRIPT Charter](#) for the specific language used in the charter.

Applicable sections include:

- Section 4: Quorum, Voting Procedures, and Other Rules of Order
- Section 6: Officers
- Section 7: Duties of Officers

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

- For the purposes of transacting the business of the SCRIPT, a quorum shall be a simple majority of the members, or one of their alternates, of the SCRIPT. 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 SCRIPT (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



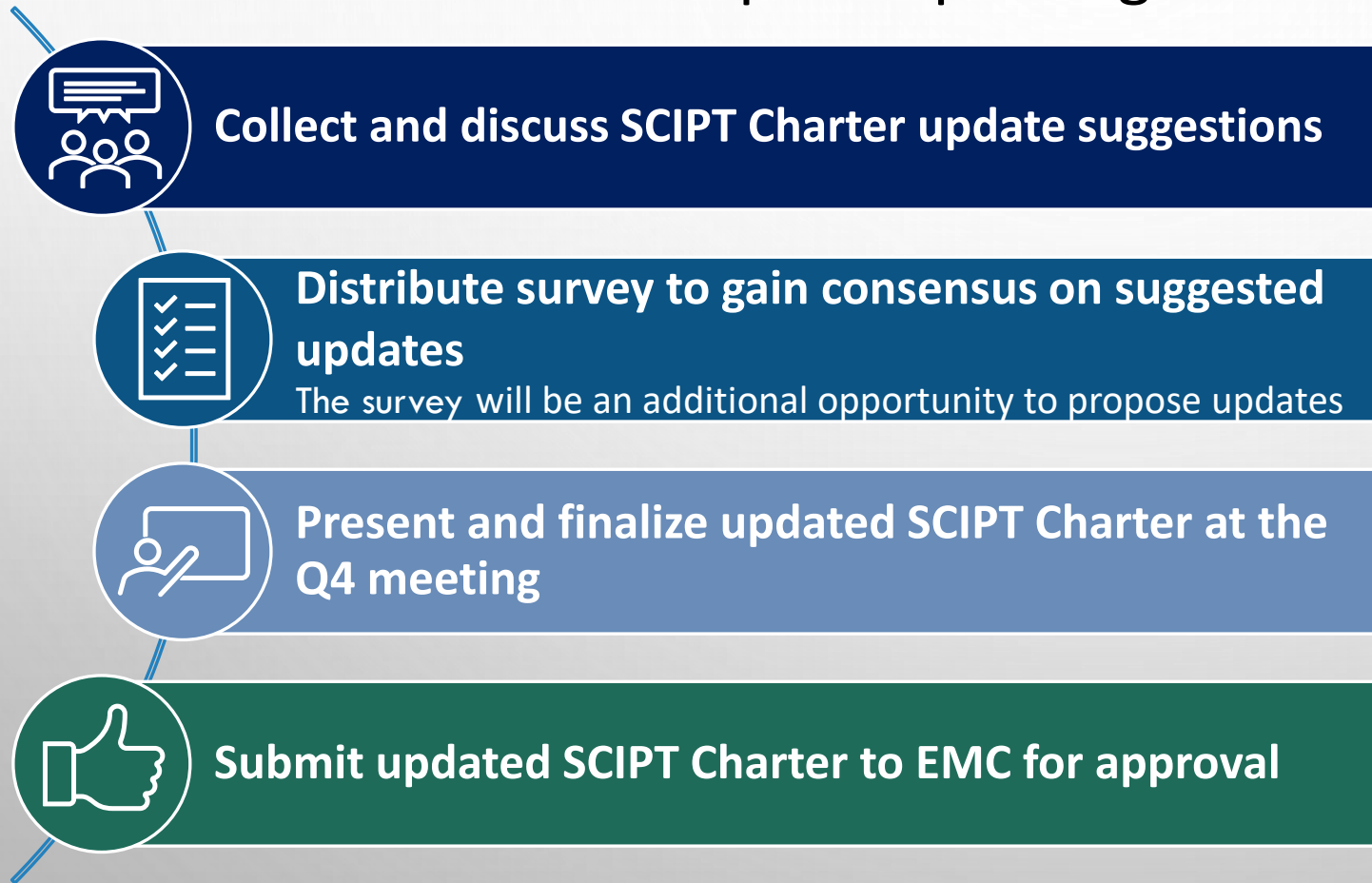
II. SCRIPT CO-CHAIR VOTE

Nominations

**Member
Vote**

III. SCRIPT CHARTER REVIEW AND UPDATE

Steps to updating SCRIPT Charter



If you have additional suggestions that we are unable to discuss during today's meeting, please email them to Shane Moore or Katie Spiekermann to ensure consideration for/inclusion in the updated SCRIPT Charter.



