Alaska Partnership for Infrastructure Protection Charter

Name

The official name designation shall be the Alaska Partnership for Infrastructure Protection, herein referred to as APIP. APIP is formed under the Alaska Department of Military and Veterans Affairs, Division of Homeland Security and Emergency Management (DHS&EM).

Charter Revision Date

Date of approval: January 2018

Mission Statement

To maintain the continuity of a prosperous Alaska, amidst the threat or occurrence of disaster.

APIP 3 Year Plan

Over the next 3 seasons, APIP will strive to have meetings and events focused on strengthening knowledge of each critical infrastructure sector, and then how each plays into disaster response and recovery.

2017-2018 Season: Sector Specific Briefs and Presentations
2018-2019 Season: APIP Disaster Response Capabilities
2019-2020 Season: APIP Disaster Recovery Capabilities

Purpose and Goals

APIP is a public-private partnership established to address disaster critical infrastructure needs. APIP works to integrate the private and public sector critical infrastructure owners into the municipal, state, and federal emergency framework, participating in all stages of the disaster cycle, from preparedness and mitigation to response and recovery. APIP's purpose is to improve Alaska's emergency management capabilities through the following:

- Resource identification, management, and sharing
- Information sharing and management
- Emergency planning and response process improvement
- Infrastructure sector characterization to understand and address vulnerabilities, dependencies, and single points of failure
- Provide awareness of physical security, cyber security, law enforcement, and antiterrorism threats
- Strengthen individual business's response capacity
- Team building and partnering for exercises
- Make recommendations for priorities of protection, support, and recovery of critical infrastructure

To accomplish these broad mission areas, APIP may:

- Conduct infrastructure analysis to determine sector vulnerabilities
- Establish infrastructure maps
- Share infrastructure information with APIP partners and other parties, as required
- Foster a planning and response environment for critical infrastructure resource holders
- Develop internal communications procedures
- Conduct various types of internal exercises and training opportunities

Background

Homeland security operations regarding all-hazards disruptions are conducted through a process involving private sector parties working together in an interagency group. The private sector owns the majority of all critical infrastructures and therefore must be fully engaged in the collective security

process. In order for this integration to work effectively, the private sector must provide consolidated recommendations reflecting systems analysis and infrastructure sector consensus on the recommended course of action. APIP was created in 2005 to provide a forum where analysis and information sharing procedures can be developed.

Roles and Responsibilities for Partners

Information sharing and protection of that information is a fundamental tenet of APIP. Some members, however, may not be able to share infrastructure information at the same level as other members. APIP partners recognize these limitations and attempt to emphasize the information sharing process and analysis rather than accuracy of the information content. To the degree possible, APIP will collect and maintain accurate data for emergency response contingencies.

- APIP partners are expected to protect partner information as if it was their own
- APIP partners will be represented by members from their organizations. Identifying individuals to attend
- APIP functions is up to each organization; but, to maximize effectiveness, partners are encouraged to send Security and/or Operations staff
- APIP partners are encouraged to provide periodic overviews of their operations and how it relates to emergency management and to other sectors
- APIP partners are encouraged to support and participate in training and exercise opportunities as offered, and offer their own
- APIP partners are encouraged to participate in APIP workgroups and relate summarized results to the general membership
- APIP partners are encouraged to participate in APIP governance and program activities
- APIP partners are encouraged to attract and bring in new partners

Communications

APIP has a variety of communications systems in place based on three factors: availability of communications systems, type of communication necessary, and level of security needed for the information being discussed. Before any events, information is disseminated primarily through email and phone calls on a need basis. APIP may also use online platform tools to post information and conduct meetings. During disaster events these online platforms will be used more heavily to record disaster updates and resource statuses. The Homeland Security Information System (HSIN) is currently the system used for handling secret and protected information. The All Partners Access Network (APAN) can be utilized for public and For Official Use Only (FOUO) information. APIP will also have access to the communications tools in the State Emergency Operations Center (SEOC), including SAT phones and HAM radios.

Activating and Deactivating for Disasters

Whether the disaster is located in an urban or a rural location, APIP may be activated to work alongside the SEOC in helping with the response and recovery of the location's private sector businesses and critical infrastructure.

Situations APIP may be Activated

- Threat to human life, with a response requiring private sector assets
- Damage to physical critical infrastructure owned, operated, or dependent on the private sector
- A cyber-attack on Alaska's infrastructure
- Damage affecting APIP members' organizations and/or personnel
- A catastrophic event requiring all hands on deck

Activation Methods

- A request for APIP to be activated issued by the SEOC Command Staff
- A request by APIP member(s) for activation

Activation Communication

- The APIP Co-Chairs will notify APIP members of the situation, and will request help as needed for the specific response
- APIP will designate a liaison officer within the SEOC for APIP activities, either from APIP members or DHS&EM/SEOC regular staff
- All activated/participating members will communicate their activities, activated assets, and available assets through the APIP Liaison in the SEOC
- All proprietary and confidential information will be kept between APIP members and APIP Liaison only and treated with care

Deactivating APIP

- APIP will deactivate from SEOC functions when the situation has reached a point that individual entities can either discontinue their activities, perform duties without SEOC/APIP support, or their activities slow to a degree that information collection and dissemination can be handled by regular SEOC staff

