

Center of Excellence – HSEM

Advisory Board Meeting Minutes February 24, 2016

Location: Pierce College Fort Steilacoom

Present: Rich Axtell, Alisha Griswold, Chris Johnson, Vickie Leighton, Jennifer Lord (new board member), Richard Schroedel, Steve Vincent, Kathy Woods (new board member), Morgan Zantua (new board member)

Staff: Nancy Aird, Linda Crerar, Wendy Freitag, Kellie Hale, Jamie Krause

Welcome, Introductions, Announcements:

Chris Johnson called everyone to order. The Advisory Board has three new members: Jennifer Lord (Training and Exercise Manager – Northwest Healthcare Response Network), Kathy Woods (Business Continuity Program Manager for Global Security – Amazon), and Morgan Zantua (Architect Cyber4Vets/MCL Recruiter – University of Washington-Tacoma)

Recognition of retiring Advisory Board Members for their service: Vickie Brown, Brian Felczak, Steve Fenton, Patrick Knouff, and Sarah Miller

Motion #1: Approval of October 20, 2015 Center of Excellence – HSEM Meeting Minutes

COE Plan and Activity Review -

Linda showed the Advisory Board members the Center's website: <u>www.COE-HSEM.com</u>. She went over the Center's 2015-2016 work plan. The State Board has specific objectives each Center needs to meet in their yearly plans. Advisory Board also has specific objectives for the COE-HSEM to meet in its work plan. These objectives were discussed during the COE-HSEM's Strategic Planning meeting last April.

Employer Engagement Pilot –

- Wendy discussed the Employer Engagement report. The purpose of the report was to find out what employers are looking for in the future workforce. The Center was trying to find out what the key skill sets that future employees coming out of college are missing.
- Key skills employers brought up where they saw potential employees were needing:
 - Written and oral communication
 - Strategic thinking

- Flexibility and adaptability
- Collaborative
- o Analytical/research skills and decision making/problem solving (tie)
- Employers easily shared ideas of areas where investments in developing or adding curriculum to the existing AA program would be welcomed. Private sector employers emphasized that HSEM AA program recent graduates seemed overly public sector centric with an abundance of knowledge on the Incident Command System (ICS). They noted that unless a student had previous private sector work experience recent graduates generally lacked a basic understanding of the drivers of for-profit organizations. Employers suggested including a Basic Business 101 type course in future HSEM degree programs. Other common recommended areas where course work could be increased or added included:
 - Cyber security non-technical
 - Project Management
 - Financial/Grant Management
 - Public Policy
 - Public Speaking/Storytelling
 - Public/Private Partnerships

Grays Harbor College – Active Intruder Exercise –

- The Center conducted a Target Violence Armed Intruder Exercise at Grays Harbor College (GHC) on February 12, 2016. President Ed Brewster asked the Center to assist GHC in executing an exercise.
- Over 100 participants (including GHC Executive Team, faculty and staff, and Safety and Security Coordinator) participated with law enforcement agencies and Center staff.
- Center staff worked with the GHC Safety and Security Office staff to develop the presentation and tabletop exercise. A "What is Your Plan" handout was designed for GHC and distributed to participants to use in break out problem solving exercise sessions. Center staff served as exercise moderators and evaluators. The session was designed as an open, low-stress, no-fault environment for staff and faculty to discuss current plans and capabilities. An after-action report is being completed by the Center and will be provided to GHC for utilization in addressing modifications and enhancements to their emergency plans and resources.
- The Grays Harbor Sheriff Department conducted an armed assailant take down exercise for the group. This exercise stressed how law enforcement would not be the first responders to an incident. Law enforcement response from the 911 call to SWAT team arrival could be about 45 minutes. The campus incident could be over, but the law enforcement lockdown of campus could go on for a couple weeks.
- The first officers on scene need to secure the intruders location and take out the threat. Since the identity of the intruder(s) needs to be established, free movement on/off campus will be curtailed. Everyone on the campus will be assembled, identified, questioned, and

escorted out of the area under the Incident Commander authority. Each building, vehicle, and personnel belongings would be searched to rule out hidden threats left by the intruder or accomplices.

