

Charter

Infrastructure Resilience Sub Committee (IRSC)

of the

Washington State Emergency Management Council (EMC)

A. NAME (Official Designation)

The official name designation is the Infrastructure Resilience Sub Committee, hereafter IRSC.

B. PURPOSE

The IRSC is a public-private partnership for Washington State’s critical infrastructure security and resilience. Generally, the sub-committee meets to identify critical assets and hazards, and to generate planning, mitigation and/or policy suggestions. Specifically, the committee will:

- provide content revisions for the Washington State Comprehensive Emergency Management Plan (CEMP) – Catastrophic Incident Annex. This will include sector-specific planning appendices for the 4 lifeline sectors (Energy, Communication, Transportation, Water/Wastewater)
- validate the Planning Strategies, Capability Targets and Desired Outcomes for infrastructure related sections of the Washington State Preparedness Report
- provide quarterly updates, program & policy suggestions to the bi-monthly Emergency Management Council (EMC)
- explore standards to formalize information sharing between public emergency response organizations and infrastructure owner/operators
- create a system that sets infrastructure restoration priorities based on the identification of facility dependencies and interdependencies

C. BACKGROUND:

The sub-committee, under its former title “Infrastructure Protection Sub-Committee”, has been inactive since April 2013. The decision to re-visit a sub-committee focused on infrastructure is the result of lessons learned from recent incidents (fires, floods, landslides) and exercises (Cascadia Rising Subduction Zone Earthquake and Tsunami Exercise). The result is a sub-committee with the current title: The Infrastructure Resilience Sub-Committee (IRSC). The IRSC uses synergized efforts of the WA Emergency Management Division (EMD), the WA State Fusion Center (WSFC), and the Department of Homeland Security Protective Security Advisors (DHS PSAs) to assist local jurisdictions, tribes, and private sector organizations in building and enhancing infrastructure resilience.

The IRSC will act as an advisory committee of the Washington State Emergency Management Council (EMC) which acts as an advisory body to the Adjutant General and the Governor. The IRSC is a voluntary partnership of private and public organizations, is not a decision-making body for allocation of emergency resources, and does not receive funding. However, the partnership ensures a forum to build mutually beneficial, trusted relationships that help implement programs and activities.

The IRSC addresses issues relating to all facets of resilience outlined in the National Preparedness Goal (Prevent, Protect, Mitigate, Respond, and Recover) within an all-hazards environment supported by increased collaboration between government and the private sector.

The powerful capabilities of Washington's private sector are essential in effectively tackling the important issues facing Washington in the event of a catastrophic incident. Defining needs, roles and responsibilities, and capabilities, will support the Washington State Comprehensive Emergency Management Plan (CEMP) and assist with updating the Washington State Infrastructure Protection Plan (WIPP).

D. MISSION:

A community to discuss critical infrastructure issues in Washington State with equal participation from the private sector and all levels of government. The focus of the group is on facilities, resources and systems that fall into any of the 16 Critical Infrastructure Sectors. Topics relating to prevention, protection, mitigation, response and recovery are of primary importance with concern for all hazards, natural or man-made.

E. SCOPE OF ACTIVITIES (include, but are not limited to the following):

- Provide a platform for private and public sector infrastructure information and resource sharing.
- Review and provide feedback concerning the Washington Infrastructure Protection Plan (WIPP) during maintenance and update cycles.
- Review Planning Strategies, Capability Target and Desired Outcomes for infrastructure related sections of the Washington State Preparedness Report.
- Facilitate effective coordination of sector preparedness strategies, activities, and policies.
- Help identify infrastructure assets along with their dependencies and interdependencies to allow for more timely and effective implementation of short-term protective actions and more rapid response and recovery.
- Support priority setting and critical resource allocation.
- Support the applicable Emergency Operations Centers, Emergency Coordination Centers, and Emergency Support Functions during emergency response and recovery operations as defined in public and private partners' emergency plans.
- Identify needs/gaps in applicable plans, programs, policies, procedures and strategies relating to those emergency plans.
- Assist in the development of metrics designed to determine the effectiveness of preparedness policies and plans.

F. ORGANIZATION AND COMPOSITION

IRSC membership is available to members of any existing industry, or industry association representing at least one of the infrastructure sector’s interests. Members must possess an authoritative knowledge of capabilities, security, and emergency management requirements. The intent is to have cross representation that includes a balance of private sector organizations relevant to all 16 sectors as well as pertinent state and federal agencies. Each member organization will assign no more than three representatives to represent their organization.

16 Infrastructure Sectors (as outlined in the Department of Homeland Security’s infrastructure taxonomy):

- | | |
|---------------------------|-------------------------------------|
| Chemical | Financial Services |
| Commercial Facilities | Food & Agriculture |
| Communications (Lifeline) | Government Facilities |
| Critical Manufacturing | Healthcare & Public Health |
| Dams Sector | Information Technology |
| Defense Industrial Base | Nuclear Reactors, Materials & Waste |
| Emergency Services | Transportation Systems (Lifeline) |
| Energy (Lifeline) | Water & Waste Water (Lifeline) |

G. GOVERNANCE:

The IRSC serves as an advisory committee of the Washington State Emergency Management Council (EMC). The Critical Infrastructure Program Manager from the Emergency Management Division (EMD) will organize and facilitate the discussion at each quarterly meeting.

The IRSC will meet quarterly or more frequently as decided by the IRSC.

The charter will be reviewed annually. The IRSC will operate indefinitely until it is no longer needed.

There shall be no compensation for travel, transportation and/or time for membership and participation in the IRSC. (“Compensation” includes any financial compensation, commissions, options, contracts, and grants.)

EMD staff will schedule time and locations of meetings, prepare and circulate draft agendas before meetings to solicit input, schedule speakers and facilitate the meetings.

Member associations individually and collectively agree to release the IRSC, any other officers or employees of the member associations, or other member companies or organizations, and each other, from any claims, liabilities, damages or expenses that any of them may incur in the course of acting on behalf of the IRSC.

H. PRINCIPLES OF PARTICIPATION/GROUND RULES/REPORTS:

Members agree to work toward enhancing the resiliency of the State's infrastructure sectors.

Meeting Standards:

- Meetings will be held quarterly or as needed.
- EMD facilitators will keep the meeting on topic and will sideline conversations that stray from the agenda.
- Attendance and punctuality are expected.
- Meeting notes from each meeting will be kept.
- Meetings will:
 - begin and conclude on time
 - include review and adherence to the agenda
 - will periodically include meeting evaluation (group feedback)

Reports:

- EMD staff will keep meeting notes.
- As stated in the Emergency Management Council Charter, Section XI, B. to provide a written report to the Council Chair one week prior to a scheduled Council meeting, and an annual report in December.

Ground Rules:

- Treat each other with respect
- Be direct and honest with one another
- Communicate with affected parties if programmatic or personal problems arise
- Keep meetings open and direct
- Reach consensus -- be willing to support group decisions
- Focus on issues within team's control
- Be open to new ideas
- Allow one person to talk at a time
- Encourage participation from all
- Listen actively and non-defensively
- Give feedback and suggestions constructively
- Each member is responsible for contributing to the team's progress
- Members may remind each other of ground rules.