Commonwealth Fusion Center
Standard Operating Procedure

Effective Date: July 1, 2006
Number: CFC - 08

Subject: Homeland Security Exercise- Multi-Agency Training Exercise

Policy
In order to support public safety agencies with homeland security exercises, the Commonwealth Fusion Center (CFC) will be called upon to assist with information sharing and intelligence collection during these events. CFC staff will use these exercises as an opportunity to test the processes and systems put in place at the CFC to accomplish our information sharing and intelligence mission.

Watch Officer Responsibilities
1. Obtain WEBEOC URL, Jurisdiction, User Dropdown, and Password from Exercise Facilitator.
   a. Log Onto WEBEOC.
2. Monitor the Fusion Center WEBEOC as the exercise progresses.
   a. Make administrative journal entries on hourly basis regarding monitoring activity.
   b. Contact CFC Command of significant events during the exercise.
3. Conduct investigative support and information analysis at the request of incident commanders.
   a. Search relevant information sources as requested from incident commanders.
   b. Develop a concise summary of relevant material.
4. Forward any information relevant to this event to incident commanders.
   a. Post information on WEBEOC
   b. Follow up with phone calls if necessary.
5. If there are issues that cannot be resolved, contact in the following order:
   a. CFC Analytical Unit Commander
   b. MSP Anti-Terrorism Unit Commander
   c. CFC Director
6. Develop an After Action Report of Fusion Center activity, as directed by a CFC supervisor.
   a. Examine what went right and what went wrong.
   b. Describe Lessons Learned for improvements of CFC capabilities.
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Effective Date: July 1, 2006
Number: CFC - 09

Subject:

Media Policy

Policy
It is the policy of the Commonwealth Fusion Center (CFC) to share information with the media regarding matters of public interest. Certain Fusion Center information, however, must remain confidential. This is necessary to both maintain the privacy of involved individuals and to avoid compromising active criminal investigations.

Procedures
In general, the CFC will adhere to the State Police media policy, Public Information SUP-03.

News Releases
All news or press releases will be conducted in cooperation with the State Police Office of Media Relations.

Media Interviews
All information released to the media will be coordinated through the Fusion Center Director or his/her designee. Any contact with the media will be made in accordance with the State Police media policy, Public Information SUP-03.

No member of the CFC shall be compelled to conduct media interviews against their wishes.