

**WASHINGTON  
STATEWIDE CATASTROPHIC INCIDENT PLANNING TEAM  
CHARTER**

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**ARTICLE I: GENERAL**

**Section 1: Name**

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

**Section 2: Mission**

The mission of the SCIPT 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 SCIPT 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 SCIPT 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.

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## **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.

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- 1 • Strengthen collaboration between state, tribal, and local governments on  
2 catastrophic incident planning issues.  
3
- 4 • Look for opportunities to include private sector and non-governmental  
5 organizations in catastrophic incident planning.  
6
- 7 • Identify resource needs of other agencies to support catastrophic incident  
8 planning.  
9
- 10 • Communicate with FEMA (and other federal agencies, as appropriate) and state,  
11 tribal, and local governments statewide on catastrophic incident planning issues.  
12
- 13 • Assemble project teams to develop products designed to address specific  
14 response capabilities identified by the SCIPT.  
15
- 16 • Recommend actions to address deficiencies in statewide catastrophic incident  
17 planning and funding.  
18
- 19 • Other objectives identified by the SCIPT in support of the goals of the SCIPT.  
20

## **ARTICLE III: MEMBERSHIP**

### **Section 1: Expectations of Members**

23 SCIPT Members Shall...

- 24 • Participate in the development and implementation of SCIPT objectives.  
25
- 26 • Attend and actively participate in SCIPT meetings and an additional project  
27 teams and working groups.  
28
- 29 • Inform other stakeholders in the Homeland Security Region or organization the  
30 member represents, ensuring they are aware of SCIPT activities and have an  
31 opportunity for input on SCIPT policy and planning proposals.  
32
- 33 • Engage in planning activities, surveys, and product reviews as necessary.  
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37

### **Section 2: Representation**

38 The SCIPT is composed of representatives from each of the nine (9) Homeland Security  
39 Regions, the Puget Sound Regional Catastrophic Planning Team (RCPT), Tribal Nations  
40 located within Washington State, the Washington State Emergency Management  
41 Division, and the seven (7) other state agencies listed below (or their successor  
42 agencies). SCIPT members shall consist of at least one (1) representative from each of  
43 the following organizations.  
44  
45  
46

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1 SCIPT Representation as of the Effective Date of this Charter:

- 2
- 3 • Each of the nine (9) Homeland Security Regions in Washington State
- 4
- 5 • Continuity Member from Puget Sound Regional Catastrophic Planning Team
- 6 (RCPT)
- 7
- 8 • Tribal Nations (as many as possible, but at a minimum, one (1) from west of the
- 9 Cascades and one (1) from east of the Cascades)
- 10
- 11 • Washington Emergency Management Division (EMD)
- 12
- 13 • Washington National Guard (WANG)
- 14
- 15 • Washington State Department of Agriculture (WSDA)
- 16
- 17 • Washington State Department of Commerce
- 18
- 19 • Washington State Department of Health (DOH)
- 20
- 21 • Washington State Department of Social and Health Services (DSHS)
- 22
- 23 • Washington State Department of Transportation (WSDOT)
- 24
- 25 • Washington State Utilities and Transportation Commission (UTC)
- 26

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

### 29 **Section 3: Appointment, Alternates, Term of Office, and Compensation**

30 SCIPT members should have experience in emergency planning.

31

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

36

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

42

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

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1 The SCIPT may approve by majority vote the addition of members from other  
2 stakeholders with emergency management interests (e.g., the private sector).  
3 Each member shall name an alternate and provide that information to the Chair.  
4 Alternates shall serve the same term as the primary representative.  
5 Term of office: Members shall serve until their successor is appointed.  
6

7 SCIPT members shall not receive compensation for the performance of their duties as  
8 members of the SCIPT.  
9

## 10 **Section 4: Vacancies**

11  
12 SCIPT members resign by submitting written notification to the Chair.  
13

14 The process described for the initial appointment of members (Article III, Section 3) is  
15 the process for filling vacancies on the team.  
16

