

Washington Statewide Catastrophic Incident Planning Team (SCIPT)
2016–2017 Work Plan: Status, Task Assignments, Milestones
As of 31 January 2017 SCIPT Meeting

Tasks to complete by end of CY 2016

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

Tasks to complete indefinitely

Item	Task	Task Team	Status
3	Adopt a 2016-2017 work plan with milestones. NOTE: <i>As a result of charter revisions, the work plan is reviewed and potentially updated at every SCIPT Meeting.</i>	Lead: Todd Kilpatrick Support: N/A	COMPLETE 26 July 2016

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)

Item	Task	Task Team	Status
4	Review the ESF 20 Annex to the State CSZ Plan (also called the Washington National Guard CSZ Plan) with the SCIPT members.	Lead: LTC Clay Braun Support: MAJ Annie Hansen	TBD
5	Develop and circulate for review a draft catastrophic incident planning framework describing how integrated and synchronized catastrophic incident planning should occur in Washington: proposing a concept of operation; operational coordination and communication structures; roles for tribal, state, county, city, and other agencies in a catastrophic incident; and identifying a scope of planning activities, planning priorities, and milestones.	Lead: Dan Banks Support: Jason Biermann	Second Quarter CY 2017 Meeting

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Item	Task	Task Team	Status
6	Seek to engage the host agencies for each of the Puget Sound Regional Catastrophic Planning Team (RCPT) plans and templates to determine the path forward for other areas of the state to utilize these plans and tools in their catastrophic incident planning efforts, as appropriate. Since some plans and templates may need to be adjusted for use outside the RCPT region, identify resources and timeline 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.	Lead: Jason Biermann Support: Sandy Eccker	<i>Brief strategy at Fourth Quarter CY 2016 Meeting, complete by end of 2017.</i>
8	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.	Lead: Tristan Allen (for private sector) Support: Todd Kilpatrick (for all others)	<i>End of 2017</i>
9	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.	Lead: Todd Kilpatrick Support: Military Department Communications Office	COMPLETE <i>20 December 2016</i>
10	Develop a Scope of Authority Template for local governments using IMTs to staff their EOCs/ECCs.	Lead: John Unfred Support: Jason Biermann	<i>TBD</i>
11	Regional representatives to brief tribes, counties, and cities of SCIPT proposals and future direction.	Lead: All regional representative SCIPT members Support: Todd Kilpatrick	End of First Quarter CY 2017