

Alaska Partnership for Infrastructure Protection (APIP)



Meeting Agenda

Date: Thursday, March 19th, 2015

Time: 1000-1200

Location: AT&T Operations Center: 505 East Bluff Drive, 2nd Floor –
Denali Room A&B

Timeline:

- **Chad Fullmer/Tony Lazenby**, APIP Co-Chair - Call to Order
10:00 – 10:05
 - Safety: **Exits/Restrooms/Coffee**
 - **Michael Bowles**, AKOSH
 - AKOSH Non-regulatory services and benefits
10:05 – 10:30
 - **Chad Fullmer**
 - VTTX Briefing and preparation
10:30 – 10:50
- 10 minute break-----
- **Don Schmidt**, Preparedness LLC
 - Webinar – Business Continuity Planning
11:00 – 11:50
 - **Tony Lazenby/Chad Fullmer** – Discussion and Conclusions
11:50 – 12:00

To Attend APIP Remotely:

- **Conference Call:**

GCI Conference Call: 1-800-315-6338

Access Code: 73944

- **Adobe Connect Meeting:**

Meeting Name: APIP Meeting 19MAR2015

Invited By: L. Chad Fullmer (Chad.Fullmer@alaska.gov)

When: 03/19/2015 10:00 AM - 12:00 PM

Time Zone: (GMT-09:00) Alaska

Conference Number(s): 800-315-6338

Participant Code: 73944

To join the meeting:

<https://share.dhs.gov/apipwebconference/>

If you have never attended an Adobe Connect meeting before:

Test your connection:

https://share.dhs.gov/common/help/en/support/meeting_test.htm

Get a quick overview: http://www.adobe.com/go/connectpro_overview

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Alaska Occupational Safety and Health (AKOSH)



**THE ALASKA OSHA CONSULTATION AND
TRAINING PROGRAM:**

**THE SERVICES WE PROVIDE AND THE
BENEFITS OF USING OUR PROGRAM**

**PRESENTED BY:
MICHAEL BOWLES, INDUSTRIAL HYGIENIST**

Program Information



- Using a free consultation service largely funded by the U.S. Occupational Safety and Health Administration (OSHA), employers can find out about potential hazards at their worksites, improve their occupational injury and illness prevention programs, and even qualify for a one-year exemption from routine OSHA inspections (enforcement).

Program Information



- The service is delivered by the Alaska state government using well-trained professional staff.
- Most consultations take place on-site, though limited services away from the worksite are available.

Program Information



- **Primarily targeted for smaller businesses, this safety and health consultation program is completely separate from the OSHA inspection effort (enforcement).**
- **In addition, no citations are issued or penalties proposed.**

Program Information



- It's confidential, too. Your name, your firm's name, and any information you provide about your workplace, plus any unsafe or unhealthful working conditions that the consultant uncovers, will not be reported to the OSHA inspection staff (enforcement).

Program Information



- Your only obligation will be to correct serious job safety and health hazards -- a commitment which you are expected to make prior to the actual visit and carry out in a timely manner.

Benefits



Your Workforce

An effective workplace injury and illness prevention program at your worksite(s) will enable you to:

- Recognize and remove hazards from your workplace
- Protect your workers from injury and illness
- Prevent loss of life at your worksite
- Cultivate informed and alert employees who take responsibility for their own and their coworkers' safety and for worksite safety as a whole
- Improve employee morale

Benefits



Your Managers

An increased understanding of workplace hazards and remedies will put your managers in a better position to:

- Comply with federal and state safety and health requirements
- Become more effective at their jobs. Management experts believe that a company with a well-managed injury and illness prevention program enjoys better overall management
- Increase productivity rates and assure product quality

Benefits



Your Business as a Whole

An exemplary workplace injury and illness prevention program is "good business sense" that also makes financial sense because it will allow you to:

- Learn first-hand that the cost of accident prevention is far lower than the cost of accidents
- Improve the bottom line by:
 - Lowering injury and illness rates,
 - Decreasing workers' compensation costs,
 - Reducing lost workdays, and
 - Limiting equipment damage and product losses.

The On-Site Consultants Will



- **Meet with the employer and, at times, employees or employee representatives**
- **Walk-through the worksite with the employer and employees**
- **Review company injury and illness rates (OSHA 300 logs)**
- **Help identify hazards in the workplace**
- **Identify kinds of help available for further assistance**

The On-Site Consultants Will



- **Give detailed findings in a closing conference**
- **Provide a written report summarizing findings**
- **Assist the development or maintenance of an effective safety and health program**
- **Provide training and education for the employer and employees**
- **Recommend the site for a one-year exemption from OSHA programmed inspections, when SHARP criteria are met**

The On-Site Consultants Will Not



- Issue citations or propose penalties for violations of OSHA standards
- Report possible violations to OSHA enforcement staff
- Guarantee that your workplace will “pass” an OSHA inspection from enforcement.

