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## RISK & INSURANCE ALERT

### Important Reminders

Have you had a change of Risk Manager or insurance contact? If so, please send your updates to [Kim Haggard](mailto:Kim.Haggard@des.wa.gov).

### Congratulations are in (Executive) Order!

Now that the excitement of creating new risk policies, assessments, and registers is in the rearview mirror, DES Office of Risk Management would like to extend a great big round of applause to all of you for your diligent efforts in the implementation of Governor Inslee's [Executive Order 16-06](#). Agency participation was fantastic! We look forward to continuing to support your work in the months ahead.



### Five Steps of the Risk Management Process

1. **Establish Context:** Understand the current conditions under which the Agency operates, including mission and strategic goals, internal and external stakeholders, and culture.
2. **Risk Identification:** Determine the potential threats to the Agency's achievement of its objectives on time.
3. **Risk Analysis:** For each identified risk, consider the existing policies, procedures and other controls that your agency is using to manage this risk. Assess the likelihood that the event will occur, and if it occurs, the likely impact on the organization's ability to achieve its mission/goals.
4. **Risk Treatment:** Develop a risk register that includes strategies for controlling risks faced by the agency and assign risk owners. Implement your risk mitigation strategies.
5. **Monitor and Review:** On a regular basis, review the success of your risk treatment. Determine if additional treatment is necessary to control the residual risk.

Many agencies have completed Steps 1 to 4. Now the real work begins!

For **Step 4**, make sure the "owner" for each individual risk has expertise and authority to manage the risk and is made aware of this responsibility. The plan developed to control each risk should be implemented and monitored by its owner. Some agencies put risk plans into staff personal development plans (PDPs) to track and commend good work.

For **Step 5**, monitor the success of the risk treatment regularly and modify as necessary to achieve the desired level of risk control.

Finally, consider new risks as they arise. Don't forget to use risk-based decision making when considering new projects or programs.

If your agency has not yet completed a risk assessment and you would like assistance, please contact [Jean Jelinek](#).

### Remember this Simple Paperless Initiative!

In an effort to reduce paper and make vehicle accident reporting as easy as possible, DES Office of Risk Management has started:

- 1) Online vehicle accident reporting for state drivers - Launched in November 2015, the [online vehicle accident reporting form](#) is available to all agencies. It allows state drivers to report

motor vehicle accidents online to ORM, as well as print out a copy of the finished report for themselves, their supervisor, and their agency's risk manager.

If you have questions, please contact [Tuan Hoang](#).

## October is Cyber Security Month!

### Cyber Liability News... Reporting Unauthorized Access to Protected Data

A privacy or security incident that results in unauthorized access to protected data should be reported to the Office of Risk Management. Unauthorized access can occur when systems are attacked by hackers, staff mishandle protected information, or when mobile devices are lost or stolen. Agencies should establish Cyber Liability Incident response procedures that include reporting to ORM and WaTech's Office of Cyber Security.

For agencies who have cyber liability insurance valuable resources are available from our insurance to help you deal with an incident. The purpose of reporting is to determine whether insurance provided resources are needed. Agencies without cyber liability insurance would also have access to these resources but would be required to pay for them.

If you have any questions or need help with a cyber incident response plan please contact [Doug Selix](#).

## CYBER SECURITY AWARENESS MONTH – RESOURCES

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### Multi-State Information Sharing & Analysis Center

[Cybersecurity toolkit](#)

[Center for Internet Security](#)

### National Cyber Security Alliance

<https://staysafeonline.org/>

### FBI

[Cyber Security Awareness Month 2016](#)

### Homeland Security Resources:

[National Cyber Security Awareness Month](#)

[U.S. Computer Emergency Readiness Team](#)

[National Cyber Awareness System](#)

### Office of Cyber Security (Washington State)

The [Office of Cyber Security](#) has digital and printed materials.

## Future Risk Management Events - Mark Your Calendars

### 2016 Events

Nov. 2	PRIMA Webinar*: ERM Mandate and Commitment in 60 Minutes
Dec. 14	PRIMA Webinar*: Communicating ERM Progress
Dec. 15	Quarterly Risk Managers Forum**

### 2017 Events

March 23	Quarterly Risk Managers Forum**
June 22	Quarterly Risk Managers Forum**
Sept. 28	Quarterly Risk Managers Forum**
Dec. 14	Quarterly Risk Managers Forum**

\* PRIMA webinars are from 9 to 10:30 a.m. at 1500 Jefferson St. S.E., Olympia.

\*\* Quarterly Risk Managers Forums are held from 9 a.m. to noon at 1500 Jefferson St. S.E., Olympia.