Agenda for Delaware Continuity Coordinator Council



May 16, 2019

Minutes

<u>Attendees</u>: Charlene Adams, Sandra Alexander, John Avera, Dan Cahall, Danny Dolan, Mike Erixson, John Evens, Judy Everett, Shawn Facen-Simmons, John Healy, Erich Heintz, Lynn Hooper, Jamie Johnstone, Debra Lawhead, Kathleen Mahoney, John Mancus, Sharon Maurer, Susan Mateja, Vanessa Moore-Bridell, Jerome Passon, Kimberly Pawlyk, Leslie Poland, Karen Sweeney, Jamie VanHorn, Heather Volkomer, Ariel Winston

Welcome/Introductions

> DECCC Updates

- New Plan Builders & Kudos
- Upcoming Opportunities
- COOP News
 - 2019 Meeting Schedule
 - BCIC Plan Updates
 - Employee Consolidations
 - COOP Score Cards

> Improved Virtual Private Network VPN

Rick Truitt/ Carolyn Dunch, Delaware Dept. of Technology and Information
Hear from DTI's Security office about the upcoming changes in Virtual Private Network (VPN) and how this may impact your organization's COOP operations using telework. Please see the attached PowerPoint to review what changes are on the horizon and how you can better improve your operations.

Statewide COOP Exercise

Planning, Documents, Participation

Lori Gorman, Department of Technology and Information

Participates attending in person experienced a hands on facilitator training to assist in preparation for the upcoming Statewide COOP exercise. We reviewed documents, made organization customizations, and participated in an in-depth look at the questions that are a part of this year's statewide exercise. DECCC members are encouraged to take time to review the questions included in the exercise against their COOP plans to better ensure that their plans include necessary information.

> Q & A

Q: What affect will the new VPN set up have on accessing external (or Vendor) provided Applications?

A: No impacts are expected. However, if any issues occur they will be addressed individually. It is anticipated that this would be exception rather than the norm.

DECCC Steering Committee members:

Tony Lee – Co-Chair Lori Gorman – Co-Chair Linda Popels- Vice-Chair Dawn Hollinger- Education & Training John Mancus – Disaster Preparedness Officer Tim Li- Vital Records Officer

Q: What is meant by the word roles?

A: Roles takes the place of today's profiles. Each role will be developed with specific access permissions and fire rules, with people added or removed from the role.

Q: What is the time line for the VPN changes?

A: Testing for state owned devices is expected to occur over the summer and the user-based firewalls being completed in July. For non-state owned devices, the expected completion date is the end of 2019 early 2020.

Q: What are the next steps to participate in the Statewide COOP exercise? **A:** See below:

- Determine planning team (2-3 people).
- Determine needed participants.
- Select your Exercise Date and send calendar invite to participants.
- Register https://www.eventbrite.com/e/2019-continuity-of-operations-tabletop-exercise-tickets-58873689791
- Customize Materials¹https://extranet.dti.state.de.us/COOP/information/calendar.shtml
- Hold Exercise.
- Complete AAR and submit copy.

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¹ If you are unable to access this link via Internet Explorer, it is recommended you use an alternate browser such as Chrome or Firefox.



Delaware Continuity Coordinator Council (DECCC)

May 16, 2019

Kudos...

- ▶ Completed COOP Phases in 2019
 - Dept of Labor- Education and Training
 - Dept of Finance Unclaimed Property
 - Dept. of Finance: Technology and Business Innovation
- Signed up for Statewide COOP Exercise
 - Dept. of Finance- Unclaimed Property
 - Pensions
 - Dept of Finance- Office of the Secretary
 - Dept of Labor- Industrial Affairs

Agenda

- >Welcome/Introductions
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- ➤ Upcoming Opportunities
- ➤ COOP News
 - > 2019 Meeting Schedule
- ➤ BCIC Updates
- COOP Score Cards
- Improved Virtual Private Network (VPN)
- > Rick Truitt, Dept. of Technology and Information
- > Statewide COOP Exercise
- Laura Kratz, Tetratech
- Caitlin Kelly, Tetratech
- > Lori Gorman, DTI

