(Living Document)

Region III Regional Response Team (RRT III) Information Management Plan

October 25, 2018

(Public)

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Appendix A   Social Media Best Management Practices [Reserved]

1   PURPOSE:

This plan provides guidance and recommendations for information sharing among stakeholders and, as appropriate, with the public regarding planning, preparation, training, and response to incidents related to the National Oil and Hazardous Substances Pollution Contingency Plan (National Contingency Plan or NCP).

2   SCOPE:

This plan encompasses all official communications among Region III Regional Response Team (RRT3) members excepting personal communication, classified, or restricted industry data. The scope of the plan includes training announcements, approved plans and reports, response guidance documents, upcoming exercises, and policy updates.

3   DOCUMENT MANAGEMENT

Information and documentation will be managed and disseminated in accordance with the issuing agencies policies and procedures. RRT3 produced information and documents will be reviewed, vetted, and approved by the Executive Committee and RRT3 Co-Chairs. Living documents, such as guidance documents, will be reviewed, vetted, and approved every 5 years and dated for changes to identify the latest version.

Documents will be maintained by the Information Management and Outreach Workgroup on the RRT3 Websites and will be reviewed every 5 years for relevancy. The documents will be submitted to the appropriate workgroups for review.

4   INTERNAL vs. EXTERNAL COMMUNICATION

RRT3 Workgroup Documents and Communications must be categorized according to the information security levels defined in Section 5. Communications should be marked for which type of restriction applies to the document in the document title nomenclature and in the footer of each page (see the title page and footers of this document for examples).

4.1   Social Media

Since each agency has separate policies for usage of Social Media, Best Management Practices have been consolidated by polling the RRT3 participating agencies to provide guidance on how to handle information distribution on social media. The Best Management Practices are provided as **Appendix A** [Reserved] of this IMO Plan and thus do not supersede agencies internal policy/procedure.

4.2   Communication [Reserved]

The IMO Workgroup has requested further clarification from the RRT3 Co-chairs on how to address this topic in the IMO Plan. They will check with NRT on guidance before responding.

5   EXECUTION:

Information management is a continuous process of information collection, analysis and dissemination. Records management and disposition and is carried out in order to inform RRT members and the public. Effective information management also allows for increased efficiency, process improvement, retrospective analysis, and meeting event requirements in the most expeditious manner possible.

The RRT3 information management process centers on a website that is available to members and stakeholders. Password-protected files are marked [Private]; access to [Private] websites and files require registration for a login and password that should be requested through the website manager (link located on Login page). The configuration and layout of the website is illustrated below:

The RRT III HOME PAGE [Public] includes the following:

- Links to Agencies & Other Sites [Public];
- Events [Public] – includes a calendar of known training, meetings, exercises, etc. within Region III;
- Website point of contact information [Public]; and
- Region Hot Topics (RRT Sponsored Docs like Bakken guide) – should be presented under Notices and point to where the document/information will reside in the future (which sub-site) [Public].

RRT III MEETINGS HOME / SUB PAGES [Public]:

- Meeting Announcements (locations and dates), notices, links to current sub-site years [Public];
- RRT3 Meetings – Separate Sub-Sites for each meeting year; Maintain current year and last year; Sub-Sites moved to Archives after two years [Public];
- Agendas (IAC, Workgroups, Standing, Executive Committee) [Final PDFs-Public, WORD/drafts-Private];
- Meeting Minutes [Final PDFs-Public, WORD/drafts-Private];
- Attendance [PDF names/agency/email only-Public, Excel-Private];
- Summary Slides [PDF of slides-Public];
- Final Agency/FOSC Report-Outs [PDF-Public, WORD-Private];
- Presentations [PDF only unless PPT allowed by presenter-Public]; and
- Archive (for documents/information older than 2 years).

RRT III PLANS [Public]:

- 1. Annual NRT-RRT Reports [PDF-Public, WORD-Private];
- 2. RRT3 Work Plans [PDF-Public, WORD-Private];
- 3. Link to theRRT3 Regional Contingency Plan RRT3 RCP page (on the Profile Page):
  - o Description of the RCP on the Profile Page;
  - o Link on Profile Page referring to Response Tools-Fact Sheets sub-site for additional resources;
  - o Categories under Documents Tab:
    - – Working Draft [Private];

- RCP [Public when finalized; Working/WORD copy private];
- *Annex [Private; to be replaced by Appendices];*
- Appendices [Public when finalized; Working/WORD copy Private];
- MOUs [Public];
- MOAs[Public];
- Interagency Agreements [Public];
- Plans/Guides [Public];
- Figures [Public];
- Boundary Maps [Public];

- 4. Link to Region III Inland Area Contingency Plan on the R3 OSC Planning Dashboard (on Profile Page); and
- 5. Links to United States Coast Guard (USCG) Area Contingency Plans (ACPs) and HOMEPORT sites (for USCG on Profile Page).

RRT3 Response Tools-Fact Sheets [Public]:

- State and Federal Agency Fact Sheets;
- Guidance Documents (i.e., Selection Guide, NRT Guidance Docs, etc.);
- Response Fact Sheets (i.e., Section 7, ESA, etc.); and
- Others as required.

RRT III WORKGROUP HOME PAGE [Private]:

- On the Profile Page, the Workgroups are listed (links will be provided for any sub-sites created):
  - o RRT3 Workgroup – Inland Area Committee (Link to existing site);
  - o RRT3 Workgroup – Information Management & Outreach;
  - o RRT3 Workgroup – CNRDA (Consultation, Natural Resources, and Damage Assessment);
  - o RRT3 Workgroup – Training;
  - o RRT3 Workgroup – Spill Response Countermeasures;
  - o RRT3 Workgroup – Executive Committee;
  - o RRT3 Workgroup – RCP Rewrite (includes link to the RRT3 RCP sub-site);
- Documents Categories to include:
  - o Member List (of each Workgroup);
  - o Checklist (of workgroup action lists); and
  - o A Category for each Workgroup.

6   INFORMATION SECURITY

All information gathered, processed, and disseminated by and for the RRT will be evaluated for sensitivity, personal information, and industry restrictions on distribution. Security information is also dictated by the communications requirements of Section 3. The table below provides minimal guidance regarding types of information that might be encountered:

Type of Restriction	Description	Distribution
Public	Information which could not be expected to have an adverse impact on the welfare of individuals, federal programs, or the national interest	Approved for Internal and External distribution (Public view on RRT3 website)
Law Enforcement Sensitive	Information compiled for law enforcement purposes and requiring security in order to protect government interests	Limited Internal distribution; dependent upon sensitive security information classification (Private or Exclusive view on RRT3 website)
Proprietary	Information which could have an adverse impact on the welfare or privacy of individuals or the conduct of federal programs or other programs or operations essential to the national interest	Limited Internal distribution (Private or Exclusive view on RRT3 website)
For Official Use Only (FOUO)	Information of a sensitive nature, intended for official use only	Cannot be posted on the RRT3 Website; may only be distributed via email with approval of authoring entity

All RRT3 produced documents will be reviewed by the RRT3 Coordinator(s) to determine the level of restriction and distribution.

Appendix A
Social Media Best Management Practices

[RESERVED]