- The theme of the exercise discussions covered three areas:
 - Alert and Notification. Examine the ability to alert, mobilize, and activate applicable personnel, facilities, and systems required for emergency response.
 - Campus Safety. Examine the college's ability to manage an active shooter situation and coordinate with responding emergency agencies and support resources.
 - Public Information and Media Coordination. Examine options to provide timely dissemination of information to target audiences, ensure consistent data, and minimize public fear. Assess the adequacy of plans for interfacing with the media and using media resources.
- GHC President, Dr. Ed Brewster sent a thank you letter to the Center. In the letter, Dr. Brewster states, "The session was informative, engaging, and very valuable to our college faculty and staff. Many people commented to me that it was the best All College Day training we have ever had at GHC. In all respects the session was very successful and was most timely for our employees."

Note: The Centers 2015-16 yearly work plan, the Employer Engagement Report, and Dr. Brewster's thank you letter can be found here: <u>http://wp.pierce.ctc.edu/blog/hsemcoe/our-services/</u>. The GHC – Armed Intruder - After Action Report is not up on the website at the moment.

Action Item:

• Advisory Board members were asked to send in a mini bio and picture to be put up on the Center's website.

Adjourn of the Center of Excellence – HSEM Advisory Board Meeting: 5:00 p.m.

Calendar 2016

March:

•	Friday, March 18-20	CC BA Association Conference, Chicago – Jamie, Linda & Jo Ann – presentation on development of HSEM BAS
•	Friday, March 31	Bolstering National & Global Resilience in the Face of 21st Century Mayhem - Northeastern University- Seattle

April:

•	Wednesday, April 13	Supply Chain Forum – Securing the Supply Chain –
		Highline College
•	Monday, April 18	Advisory Board Strategic Planning Meeting –
	Lakewold	Gardens
	NOTE: DATE AND LOCA	TION MAY CHANGE

• Wednesday, April 6	Marine for Life Networking Event – Pyramid
	Brewery Seattle
• April 14 – 15	Military MOJO – Downtown Seattle Sheraton
• April 18 – 20	Security Professionals Conference – Westin Seattle
	Hotel - Seattle, WA
• April 19 – 21	Partners in Emergency Preparedness Conference –
	Tacoma Convention Center
• Tuesday, April 26	COE Directors meeting at State Board CTC –
	Olympia, WA
• Wednesday, April 27	PNWER – Oil Train Symposium – Clover Park
	Technical College – Maverick Conference Center –
	Lakewood, WA

Conference Center

PLA Workgroup

Lake Conference Center

Meeting – Location TBD

May:

• May 2 – 5	Northwest Tribal Emergency Management
	Conference – Spokane, WA
• Wednesday, May 4	Executive Symposium/Gaining the Corporate Edge
	- American Lake Conference Center
• Thursday, May 5	CivilianJob.com Career Fair - American Lake

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- Wednesday, May 11Wednesday, May 11
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- Wednesday, May 18 JBLM
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- May 16, 17, 18, 19, or 20
- Monday, May 23
- May 24 -25

June:

• June 6 -9

EMI Conference - Emmetsburg, VA

BAC Meeting - Walla Walla, WA

JBLM Spring Career Fair – Safeco Field

WAOE Conference - Longview, WA

Goodwill Networking Reception Event at American

Northwest Aerospace & Defense Symposium -

COE Clean Energy & Construction Summit – Energized Future" – Bates TC

New date for COE-HSEM Strategic Planning

- June 16 17
- June 23 25

July:

- July 13
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September:

September 9 Healthcare Industry Forum - MAMC
September, 19 – 21 WSEMA Conference 2016 – Spokane, WA

October:

•	October 4 – 6	JBLM Fall Transition Summit
•	October 20	CivilianJobs.com Career Fair - American Lake
		Conference Center
•	October 26	Goodwill Networking Event - American Lake
		Conference Center
•	TBD	Advisory Board Meeting

WIN 211 Board Retreat

Conference Center

IACLEA Annual Conference

Goodwill Networking Event - American Lake