Qar

Upcoming Opportunities

DEMA Training: http://dema.delaware.gov/services/calendar/Trng_Cal.shtm

- DEMA ICS-300 Intermediate ICS for Expanding Incidents: June 4-6, 2019 0830-1630 Delaware Emergency Management Agency
- DEMA AWR148 Crisis Management for School-Based Incidents: June 11, 2109 0800-1630 Delaware State Fire School
- DEMA AWR 343- Hurricane Awareness: June 25, 2109 0800-1230 Clayton Fire Hall
- DEMA ICS-200 Basic ICS: Single Resources and Initial Action Incidents: June 26-27, 2019 0900-1630 Delaware Emergency Management Agency

FEMA Independent Study Program: https://training.fema.gov/is

IS-546.A Continuity of Operations Awareness Course IS-551: Devolution Planning IS-547.A: Introduction to Continuity of Operations

Roll Call..

New Plan Builders

- ∘ Jennifer Comparoto- DOL Unemployment Insurance
- Coleen Ponden- DNREC
- Chris McGonigle Office of Denfense Services
- Jennifer Walls DNREC
- Mark Hogan- DNREC
- Timothy Collins DNREC
- Sarah Azevedo- DSCYF- DFS
- Tiaa Stanford- DHSS- Management Services
- · Andrea Santore- DHSS- Management Services
- · Carrie Hyla- DSCYF
- Renee Ciconte DSCYF
- Amanda Belford- DELDOT

COOP News

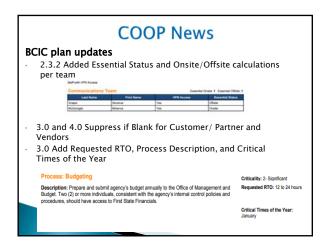
2019 Calendar

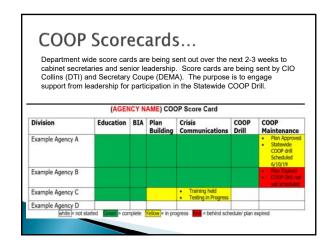
In order to improve attendance, a rotating schedule of the 2^{nd} Wed. and 3^{rd} Thursday has been adopted.

- Wednesday, August 14, 2019
- Thursday, November 21, 2019

Topic Ideas:

- Incident Sharing; Tips & Tricks
- COOP News
- > P-card upgrading/ Fiscal and HR comments
- IT changes
- Round Table discussion- alternate facilities, management support, and other challenges
- Bring in speaker for another State/Company to share their experiences





COOP News BCIC plan updates... 7.0 Call Trees: Add company cell to call list 7.0 Call Tree Cold Tree Cold Tree Reduces BIA Report- now matches 3.0 processes New Exercise Function and Reporting DR Exercise COOP Exercise Crisis Communication Exercise

Statewide COOP Exercise

2019 Continuity of Operations Tabletop Exercise...

As an ongoing initiative to enhance emergency preparedness across the State, the Delaware Emergency Management Agency and the Department of Technology and Information are designing a customizable Table Exercise (TTX) Toolkit for State Organizations to review their COOP plans. Leadership and personnel will work collaborative to validate elements of their COOP Plan in response to an operations-disrupting scenario.

The exercise is self-paced, customizable, and modular. COOP Coordinators will be provided to TTX Toolkit and webinar tutorial to assist them in preparing and delivering the COOP TTX.

Employee Consolidations

- IT functions into DTI and HR functions under DHR
 - Processes should continue to be included in your COOP plans
 - Employees should still be included in your plan teams

To ensure that these employees are included in the dynamic MIR3 groups for your organization, please contact your BCDR liaison and request that your organization DDS be listed as the working DDS for any consolidated employees.

Statewide COOP Exercisenext steps....

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Presentations

- VPN Changes
 Rick Truitt and Carolyn Dunch, Dept of Technology and Information
- Statewide COOP Drill- Facilitator Training
 Lori Gorman, Dept. of Technology and Information