Questions and Contact Information



Alaska Occupational Safety and Health (AKOSH)
Consultation and Training
3301 Eagle Street, Rm 305
Anchorage, Alaska 99503

Fax: (907) 269-4950

Anchorage e-mail - Anchorage.LSS-OSH@alaska.gov

Juneau e-mail - Juneau.LSS-OSH@alaska.gov

<http://www.labor.state.ak.us/lss/oshhome.htm>

Virtual Tabletop Exercise (VTTX) Series

FY14

35 Events
350 Communities
5,000 +
completions

No costs!

*Plug and Play
documents*



FY15

- 72 Scenarios
- Super Bowl Prep
 - Earthquake
 - Hurricane
 - Long term power- outage
 - Public Health
 - Flood

Emergency Management Institute
Federal Emergency Management Agency



FEMA

Program POC: Douglas Kahn 301-447-7645
or Douglas.Kahn@fema.dhs.gov

VTTX Program Summary

- Program Overview:
 - Different hazard each month;
 - Conducted via Video-Teleconference (VTC) technology;
 - Opportunity for private sector stakeholders and emergency management personnel to participate in a hazard-specific facilitated discussion
- Benefits:
 - Standardized exercise materials, scenarios, modules and discussion questions;
 - Pre-packaged materials
 - Allows participants to share real-time solutions
- Training Audience: Designed for a “community based” organization with representation from whole community stakeholders and partners (private businesses, local, tribal and state governments)
- Costs: None



FEMA

**Program POC: Douglas Kahn at 301-447-1101
or Douglas.Kahn@fema.dhs.gov**

VTTX Program Summary

- Goals:

1. Prepare participants for a specific hazard that could impact the jurisdiction;
2. Enable participants to better coordination response operations under “whole community” concepts;
3. Provide a virtual, experiential educational environment to exercise critical response and recovery capabilities

- Exercise Design:

- Engage the participants in a no fault, hazard-specific exercise discussion;
- The lead facilitation occurs via VTC from the EMI campus;
- Facilitation is complimented by a local or field facilitator at each VTC site;
- Each VTTX is supported by an Exercise and Coordination Facilitation Guide, which includes all required logistical information

- Requirements to Participate: A community based group and VTC system



FEMA

**Program POC: Douglas Kahn at 301-447-1101
or Douglas.Kahn @fema.dhs.gov**



Break-time!
10:00 minutes

Next up – Don Schmidt of Preparedness LLC at 11:00



USING “NFPA 1600” TO DEVELOP YOUR PREPAREDNESS PROGRAM



Donald L. Schmidt, ARM, CBCP, MCP, CBCLA, CEM®

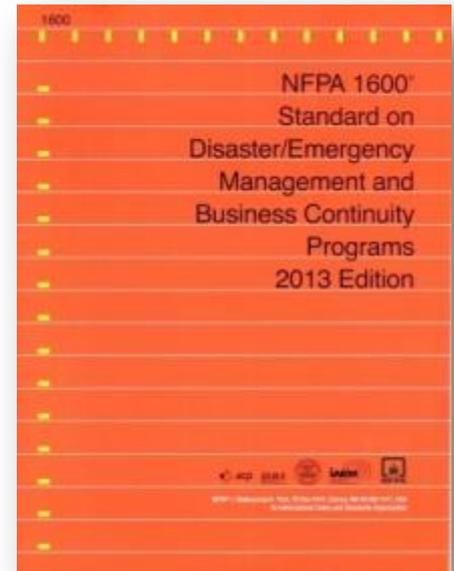
March 19, 2015



“Risk Assessment Prevention/Mitigation Response Recovery”

What is NFPA 1600?

- ▶ American National Standard
- ▶ Applicable to public and private sectors, not for profits, and NGOs
- ▶ Six (6) editions, first edition in 1995
- ▶ Recognized by 9/11 Commission as “National Preparedness Standard”
- ▶ Designated by DHS/FEMA as criteria for the voluntary accreditation of private sector preparedness programs under PS-Prep™
- ▶ “...establishes a common set of criteria for all hazards disaster/emergency management and business continuity programs...”