## 17 **Section 5: Advisory Participants**

18  
19 The Chair may invite advisory participants as needed, or on a regular basis, to assist in  
20 the proceedings of meetings or the development of products. Advisory participants do  
21 not have voting privileges.  
22

## 23 **Section 6: Officers**

24  
25 The SCIPT has two (2) officers: The Chair and his or her Vice Chair.  
26

27 The designated representative from EMD serves as the Chair. The Chair selects their  
28 Vice Chair from amongst the non-state agency members.  
29

30 The Chair shall serve for so long as he or she represents EMD on the SCIPT. The Vice  
31 Chair serves a two-year term.  
32

## 33 **Section 7: Duties of Officers**

34  
35 The Chair and Vice Chair work together to set the agendas for all meetings of the SCIPT.  
36 The Chair presides over SCIPT meetings. The Vice Chair presides in the absence of the  
37 Chair.  
38

39 The Chair (or in his or her absence, the Vice Chair) shall appoint project teams and/or  
40 working groups as necessary, act as official spokesperson for the SCIPT or delegate to  
41 others from SCIPT as appropriate, and ensure that the work of the SCIPT accomplishes  
42 the goals and objectives listed in Article II.  
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# WASHINGTON STATEWIDE CATASTROPHIC INCIDENT PLANNING TEAM CHARTER

## 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.

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1 Representatives may abstain to vote on a given matter. The meeting summary records  
2 any abstentions.

3  
4 At the request of any SCIPT member present, the latest edition or revision of Robert's  
5 Rules of Order directs the proceedings of SCIPT meetings, except as otherwise provided  
6 in this charter.

## 7 8 **ARTICLE V: SHARING INFORMATION AND SETTING PRIORITIES**

### 9 10 **Section 1: Documentation and Distribution of Decisions**

11  
12 The SCIPT is committed to an open and transparent process.

13  
14 The host organization maintains a written summary of all SCIPT meetings, and distributes  
15 to the members prior to the next regular meeting. Members approve meeting summaries  
16 by a majority vote at the beginning of a regular meeting.

17  
18 The Chair or Vice Chair prepares and distributes meeting agendas to all members at least  
19 one (1) week prior to a regular meeting. The Chair may delegate this task to an advisory  
20 participant.

21  
22 The host organization shares items for review with all SCIPT members one (1) week prior  
23 to the meeting selected for consideration and ultimate rejection or approval.

### 24 25 **Section 2: Work Plan**

26  
27 A work plan, developed and adopted annually by all SCIPT members, sets the action  
28 priorities for the SCIPT, in addition to evolving priorities as the SCIPT may otherwise  
29 determine based on a majority vote. The work plan identifies goals, objectives, lead  
30 agencies, and key milestones for each task item included. SCIPT members review the  
31 work plan during each SCIPT meeting (i.e., a standing agenda item for every meeting),  
32 updating the progress of existing task items until completion –OR– adding new task items  
33 as needed.

## 34 35 **ARTICLE VI: ASSIGNMENT OF PROJECTS**

36  
37 The Chair may establish additional project teams or working groups, as needed, for the  
38 purposes of exploring emergent issues in more detail than a regular meeting may  
39 otherwise allow.

## 40 41 **ARTICLE VII: RECOMMENDATIONS**

42  
43 A majority vote by members approves the plans, frameworks, policies, and procedures  
44 developed by the SCIPT. The Chair may include minority opinions from members with  
45 the official recommendations.

46  
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1 Prior to taking final action on any proposed plan, framework, policy, or procedure, the  
2 SCIPT shall provide for a 60-day review and comment period. This period shall  
3 commence when the SCIPT Chair circulates the proposal to all Washington State political  
4 subdivisions possessing an emergency management program.

5  
6 Political subdivisions utilize their normal and accustomed document approval process  
7 for adopting or implementing any finalized SCIPT proposals.