EMERGENCY MANAGEMENT DIVISION

"A disaster-ready and resilient Washington State"

STATEWIDE CATASTROPHIC INCIDENT PLANNING TEAM

"Catastrophic planning through the collaborative engagement of the whole community."



Proposed Change #							
Line(s) #		Nature of change (clarification, intent, addition, subtraction)		For Review Process Only			
				Supported or unsupported?		Included in revision?	
Original Language							
Proposed Language							
Comments							

Proposed Change #							
Line(s) #		Nature of change (clarification, intent, addition, subtraction)		For Review Process Only			
				Supported or unsupported?		Included in revision?	
Original Language							
Proposed Language							
Comments							



LUNCH BREAK

11:25AM – 12:10PM

WE WILL BE STARTING IN 2 MINUTES

IV. SCRIPT MULTI-YEAR WORK PLAN DISCUSSION AND OUTLINE DRAFTING

Steps to developing 2024-2029 SCRIPT Work Plan



Collect and discuss proposed actions and tasks SCRIPT should consider conducting over the next five years

Identify items that the SCRIPT should wrap up in 2023



Distribute survey to determine priority of proposed action items

The survey will be an additional opportunity to provide suggestions



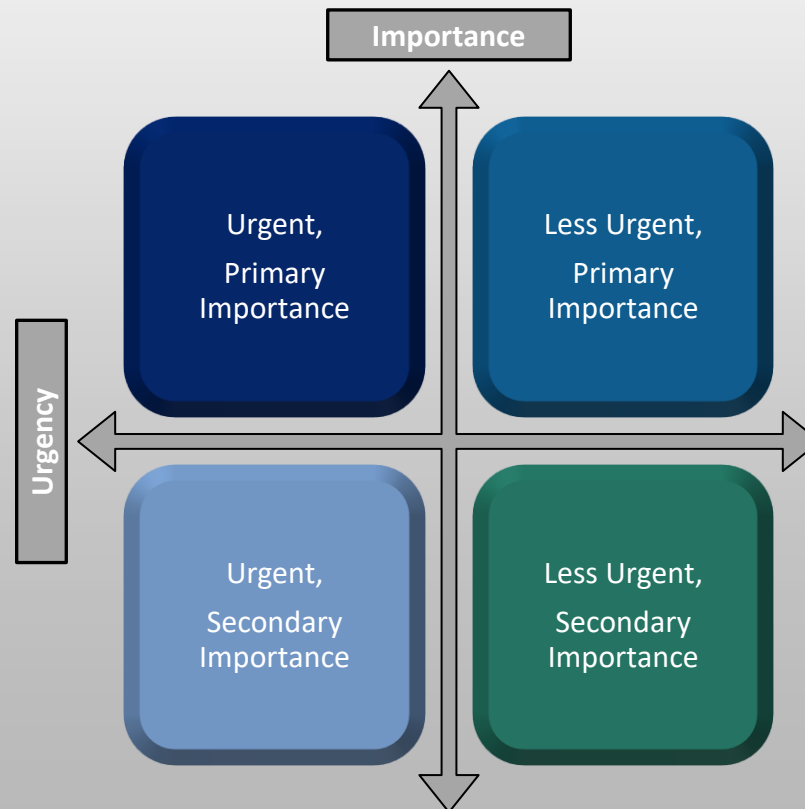
Present and finalize 2024-2029 SCRIPT Work Plan at the Q4 meeting

If you have additional proposals that we are unable to discuss during today's meeting, please email them to Shane Moore or Katie Spiekermann to ensure consideration for/inclusion in the SCRIPT Multi-Year Work Plan.



IV. SCRIPT MULTI-YEAR WORK PLAN DISCUSSION AND OUTLINE DRAFTING

All proposed action items will be categorized as logically as possible to the matrix below to help us better identify the priority with which the SCRIPT should execute associated tasks. Any proposed action that does not clearly fit into a quadrant of the matrix, will be placed in the "parking lot" for further consideration.