Program Management

1

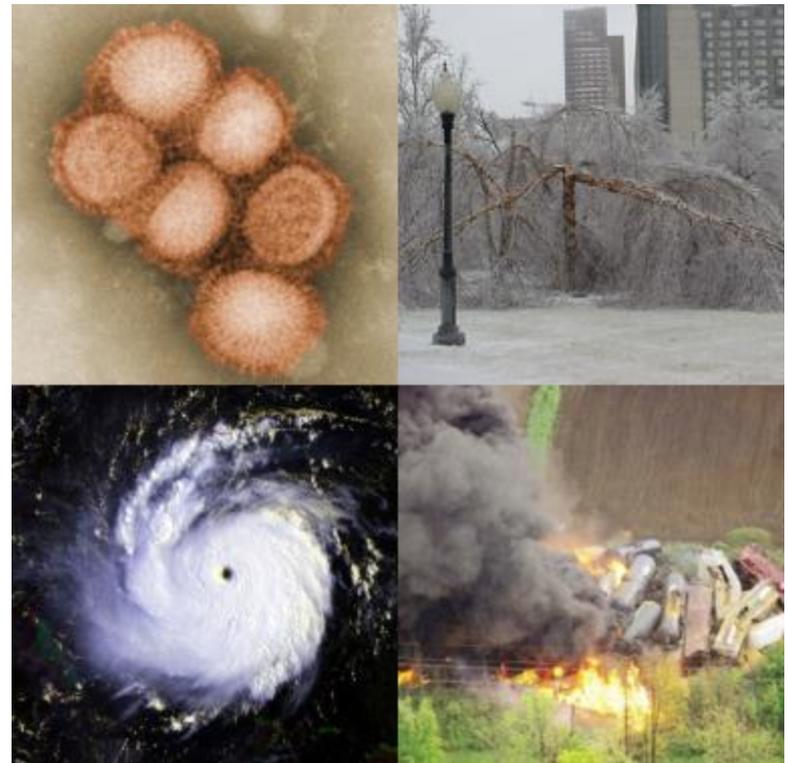
- ▶ Leadership and Commitment
- ▶ Program Coordinator
- ▶ Program Committee
 - Internal members
 - External representation
- ▶ Laws and Authorities
- ▶ Performance Objectives



Risk Assessment

2

- ▶ Risk identification
 - Natural hazards
 - Human-caused hazards
 - Technological hazards
- ▶ Probability & magnitude
- ▶ Impacts analysis
 - Injuries & deaths
 - Facility damage
 - Infrastructure damage
 - Business interruption/continuity of operations
 - Environmental contamination
 - Image & reputation



Prevention/Deterrence & Mitigation Strategies

3

- ▶ Invest in strategies to prevent hazards and or mitigate the impacts of hazards
- ▶ Priorities:
 - Life safety
 - Key facilities
 - Greatest revenue generating or profitable products or processes
 - Data centers
 - Information

Scenario	Overall Hazard Rating	Prevention & Mitigation Strategies
Fire on or below 23 rd floor	MH	Fire prevention program; Install fire detection and suppression systems
Explosion Outside the Building	LH	Provide 100 ft. setback from street; Install concrete bollards to prevent vehicle access
Ground surface flooding	LL	None required
Category 3 Hurricane	LM	Secure roof covering and all exterior equipment; inspection and hardening of doors and windows
Equipment Failure in the Building	MM	Install UPS and emergency generator; provide redundant equipment or switching capability
Regional Blackout	LM	Maintain 72 hour fuel supply; business continuity plan including relocation strategies
Loss of T1 lines	MH	Secondary lines or means of connectivity



Business Impact Analysis (BIA)

4

- ▶ What are the most important products or services?
- ▶ When must production or service delivery resume before impacts become unacceptable? (recovery time objective)
- ▶ What resources are required to continue production or services at minimum level?
- ▶ Use questionnaires and flowchart processes
- ▶ Identify dependencies & interdependencies

A screenshot of a 'Business Impact Analysis - Resource Questionnaire' form. The form is titled 'Business Impact Analysis - Resource Questionnaire' and includes sections for 'Organizational Information', 'Staffing Requirements', 'Office Equipment', and 'Computer Applications'. It contains various input fields and checkboxes for data collection.

A screenshot of a 'BUSINESS CONTINUITY QUESTIONNAIRE - FACILITIES' form. It includes instructions for completion and a list of questions related to facility requirements and recovery objectives. The form also features a 'PREPAREDNESS' logo at the bottom.



