

## Agenda for Delaware Continuity Coordinator Council

May 22, 2014  
1 p.m. – 3 p.m.



### Live Meeting Logon:

<https://meeting.delaware.gov/meeting/13872324>

Password: DECCCMay

*Audio Portion: Call into (302)526-5475; Conference ID 89450#  
Mute Your Line, but **DO NOT** Put Your Line on Hold*

**\*Once logged in, please send a message through the chat box with your full name so we can more easily take attendance. Your line must be muted, but you can use the chat box to communicate\***

Connection can be established beginning at 8:50am.

### Physical Meeting Location:

DEMA, 165 Brick Store Landing Rd, Smyrna, DE 19977

- **Attendees:** Mark Devore, Judy Everett, Monica Fisher, Lori Gorman, Amy Greenly, John Healy, Erich Heintz, Lynn Hooper, Jackie Keel, Tim Li, John Mancus, Tony Manson, Claudette Martin-Wus, Doyle Tiller, Heather Volkomer
- **DECCC Updates** (ppt available at the end of this document)
- **Elections**
  - Vice-Chair – no candidates applied – this position is open for anyone interested
  - Education and Training Officer – Monica Fisher was chosen and has accepted this position
  - IT Systems Officer – Carolyn Dunch was chosen and has accepted this position
- **Hazmat Transportation Route Risk Study** (Kevin Kille)  
Due to the sensitivity of the information provided in this presentation, the data is not available to be recreated in the meeting minutes.
- **Break**
- **Weather Risk Analysis for Delaware** (Kevin Kille)  
The weather risks for Delaware were reviewed. This information was viewed in various formats and is not able to be converted into electronic format to be included in the meeting minutes.
- **Q&A Session**
  - Suggestions by the DECCC members:
  - Have a 5-10 minute sections at each meeting that highlights a particular area of Notifind and/or LDRPS
  - Document a list of questions in preparation for the August meeting where OMB/HR will be presenting – John Mancus and Tony Manson will be drafting this

- Provide a secure website for employees to update contact and emergency contact information that can be pulled into LDRPS to allow ease of collecting this data for agency COOP Plans

**DECCC Steering Committee members:**

Claudette Martin-Wus – Co-Chair

Kevin Kille – Co-Chair

*Vacant* – Vice-Chair

Monica Fisher – Education and Training Officer

Carolyn Dunch – IT Systems Officer

John Mancus – Disaster Preparedness Officer

Mark Devore – Facilities Officer

Lori Gorman – Vital Records Officer

\*\*If interested in the vacant position(s), please contact any one of the Steering Committee members\*\*



## Delaware Continuity Coordinator Council (DECCC)

May 22, 2014

## Agenda

- > Welcome/Introductions
- > DECCC Updates
- > Elections
  - > Vice-Chair
  - > Education & Training Officer
  - > IT Systems Officer
- > Hazmat Transportation Route Risk Study  
(Kevin Kille, DEMA)
- > Break
- > Weather Risk Analysis for Delaware  
(Kevin Kille, DEMA)
- > Q&A

## DECCC Updates

- > HR Letter - meeting to follow
  - Questions document creation
- > Statewide COOP Exercise - scheduled for September 4
- > DRII Courses
  - June 17-19 in NCC
  - July TBD
- > DRII Conference

## Professional Glossary

- > DRII is composing a glossary of terms for BC/COOP professionals
  - <https://drii.org/glossary.php>
  - Uniformity in the use of terms
  - DRII Glossary Committee looking for DRII members input

## Training Opportunities

- > In-state DRII Certification Training - **Convenient and FREE!!!**
  - June 17-19
  - July TBD
- > FEMA Independent Online Study Trainings - **Convenient and FREE!!!**
- > DEMA - **Convenient and FREE!!!**
  - June 24-26
  - [http://dema.delaware.gov/services/calendar/Trng\\_Cal.shtml](http://dema.delaware.gov/services/calendar/Trng_Cal.shtml)
- > Provides for a better understanding and ability to assist agencies when a COOP event arises

## Personal Accountability

- > Continuity Coordinators/Plan Builders are expected to understand COOP
  - Being personally prepared
  - Assist decision-makers with obtaining agency's COOP Plans
  - Point of Contact for COOP-related items
  - Educating and Exercising agency staff

Break



Q&A