Time Sensitive (Urgent)

Undefined Timeline (Less Urgent)

Preestablished
(Primary Importance)

(e.g., planned but not initiated actions)

- RCPGP Planning Efforts
- Idea 2

(e.g., revisit previously executed areas for update)

- Idea 1
- Idea 2

Parking Lot

- Idea 1
- Idea 2

Unestablished
(Secondary Importance)

(e.g., new proposals)

- Idea 1
- Idea 2

(e.g., evaluate unexplored areas of preestablished core capabilities)

- Idea 1
- Idea 2



V. NEXT STEPS

SCRIPT Core Capability Workgroups

- Public Health, Healthcare, and EMS

SCRIPT Charter Review and Update

- Survey distribution
- Finalization and submission to EMC for approval

SCRIPT Multi-Year Workplan

- Survey distribution
- Finalization and approval

Cascadia Rising Series

- Critical Transportation exercise design

SCRIPT Public SharePoint Site

- Ongoing review and update

Planning Support

- Federal Collaboration
- Tribal Partners
- State Agencies
- Regional Planning and Local Jurisdictions



VI. GOOD OF THE ORDER/OPEN FORUM

COMMENTS, FEEDBACK, SUGGESTIONS

We value your input

What did you learn?
What did you like?
What worked well?

What did you dislike?
What would you like
us to do differently
moving forward?
What would you have
liked to have had on
the agenda?

Questions
Open forum
discussion



2023 QUARTERLY SCIPT MEETING SCHEDULE



Quarter	Month	Date	Venue
Q1	February	February 16, 2022	MS Teams
Q2/Q3	July	July 18, 2023	Seattle OEM + MS Teams
Q4	October	October 18, 2023	MS Teams <i>(tentative)</i>

For current plans and access to previous SCIPT meeting materials, please visit:

- SCIPT Webpage <https://mil.wa.gov/statewide-catastrophic-incident-planning-team>
- Catastrophic Incident Annex (and other plans) <https://mil.wa.gov/plans>



THANK YOU FOR ATTENDING!

POCS FOR THIS PRESENTATION AND SCRIPT ACTIVITIES:

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Statewide Catastrophic Incident Planning Team (SCIPT)

SCIPT Meeting Notes

18 July 2023, 10:00 AM – 1:00 PM

Hybrid Meeting – Seattle Office of Emergency Management and Microsoft Teams

- I. Welcome, Administrative Announcements, and Introductions – Shane Moore, Michael Roberson [Washington Emergency Management Division (WA EMD)], Kirk Holmes (Perteet Inc.)

The meeting began at 1003. Shane Moore (Catastrophic Planner, WA EMD) introduced himself and welcomed the meeting participants before asking the SCIPT co-chairs to quickly address the group. Michael Roberson (Planning Program Supervisor, WA EMD) and Kirk Holmes (Director of Central Washington and Preparedness Services, Perteet Inc.) thanked everyone for joining and expressed their excitement to see the results of the day's discussions. Shane walked everyone through the meeting agenda, which focused on updating the SCIPT Charter and outlining the 2024-2029 SCIPT Work Plan. Before moving to the next agenda item, Michael reminded attendees that the meeting would be recorded. The meeting recording can be found at [Statewide Catastrophic Incident Planning Team | Washington State Military Department, Citizens Serving Citizens with Pride & Tradition](#).

- II. SCIPT Co-Chair Vote (2024-2026) – Michael Roberson (WA EMD)

Michael introduced the matter of seeking nominations for the 2024-2026 SCIPT co-chair position. He outlined the two-year role of the co-chair and the responsibilities that someone filling the position should expect to take on, including working with the SCIPT chair to set meeting agendas, facilitate meetings, appoint project teams and workgroups, act as an official spokesperson for the SCIPT, identify new stakeholders to introduce to the SCIPT, and ensure the SCIPT is reaching its goals and objectives. Although the agenda originally indicated that a new co-chair for the 2024-2026 term would be selected during the Q2/Q3 meeting, there were not any nominees or volunteers for the position at the time of discussion. This item was tabled for the remainder of the meeting and will be revisited at the Q4 meeting. If you would like to nominate a SCIPT member to be considered for the co-chair position, please reach out to Shane (shane.moore@mil.wa.gov).

