

# Kansas Continuity of Operations Planning Committee

## Minutes from 6 November 2015

### Topics discussed:

#### Introductions

In Attendance (12): Chair - Bryan Murdie (KDEM), Susan McMahan (KDEM), John Moyer (DCF), Nathan Brown (KDEM), Laura Lewien (DCF), Michael McNulty (KDHE), Hans Stephensen (KDEM), Melanie Lawrence (KHP), Ingrid Vandervolt (KDOT), Jennifer Hermann (KS Treas.), Jerry Miller (DOA), Terri Ploger (KDEM)

- New committee chair, Bryan Murdie, commented on understanding the rich history of the committee and applauded the accomplishments achieved since the committee's formation. He noted three goals with immediate action items and practices for the committee moving forward.
  - o Increase transparency and awareness of committee
    - Utilize kansastag.gov as a medium to provide meeting agendas, minutes, and other resources (best practices, policies, procedures, etc.)
  - o Define and strengthen our committee structure
    - Clearly identify voting members and planning team
    - Revisit our chartered responsibilities
      - Evaluate the status of COOP efforts in all state agencies
      - Statewide COOP template and integration of plans
      - Manage implementation of statewide COOP plan
      - Create best practices, policies, procedures, and protocols for COOP
      - Ensure COOP training opportunities are available throughout the state
  - o Analyze the system's cumulative data to provide a high level state perspective
    - Run de-confliction reports to identify overlapping relocation facilities
    - Further identify interdependency issues
    - Identify state agencies that could still use assistance with COOP

#### October 2015 State COOP Exercise Debrief

- The Committee discussed exercise findings and comments left by participants. To generalize the discussion the following key topics and statements are highlighted. The finalized After Action Report (ARR) is expected to be published later this month by the Training and Exercise Planning Team.
  - o The exercise stressed importance of plan maintenance
  - o COOP challenges within agencies continue to be competing priorities with limited staff/time resources

- Top training need expressed was an ICS for Executive/Senior Officials course
  - An emphasis should continue to be placed on employee preparedness
  - Participants, to include leadership, expressed much uncertainty with an understanding of the Special Advisory Group (SAG) and the groups responsibilities
- *Tasking:* Jerry Miller to draft a best practice

Next Meeting: Tentatively February 5<sup>th</sup>, 2016