APIP Roles and Responsibilities During an Activation

Activities During an Activation

- APIP members may call into the SEOC morning situation briefings, and when necessary, the APIP liaison will set up timely teleconferences specifically for APIP and Critical Infrastructure situation updates
- APIP members will communicate with the SEOC APIP Liaison Officer on their current status, activities, activated assets, and available assets at intervals established during the event
- APIP members with specific unmet needs regarding the ability for their organizations to continue functioning may request resources through the liaison
- Resource distribution will be subject to availability, and will be prioritized first by life safety and incident stabilization
- APIP members with available resources for temporary use by SEOC or others with needs may communicate those resources through the liaison
- Safe and proper use of the resources, as well as any liabilities, will be handled between asset owners and asset recipients
- APIP members may work through the liaison to help identify critical resource resupply needs from the lower 48's and other supporting entities

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Governance and Membership

APIP is a non-hierarchical collaboration of partner organizations, with the exception of Co-Chairs provided by the public and private sectors. The meetings will be led by, and follow an agenda made by one or both of the Co-Chairs. During votes, APIP partner organizations get one vote per organization, not one vote per number of employees in each organization. The APIP management structure will consist of the following:

DHS&EM Public Industry Co-Chair

DHS&EM will fill this position. The duties of the DHS&EM Co-Chair include:

- Create the meeting agenda and chair meetings
- Create yearly event calendars
- Maintain membership rosters
- Maintain APIP website and other online platforms
- Manage external and internal coordination
- Manage the State Emergency Operations Center (SEOC) response, or designate an appointee for the SEOC APIP Liaison Officer position during an event

Private Industry Co-Chair

APIP will have a Co-Chair from the private sector to work alongside the DHS&EM Co-Chair. This position is voluntary, and will be voted in by the general members at the last meeting of the APIP season each year in May. The duties of the Private Industry Co-Chair include:

- Supporting the Public Co-Chair with all APIP functions
- Chair at least two (2) of the nine (9) annual monthly meetings, creating the agenda and finding presenters as necessary

- Take the lead on a bi-annual review of the APIP Charter, forming a planning team and holding meetings
- Assist the Public Co-Chair with the creation of workshops and exercises for APIP members

APIP Membership

Membership to APIP will be open to infrastructure owners/operators, those with governance over the infrastructure/sector, and disaster response entities. Entities that exist to support other agencies with above roles may also be considered. APIP is an inclusive organization, and all requests for membership will be given due consideration. The Co-Chairs have the discretionary authority to address additional membership and/or participation issues.

APIP members will review, periodically, the need to add or modify structure and/or operating procedures to improve effectiveness.

APIP Subgroups

Subgroups in APIP

As APIP continues to grow in private sector membership, specific subgroups may be necessary. Subgroups may be formed with collections of APIP members specializing in specific sectors of critical infrastructure, or by a specific function, and may be called upon independently of the entire group if limited specialties are needed.

The subgroup meetings will be led and facilitated by a designated lead. In case of a disaster event, the Co-Chairs may contact the leads to initiate response tasks.

Sector Leads

- Assist Co-Chairs in communicating with individual organizations
- Coordinate sector activities

Sector Subcommittee Nondisaster Functions

- Hold meetings as necessary
- Perform identified tasks as laid out in the creation of the subgroup
- Give presentations and updates at APIP meetings
- Recruit new members for the subcommittee

Sector Subcommittee Disaster Functions

- Discuss disaster-related information relevant and intended only for the members of those sectors
- Identify priority resource and capability needs

- Inform APIP of activities and any resource/capability gaps

Charter Updates and Other Support Functions

Charter Updates

The APIP Charter will be updated every other year. Updates and revisions will be done by the APIP Charter Update Subcommittee, made up of volunteer members and led by the Private Industry Co-Chair. The APIP body will vote the Charter updates into effect at a regular monthly meeting.

APIP Support Functions

Support functions for APIP are the responsibility of DHS&EM; however, functions may be carried out by other APIP partners on a voluntary basis.

A signature table indicates understanding and commitment to the content above. Each APIP partner organization needs only one signature.

Organization	Job Title & Name	Signature	Date
CHUGACH (CEA)	POWER CONTROL		1/18/18
" "	SYS. OPS. ENGINEER		1-18-18
C EA	SAFETY AND SECURT. MARTY FREEMAN		1-18-18
DB&S	FINANCIAL EXAMINER		1-18-18
Arh	Emergency Mgmt Specialist Sean Murphy		1.18.18
U.S. DOT (FED) ESF-1	ESF-1 Laudue JAC Pauevo		1-18-18
PROVIDENCE ALASKA	PAT REDNACOA DIR. COM/EM		18 JANTO
TSA/DHS	Intel Ops. Spra.		1-18-18
BP	Director, Security Land Hayward		18-JAN-18
M L & P	Power Supply Supt.		1-18-18
ENSTAR	Sr. Manager Pipelines Travis Reuh		1/18/18
UAA E.M.	Ron Swartz EM)		1/18/19
REAP	Colleen Fisk Energy Education Dir.		1/18/18
AKNG	SFC AK-JS Olivia Sebastian		20180118
CU1	Pat Berry VP. CAE		1/18/18
ASA	PAST PRESIDENT Ric Schmidt		1/18/15

Organization	Job Title & Name	Signature	Date
DLA Alaska	Robert Sherrill COOP POC & Mil LNO		18 Jan 18