

Strategic Plan – COSTEP MA

Approved 6/23/2011

GOAL 1: To ensure that COSTEP MA continues as a vibrant and resilient organization

Objective 1: To provide a permanent and sustainable administrative structure for COSTEP MA

- 1.1.1. Activity: Formalize the structure of COSTEP MA through writing by-laws that include provisions for membership requirements, governing structure, election of officers, and creation of both standing and *ad hoc* committees committees
- 1.1.2. Activity: Develop a COSTEP MA strategic plan that sets forth the goals of the organization and describes the objectives and activities underlying those goals
- 1.1.3. Activity: Review and update the COSTEP MA strategic plan annually
- 1.1.4. Activity: Examine the feasibility of establishing 501(c)(3) status for COSTEP MA

Objective 2: To recruit and retain members who represent the range of cultural organizations, municipalities, and emergency management professionals

- 1.2.1. Activity: Convene meetings of COSTEP MA membership on a regular basis
- 1.2.2. Activity: Publicize activities to appropriate cultural and emergency management communities

Objective 3: Obtain and maintain administrative support

- 1.3.1. Activity: Obtain and assign staff to oversee administrative support functions
- 1.3.2. Activity: Maintain electronic communications system
- 1.3.3. Activity: Collect, organize, and maintain COSTEP MA records
- 1.3.4. Activity: Explore opportunities for fund-raising
- 1.3.5. Activity: Prepare a COSTEP MA annual report

GOAL 2: To build and sustain relationships between the cultural community and the emergency management community

Objective 1: To identify and foster relationships with organizations and key personnel in the emergency management community

- 2.1.1. Activity: Attend and foster relationships at Massachusetts Emergency Management Team (MEMT) meetings and other relevant gatherings
- 2.1.2. Activity: Attend relevant workshops and trainings sponsored by the Massachusetts Emergency Management Agency (MEMA), the Federal Emergency Management Agency (FEMA), and other agencies/entities
- 2.1.3. Activity: Explore the feasibility of public-private partnerships

Objective 2: To raise awareness among emergency management professionals of the needs, concerns, and capabilities of the cultural heritage community

- 2.2.1. Activity: Provide information to appropriate organizations at conferences, meetings, and forums

2.2.2. Activity: Maintain a website devoted to COSTEP MA initiatives and services

2.2.3. Activity: Develop a mission ready package for potential deployment via the Emergency Mutual Assistance Compact (EMAC)

Objective 3: To raise awareness among the cultural heritage community of the needs, concerns, and capabilities of the emergency management community

2.3.1. Activity: Provide information to appropriate organizations at conferences, meetings, and forums

2.3.2. Activity: Foster communication with COSTEP organizations in other states

2.3.3. Activity: Maintain a website devoted to COSTEP MA initiatives and services

2.3.4. Activity: Identify and provide information for Mass211 template

Objective 4: To serve as a liaison between MEMA and the cultural community

2.4.1. Activity: Maintain and periodically update the Cultural and Historic Resources annex to the state Comprehensive Emergency Management Plan (CEMP)

2.4.2. Activity: Procure participation from appropriate agencies for the Cultural and Historic Resources annex

Objective 5: To provide advice and support to the cultural community in the event of an emergency

2.5.1. Activity: Represent COSTEP MA during emergencies and disasters, either at the state Emergency Operations Center or remotely

2.5.2. Activity: Maintain a website devoted to COSTEP MA initiatives and services

2.5.3. Activity: Develop capability to offer on-site emergency assistance

Objective 6: To strengthen relationships at the municipal level by facilitating community meetings which enable key organizations and personnel from the cultural, municipal, and emergency management sectors to come together as sustainable teams at the local level

2.6.1. Activity: Develop manual with template for community meetings

2.6.2. Activity: Establish protocol for coordination between COSTEP MA and municipal planning organizations

2.6.3. Activity: Identify appropriate communities for meetings

2.6.4. Activity: Identify key personnel from each sector for meeting participation

2.6.5. Activity: Introduce core concepts of emergency planning, mitigation, and response

2.6.6. Activity: Encourage development of community command and control structure

2.6.7. Activity: Introduce cultural inventory form, stressing importance to the local Emergency Management Director

2.6.8. Activity: Monitor status of COSTEP MA implementation following community meetings

GOAL 3: To provide training, education, and outreach for both the cultural community and the emergency management community

Objective 1: To provide a clearinghouse for resources about disaster mitigation, preparedness, response, and recovery

3.1.1. Activity: Maintain a website devoted to COSTEP MA initiatives and services

3.1.2. Activity: Explore possibility of increasing COSTEP MA's presence through social networking/media

Objective 2: To provide opportunities for cultural organizations and emergency management professionals to address disaster mitigation, preparedness, response, and recovery

3.2.1. Activity: Organize and offer workshops on relevant topics, including but not limited to:

- Incident Command System (ICS) training
- DPlan training
- Risk Evaluation and Planning Program (REPP)
- Community Emergency Response Teams (CERT)
- Insurance
- FEMA reimbursement process
- Mitigation planning

3.2.2. Activity: Encourage and support implementation of REPP assessments

3.2.3. Activity: develop CERT curriculum

3.2.4. Activity: Participate in state-level and regional disaster exercises, in conjunction with other agencies/entities such as MEMA and FEMA

3.2.5. Activity: Offer cultural heritage institutions as venues for emergency management disaster exercises