- III. SCIPT Charter Review and Update (Part 1) – Shane Moore, Michael Roberson (WA EMD)

Shane walked meeting participants through portions of the original 2016 SCIPT Charter (No subsequent revision) to elicit suggested updates and edits to the charter to better describe and document the structure and purpose of the team. The sections of the charter reviewed were the mission, governance structure, and goals and objectives. Areas of discussion and suggested language reworks proposed by Shane and Michael, and other meeting attendees include:

Mission

- Inclusion of federal government, private sector, Community Organizations Active in Disaster (COAD) and Voluntary Organizations Active in Disaster (VOAD) (including those with religious affiliation) as entities that the SCIPT collaboratively engages with

Statewide Catastrophic Incident Planning Team (SCRIPT)

- Revision of current wording “...in developing plans to prepare for, respond to, and recover from catastrophic incidents” to “...in developing plans to bridge the gap between catastrophic response and all-hazards response”
- Shift language away from identifying the SCRIPT as being in an “advisory” role to being a “resource,” providing “guidance,” or a clarification that “advisory” does not mean “regulatory”
- Inclusion of “regional communities” or “regional planning teams” as entities that the SCRIPT supports in their development and proposal of policies and plans
- Update of wording “...develops and proposes policies...” to better describe the SCRIPT’s role as a proposer and repository of best practices, identifier and elevator of policy roadblocks and gaps, integrator of plans between jurisdictions and tribes, and/or an entity that enables agencies to develop policies

Governance Structure

- Clarification of language around who SCRIPT membership and participation is open to

Goals and Objectives

- Alter language of goals to reflect updates to previously discussed topics
- Proposed additional goals:
 - Identify planning and policy gaps
 - Be the “go-to catastrophic planning resource organization” in the state of Washington

The SCRIPT co-chairs and organizers will use the suggested edits and participant input to develop updated charter language, which will then be shared with all SCRIPT members to review, provide additional comment and feedback, and approve at the Q4 meeting.

IV. SCRIPT Multi-Year Work Plan Discussion and Outline Drafting (Part 1) – Shane Moore, Michael Roberson (WA EMD)

After a lunch break, the group reconvened to discuss proposed action items to be included in the 2024-2029 SCRIPT Work Plan. Proposals for the work plan from Shane, Michael, and other meeting participants include:

- Engage with FEMA to provide recommended updates for the January 2022 FEMA Cascadia Subduction Zone Earthquake and Tsunami Plan (looking closely at the areas of maritime and energy resilience solutions, as well as “air drops”)
- Create a workgroup to assist with the vertical and horizontal integration of plans for partners at all levels
- Develop regional profiles of the Homeland Security Regions (HLS) to better understand and outline their demographics, capabilities, and capability gaps prior to an incident
- Refresh the SCRIPT SharePoint site to be a more useful interface for providing access to catastrophic planning resources
- Develop a “Ready, Set, Go” framework on how to start the catastrophic planning process for local partners

Statewide Catastrophic Incident Planning Team (SCRIPT)

The SCRIPT co-chairs and organizers will compile the proposed action items into a survey that all SCRIPT members will have a chance to use to provide their prioritization of the tasks and submit additional suggestions or comment prior to the work plan being brought forward for approval at the Q4 meeting.

V. Next Steps – Shane Moore, Michael Roberson (WA EMD)

Having already addressed some of the next steps of the SCRIPT throughout the meeting, Michael quickly recapped those points before highlighting additional next steps that the team plans to take prior to the next quarterly meeting. Next steps include:

- Drafting updated language for the SCRIPT Charter and sharing with SCRIPT members for feedback
- Sharing consolidated work plan proposals with SCRIPT members for prioritization
 - Drafting 2024-2029 SCRIPT Work Plan based on feedback
- Developing Critical Transportation exercise (focusing on connecting eastern and western Washington to move resources)
- Updating Public Health, Healthcare, and EMS core capability workgroup
- Updating the SCRIPT SharePoint site

VI. Good of the Order/Open Forum

Kirk reiterated that he is hopeful that someone will consider stepping up to take the SCRIPT co-chair position for 2024-2026. Based on the day's discussions, he is hopeful that someone who feels they are well-positioned based on the proposed areas of focus for the 2024-2029 SCRIPT Work Plan, will volunteer to take on the position. Michael, Kirk, and Shane closed the meeting by thanking everyone for their attendance and participation. The Q2/Q3 meeting ended at 1302.

Please send Shane additional input for the SCRIPT Charter language updates and proposals for the 2024-2029 SCRIPT Work Plan. The Q4 meeting is [tentatively] scheduled for October 18, 2023.