Minutes for Delaware Continuity Coordinator Council

May 25, 2017
1 p.m. – 3 p.m.

Attendees: Scott Blaier, Dan Cahall, Thomas Cuccia, Mark Decore, Mike Erixson, Kevin Eickman, Johna Esposito, Judy Everett, Mary Hansen, John Healy, Adrienne Hegman, Erich Heintz, Lynn Hooper, Alyssa Huenke, Jackie Keel, Tony Lee, Kathleen Mahoney, John Mancus, Kim Marsh, Claudette Martin-Wus, John McCartney, Laura Mensch, Dawn Minor, Sharon Poole, Linda Popels, Chris Ramos, Jeff Savin, Karen Smith, Syd Swann, Karen Sweeney, Doyle Tiller, Valerie Trott, Heather Volkomer, Amy Woodward, Kevin Wright,

- ➢ **DECCC Updates**
  - Volunteers for Council needed:
    - o Positions Open:
      - ▪ Vice-Chair
      - ▪ Education and Training Officer
      - ▪ IT Systems Officer
      - ▪ Vital Records Officer
    - o Time Commitment: Approx 1-2 hours a month in addition to attending the quarterly meetings.
  - Upcoming Training Opportunities: http://www.dema.delaware.gov/services.calendar.Trng_Cal.shtml
    - o AWR-136 Essentials of Community Cybersecurity: DEMA June 6th, 8-noon
    - o MGT-384 Community Preparedness for Cyber Incidents: DEMA June 7th, 8-4
    - o 10th Annual Citizen Coprs Prep Night Baseball Game: Blue Rocks, June 9 @ 7:00
    - o ICS-300: DEMA, August 8th-10th, 8:30-4:30
    - o ICS-400: DEMA, September 5th-6th, 9:00-4:30
  - Volunteers for BCIC System Testing
    - o Training dates June 8 & 14th
    - o Test system, document errors, confirm data, provide feedback

- ➢ **So You Work in a Multiple Agency Building- Now what?- PPT attached**
  Mark Devore, Dept. of Facilities Management
  Listen as Mark discusses the importance of emergency planning for multiple agency as well as single agency and leased space emergency planning scenarios. He will cover steps and tips for both single and multiple agency emergency procedure planning.

- ➢ **Intro to BC in the Cloud-**
  Skype Recording can be found at http://extranet.dti.state.de.us/COOP/
  Lori Gorman, Delaware Dept. of Technology and Information
  An introductory presentation to the look and feel of BC in the Cloud that will include a walk-through of plan updates, approvals, and plan output. This presentation will be

recorded and made available on the DECCC webpage for reference by COOP planners. Additional training schedules to be announced after the meeting.

➤ **Q & A**

Q: When can we begin working in the new tool?
A: The official launch date of the new tool is July 3rd. Your BCDR liaisons will be sending communications regarding the launch and will be scheduling training/ audits in the coming months. We hope to have additional training video's and manuals created and posted to the DECCC website by the end of June.

DECCC Steering Committee members:
Tony Lee – Co-Chair   *Vacant-* Vice-Chair
Lori Gorman – Co-Chair   *Vacant-* Education and Training Officer
John Mancus – Disaster Preparedness Officer   *Vacant-* IT Systems Officer
Mark Devore– Facilities Officer   *Vacant-* Vital Records Officer

If interested in any of the vacant positions, please contact Lori Gorman

Slide 1

State Office Emergency Procedure Planning

DECCC

Our Disaster Recovery Plan Goes Something Like This...

HELP! HELP!

DILBERT

Slide 2

Agenda

- Background on emergency planning
- Responsibilities
- State-owned Single agency facilities
- State-owned Multiple agency facilities
- Leased facilities
- Emergency Plan elements
- Resources to help you plan
- Questions

Slide 3

Background

- Delaware Constitution- Article XVII § 1, Continuity of Government
- State Code:
  Title 10, Chapter 18- Judicial succession
  Title 10, Chapter 20- Judicial Emergency Act
  Title 15, Chapter 11- Election COOP/integrity
  Title 16, Chapter 63- Health Emergency Planning
  Title 16, Chapter 66- State Fire Marshal
  Title 20, Chapter 31- Emergency Management
  Title 29, Chapter 17- Emergency Interim Legislative Succession Act
  Title 29, Chapter 77- Emergency Location of Government
- Executive Orders- Gov. Markell E.O. 13 superseded by E.O. 38- COOP planning
- Fire Code and Regulations
  NFPA 101, Life Safety Code (2015)
  State Fire Prevention Regulations
  OSHA Regulations 29 CFR 1910.38

Slide 4

Responsibilities

- Emergency planning is closely related to COOP planning but not the same
- Duty to serve and protect the public
- Workplace safety and health for employees
- Planning helps speed recovery efforts
- Plans usually developed at the building or campus level
- Multiple agency buildings represent challenges to planning
- Leased facilities have unique issues

Slide 5

State-owned Single agency emergency planning steps

- Hold a meeting to discuss the topic and start the planning process
- Assign person(s) or group (committee) to build the emergency plan
- Follow up as needed
- Review plan (meeting)
- Hold a drill to test plan
- Revise and update plan as needed

Slide 6

State-owned Multiple agency emergency planning steps

- Organize a "building tenant committee" to discuss issues related to the building
- Determine whether there will be separate plans or one "combined plan" for emergencies
- Assign organization(s) or person(s) to build the plan
- Follow up as needed
- Check plan. Need to ensure there are no conflicts (i.e. using the same location as a rally point during emergencies)
- Hold a drill to test plan
- Revise and update as needed

Leased facility emergency planning steps

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- ► Similar planning steps from previous (either Single or Multiple agency)
- ► Need to ensure landlord is aware of final plan (provide copy)
- ► Inform agency management or property (facilities) point of contact regarding planning efforts
- ► Any building issues need to be reported to OMB/DFM

Emergency plan elements

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- ► Plan should address common threats such as: fire, hazardous chemical release, bomb threat/suspicious package, active shooter, tornado, and earthquake.
- ► Communications planning- how will info be distributed? How will alarms be activated? Reporting requirements?
- ► Location of exits, escape routes and rallying points.
- ► Procedures to assist persons with disabilities.
- ► Accounting for all employees after evacuation.
- ► Names of key personnel.
- ► Sheltering in place procedures including locations.
- ► Location of any critical equipment such as first aid kits, emergency lights, and AEDs.

Resources to help you plan

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- ► DECCC is providing information and training to assist in your planning- you need to make it happen!
- ► Please send us your plan when it's complete (Lori Gorman)
- ► Some helpful sites regarding Emergency Planning:

https://www.dhs.gov/sites/default/files/publications/Hometown-Security-Fact-Sheet-04062016-508.pdf

https://www.ready.gov/business/implementation/emergency

https://www.afscme.org/news/publications/workplace-health-and-safety/are-you-prepared-a-guide-to-emergency-planning-in-the-workplace/elements-of-an-emergency-action-plan

https://www.fema.gov/media-library/collections/357

Questions.....................

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