## **ARTICLE VIII: AMENDMENTS TO CHARTER**

8  
9  
10  
11 A simple majority vote of the members, or their alternates, at a regular meeting can  
12 amend this charter provided the members received at least fourteen (14) days' notice of  
13 the proposed amendments in advance. Attachments to this charter (e.g., charts, tables,  
14 diagrams, etc.) may be changed as needed to reflect up-to-date information (e.g.,  
15 changes in membership, etc.), without following a formal voting process.

## **ARTICLE IX: GRANT ADMINISTRATION**

### **Section 1: Selection of Administrating Organization**

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

## **ARTICLE X: CONFLICT OF INTEREST**

25  
26  
27  
28 The intention of this article is to remind all SCIPT members that the primary objective of  
29 the SCIPT is to reach decisions that strengthen the ability of state, tribal, and local  
30 governments to respond to and recover from a catastrophic incident. To achieve this  
31 intention, all members agree to place statewide benefit above personal and/or  
32 organizational gain.

33  
34 SCIPT members from governmental organizations shall be subject to the code of ethics  
35 for their respective political subdivision/agency.

36  
37 In the event individuals employed or associated with a non-governmental organization  
38 become members of the SCIPT, such individuals and organizations shall not be  
39 beneficially interested, directly or indirectly, in any contract which may be made by,  
40 through or under the supervision of said individual or organization, in whole or in part, or  
41 which may be made for the benefit of his or her office or organization or accept, directly  
42 or indirectly, any compensation, gratuity, or reward in connection with such contract from  
43 any other person beneficially interested therein.<sup>1</sup>

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<sup>1</sup> See generally Chapter 42.23 RCW.



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1 Any SCIPT member representing, and/or employed, by an organization that could benefit,  
2 directly or indirectly, in any contract in conflict with this article shall inform the team before  
3 participating in a discussion, refrain from voting on the matter, and abstain from any  
4 activities which the SCIPT Chair or Vice Chair determine may inappropriately influence  
5 the outcome of a decision. Such activities may include, but are not limited to, the  
6 following...

- 7
- 8 • Refrain from discussing the matter outside of providing a formal briefing to the  
9 SCIPT on the matter in question needed due to the individual's expertise on the  
10 matter.
- 11
- 12 • Leave the room during pre-voting discussion on the matter in question.
- 13
- 14 • Avoid activities that give the appearance of securing votes from other members  
15 on the matter in question.
- 16

### **ARTICLE XI: SEVERENCE CLAUSE**

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

### Tribal Nation Representation

Tribe	Primary Representative	Alternate Representative
The Suquamish Tribe	Cherrie May	
Swinomish Indian Tribal Community	Jim Sande	

### Regional Representation

Region	Primary Representative	Alternate Representative
Homeland Security Region 1	Jim Sande	Jason Biermann
Homeland Security Region 2	Jason McMillan	Penny Linterman
Homeland Security Region 3	Sandy Eccker	James Yates
Homeland Security Region 4	Ernie Schnabler	Scott Johnson
Homeland Security Region 5	Richard Schroedel	Nichole Johnson
Homeland Security Region 6	Amy Gillespie	Luke Meyers
Homeland Security Region 7	Sandi Duffey	Daren Higashiyama
Homeland Security Region 8	TBD	
Homeland Security Region 9	Jay Weise	Ed Lewis

### State Agency Representation

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

### Federal Agency Representation

Agency	Primary Representative	Alternate Representative
Federal Emergency Management Agency (FEMA)	Casey Beene	
Joint Base Lewis-McChord (JBLM)	Heather Voboril	

### Puget Sound RCPT Continuity Representation

Puget Sound RCPT Member	Primary Representative	Alternate Representative
Pierce County	Nicole Johnson	
Snohomish County	Jason Biermann	
Thurston County	Sandy Eccker	

### SCIPT Leadership

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

Effective Date: **04-01-2017**

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Diagram 1: Communication Flow