Resource Needs Assessment

5

▶ Resources

- People
- Expert knowledge
- Facilities
- Machinery & Equipment
- Supply Chain
- Information Technology

▶ Considerations

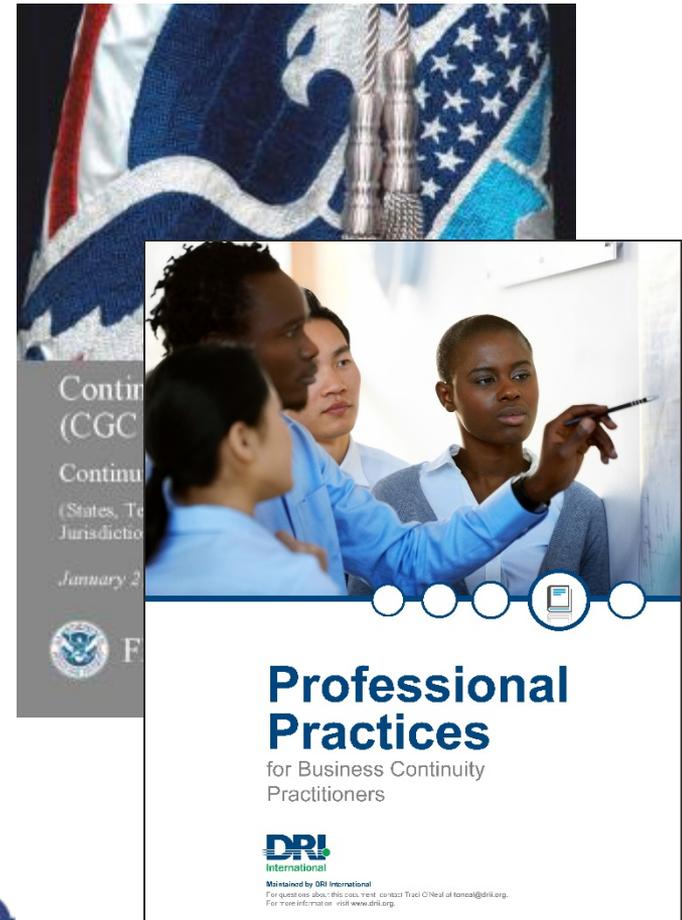
- Quantity
- Response time
- Capability
- Limitations
- Cost



Business Continuity Plan (COOP)

6

- ▶ Address products and services identified as “critical” (essential functions for public sector)
- ▶ Define strategies to continue production/services within the recovery time objectives
- ▶ Define how required resources will be available when needed:
 - Facilities
 - Systems & equipment
 - Vital records
 - Information Technology
- ▶ Establish manual workarounds
- ▶ Planning team
- ▶ Concept of operations



Crisis Communications

7

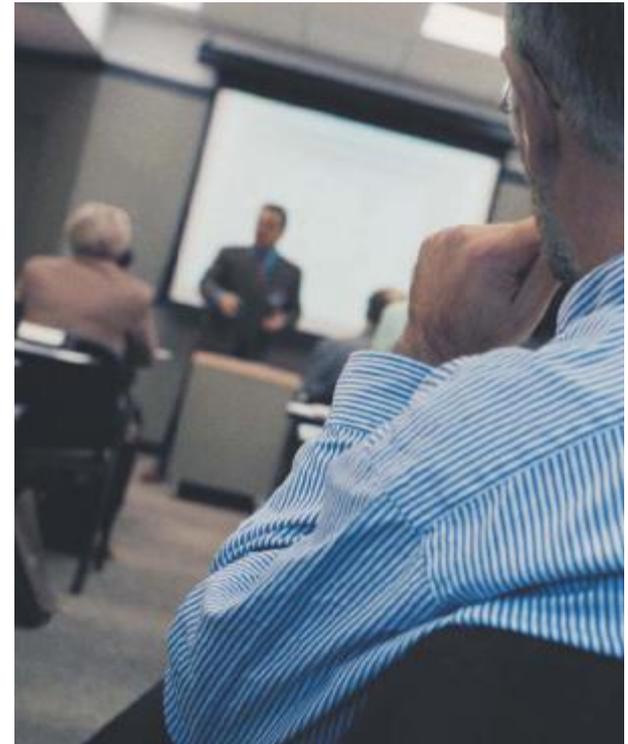
- ▶ Disseminate and respond to requests for **pre-incident, incident, and post-incident** information
- ▶ Central contact facility/information center
- ▶ System for gathering, monitoring, and disseminating information
- ▶ Procedures for developing and delivering coordinated messages
- ▶ Pre-scripted information bulletins or templates
- ▶ Plan for use of social media
- ▶ Protocol to coordinate and clear information for release



