

From: [Kimberly Lile Dowty](#)
To: [Kimberly Lile Dowty](#)
Subject: FW: Notice of Activation of CSEC Continuity of Operations Plan Effective 3/18/2020
Date: Wednesday, March 18, 2020 1:04:01 PM
Attachments: [image001.png](#)

From: Kelli Merriweather <kellim@csec.texas.gov>
Date: Tuesday, March 17, 2020 at 4:30 PM
To: Ginny Lewis Ford <glewisford@txregionalcouncil.org>, Russell Devorsky <Russell.Devorsky@hotmail.com>
Cc: Kelli Merriweather <kellim@csec.texas.gov>
Subject: Notice of Activation of CSEC Continuity of Operations Plan Effective 3/18/2020

Date: March 17, 2020
To: Ginny Lewis, Executive Director, Texas Association of Regional Councils
Russell Devorsky, Chair, TARC Emergency Communications Committee
From: CSEC Executive Director
RE: Notice of Activation of CSEC Continuity of Operations Plan (Effective 3/18/2020)

The purpose of this communication is to inform you of the activation of the Commission on State Emergency Communications' (CSEC) Continuity of Operations Plan (COOP) effective 3/18/2020.

Please see the notification below that was sent to our board members today.

I made the decision to activate our COOP to ensure that our small staff of 25 FTEs remains healthy and able to perform mission critical functions for the 9-1-1 and Poison Control Programs. The agency office will remain open with minimal staffing of myself and the program director. Details below.

The CSEC staff routinely coordinate with our statewide 9-1-1 and Poison Control Center stakeholders on a daily basis, and are quite familiar and comfortable doing so during times of natural disasters such as hurricanes. We are applying those skills and lessons learned to this unprecedented situation.

I am proud to work with TARC and its members, and I am reassured by the excellent working partnerships we have forged over the years. I have the utmost confidence and faith that, ***together***, we will rise to meet this extraordinary challenge!

Please let me know if you have questions, concerns or comments about this notification or any other matters I may assist you with.

Sincerely,

Kelli Merriweather
Executive Director
Commission on State Emergency Communications
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From: Kelli Merriweather <kellim@csec.texas.gov>
Sent: Tuesday, March 17, 2020 2:38 PM
To: James Beauchamp <james@motran.org>; James Beauchamp - Motran (jkb1972us@yahoo.com) <jkb1972us@yahoo.com>; Sue A. Brannon <suebrannon@sbcglobal.net>; Lucille Maes <lmaes@aaemc.org>; Jack Miller <JDMAJAC@aol.com>; Bill Buchholtz <Bill@bexarmetro.com>; Clinton Sawyer <csawyer@txfb-ins.com>; DEBI HAYS <DEBI.HAYS@ECTORCOUNTYTX.GOV>; Debi S. Hays (desisue@cablone.net) <desisue@cablone.net>; Cathy Skurow <cathy.skurow@portlandtx.com>; Wayne Egeler <wayne.egeler@dir.texas.gov>; Hoogheem,Jeff (DSHS) <Jeff.Hoogheem@dshs.texas.gov>; John Paul Urban <JohnPaul.Urban@puc.texas.gov>
Cc: Patrick Tyler <patrickt@csec.texas.gov>; Sue Seet <susans@csec.texas.gov>; Mia Villarreal <miav@csec.texas.gov>; Kelli Merriweather <kellim@csec.texas.gov>
Subject: Activation of CSEC Continuity of Operations Plan Effective 3/18/2020

Date: March 17, 2020
To: CSEC Commissioners
From: CSEC Executive Director
RE: Notice of Activation of CSEC Continuity of Operations Plan (Effective 3/18/2020)

The purpose of this communication is to inform you of the activation of the CSEC's Continuity of Operations Plan (COOP) effective 3/18/2020.

Activation of CSEC Continuity of Operations Plan (COOP)

In response to the current national and statewide disaster proclamations, I have made the decision to implement a modified version of the CSEC Continuity of Operations Plan (COOP) from March 18 – 20, 2020. The situation will be reassessed at the end of this period and may be extended depending on risk factors at that time. *The only modification to the COOP is that*

the agency will need to remain open. I will continue to work at the office along with Susan Seet, Director of Programs and Technology.

- The purpose of this implementation is to protect the health and safety of our 25 staff members and to ensure that we can continue to carry out the CSEC mission to preserve and enhance public safety and health in Texas through reliable access to emergency communications services. To accomplish our mission, CSEC must ensure its operations are performed efficiently with minimal disruption during an emergency.
- The COOP identifies our mission essential function (MEF) as the continued ability to disburse funds – to our employees (payroll), to our grantees (9-1-1 and Poison), and to our vendors and service providers.
 - We will, of course, continue to coordinate with Texas Department of Emergency Management (TDEM) to provide information and coordination among our 9-1-1 and Poison Control programs.
 - We will continue to provide direction, technical assistance, support and guidance to our 9-1-1 and Poison Control Programs.
- The COOP also establishes that working remotely as the activity that will ensure safety and allow us to perform our MEF.

Emergency Relocation Group (ERG)

Key CSEC personnel who are relocated under the COOP are collectively known as the ERG.

- Upon plan activation, these members will deploy to their individual residences or other location with internet access (telework). This group will establish communications via internet or telecommunications with other members of the ERG to determine the necessary plan for operational capability and perform essential functions for up to a 30-day period or until normal operations can be resumed.
- The ERG will have daily calls and remote meetings to coordinate work and daily activities of staff; and, to respond to changing and emerging situations.

All Staff

Because of the nature of the potential public health emergency, and its potential to be a lengthy one, I am instructing All CSEC Staff members to work from home beginning 3/18/2020.

- All Staff has received instructions about time keeping and communicating and monitoring tasks with their supervisors. All supervisors are on the ERG.
- Many staff members have requested and are already working from home due to personal reasons and concerns related to COVID-19.
- All staff has laptops as well as secure, dedicated access to the files on our agency servers.
- All staff has Office 365 “in the cloud” which provides several excellent platforms that we already use to meet, discuss, and management documents.

Communications

In addition to communication with Commissioners, CSEC will be communicating this information to our grantees, other agencies and vendors/service providers with whom we do regular business.

March 25th Commission Meeting, 10:00 a.m. via Telephone Conference Bridge

Agenda has been abbreviated to include only six (6) items requiring your approval, or approval of funding. Our purpose is to keep taking care of business, but focus on mission criticality.

- The meeting will be held telephonically via a conference bridge that can accommodate up to 300 participants, and will allow members of the public and our stakeholders to listen and to ask questions/make comments.
- I will send you all a new meeting invitation with the conference bridge.
- Per our normal procedures, you will be receiving an electronic version of the Commission Meeting Notebook along with a paper copy to be FedExed directly to you.

Thank you for your continued support. Please do not hesitate to reach out to me if you have questions, concerns or comments regarding anything!

Please take care of yourselves. Be safe and healthy!

Kelli Merriweather
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