Training & Education

8

- ▶ Develop and implement a training and education curriculum
- ▶ Create awareness and enhance the required knowledge, skills, and abilities
- ▶ Comply with applicable regulations



Testing & Exercises

9

- ▶ Testing
 - Strategies and workarounds
 - IT disaster recovery
- ▶ Exercises
 - Needs assessment
 - Evaluate program plans, procedures, capabilities, and resources
 - Practice to develop and maintain capabilities
 - Clarify roles and responsibilities
 - Measure improvement compared to performance objectives



Program Maintenance & Improvement

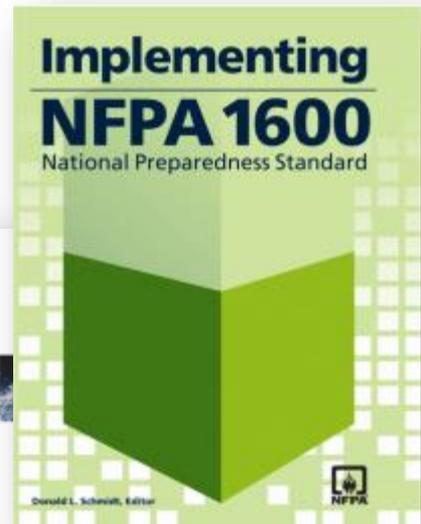
10

- ▶ Program reviews
 - Policies, plans, procedures
 - Resource availability and capabilities
 - Performance objectives
 - Program implementation
 - Results of corrective action
- ▶ Conduct reviews periodically:
 - Changes in hazards and potential impacts
 - Changes in resource availability or capabilities
 - Infrastructure changes
 - Organizational changes
 - Changes in operations or services
- ▶ Corrective action program



Resources

- ▶ Donald L. Schmidt
 - DLS@PreparednessLLC.com
 - www.preparednessllc.com
- ▶ Self-Assessment Checklists
 - Annex C of NFPA 1600
 - [Preparedness, LLC website](http://www.preparednessllc.com)
- ▶ NFPA 1600 Handbook (\$)
- ▶ Program Development Resources
 - [Links](#) to numerous resources organized by the elements of NFPA 1600 can be found on the Preparedness, LLC website



Emergency Management & Business Continuity Program Self-Assessment Checklist

Self-Assessment Checklist Contents

Note: Numbering begins with 4 to coincide with the chapter numbering in NFPA 1600 (2012).

4. Program Management	7	4.7. Incident Management	12
4.1. Leadership and Commitment	7	4.8. Emergency Operations/Response Plan	14
4.2. Program Coordinator	7	4.9. Business Continuity and Recovery	15
4.3. Program Committee	7	4.10. Employee Assistance and Support	15
4.4. Program Administration	7		
4.5. Lines and Authorities	7	7. Training & Education	16
4.6. Finance and Administration	7	7.1. Curriculum	16
4.7. Records Management	7	7.2. Staff of Curriculum	16
		7.3. Scope and Frequency of Instruction	17
5. Planning	4	7.4. Incident Management System Training	17
5.1. Planning and Design Process	4	7.5. Scenario	17
5.2. Risk Assessment	4	7.6. Regulatory and Program Requirements	17
5.3. Business Impact Analysis (BIA)	4	7.7. Public Education	17
5.4. Business Needs Assessment	7		
5.5. Performance Objectives	7	8. Exercises & Tests	18
		8.1. Program Evaluation	18
6. Implementation	9	8.2. Exercise and Test Methodology	18
6.1. Common Plan Requirements	9	8.3. Design of Exercises and Tests	18
6.2. Prevention	9	8.4. Exercise and Test Evaluation	18
6.3. Mitigation	10	8.5. Frequency	18
6.4. Crisis Communications and Public Information	10		
6.5. Warning, Notifications, and Communications	11	9. Program Maintenance & Improvement	20
6.6. Operational Procedures	11	9.1. Program Review	20
		9.2. Corrective Action	20
		9.3. Continuous Improvement	21



- Next Month – April 16th
 - VTTX
 - Anchorage EOC
- May 21st
 - Office of Bombing Prevention – 4 hour training on bombing prevention/detection
 - 0800 – 1200
 - AT&T Building

Questions?

Mva.sva@alaska.gov