

**COSTEP MA
Meeting**

September 27, 2012
10:00 am to 12:00 noon

Massachusetts State Archives
220 Morrissey Blvd.
Boston, MA 02125

Agenda

- **Call to Order and Welcome**
- **Approval of Minutes**
- **Keynote Speakers and Open Discussion**
 - James Gilbert from Rapid Refile
 - Nicole Belk from the National Weather Service
- **Current Business**
 - Website launch
 - Introduction to Virtual USA and NISC
- **Updates**
 - Video production
 - Community Meetings
 - Moving Forward
 - By-laws and elections
 - Upcoming events and outreach opportunities

COSTEP MA Meeting

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Attendance:

Priscilla Anderson (Harvard); Adenrele Awotona (UMass, Boston), Nicole Belk (National Weather Service); Patricia Buttomesso (Mass Humanities); Martha Clark (MA Archives); Michael Comeau (MA Archives - Co-chair); Jennifer Fauxsmith (MA Archives); Lori Foley (Heritage Preservation); James Gilbert (Rapid Refile); Kathy Griffin (Mass Historical Society); Andy Grilz (NEMA); Ben Haavik (Historic New England); Jane Hedberg (Harvard University); Ben Hiltunen (MEMA); Veronica Martzahl (Tufts DCA – Secretary); Olivia Melo (Lakeville Public Library); Joanne Riley (UMass, Boston); Elaine Sudanowicz (Boston OEM); Andrew Raddant (Dept of the Interior); Gregor Trinkaus-Randall (MBLC); Bill Veillette (NEDCC); Ann Marie Willer (MIT)

Call to Order and Welcome

Gregor Trinkaus-Randall called the meeting to order at 10:15 am. The attendees introduced themselves and gave information on their institutional affiliations.

Approval of Minutes

Motion to approve the minutes from the May 24, 2012 meeting was made and seconded. The group unanimously approved the minutes.

Keynote Speakers and Open Discussion

James Gilbert from Rapid Refile

Gregor introduced James Gilbert. Mr. Gilbert has a long history of working with disaster recovery vendors and is currently with Rapid Refile. He presented on the vendor's point of view in disaster recovery/restoration.

A lot of organizations have disaster plans which reference utilizing the services of a disaster recovery vendor, but they don't let the vendors know they are part of the recovery plan. There is a need to close the loop so that the vendors are prepared to respond. Customers have certain expectations, and the vendors need to know what these

expectations are in advance so they will be able to respond appropriately. The following are types of questions a vendor likes to know in advance to have a smoother response:

- What is the extent of the collection holdings?
- Are you insured and is the insurance company one with whom the vendor has a standing pricing agreement?
- If no insurance is in place, is funding already set aside, and what is the pricing?
- What types of services are expected?
- Are there specialized materials in the collections that may need treatment outside the ordinary services?
- Is there a floor plan or collections map laid out so that the vendor can access the materials even if you can't get into the building?

Additionally, these vendors are restoration companies, not conservators. It is important to understand where their services end and at what point you will need to work with more specialized conservators. Request a tour or visit of the restoration facilities. Currently, the closest vacuum freeze dry facility to Massachusetts is in Pennsylvania (Rapid Refile).

It is important to have a Disaster Preparedness Profile in place. This provides information to the vendor about logistics of a response, and it can be the basis of pre-catastrophe response planning. In a wide-scale disaster, one single company will not be able to handle everything, and preference will be given to those institutions that have established relationships in advance. Additionally, it is important to have relationships with multiple vendors since in a big disaster many resources may need to be called into play.

The group then discussed access issues and mitigation of safety hazards for the response crews, particularly in response to a situation like Hurricane Katrina where law enforcement is called in to police access.

The suggestion was made that institutions should connect their response vendors into the existing contractor systems for their institution so that access privileges, etc. can be handled in a uniform way. It was also suggested that institutions attempt to write their Requests for Proposals strictly in terms of *quality of service* rather than pricing. There are firms out there that are cheaper, but they don't necessarily have an understanding of the special needs of archival collections.

Gilbert also suggested that institutions closely examine what sort of insurance coverage they do and don't have and what exactly is covered. You might have valuable papers coverage, but if it is hit by a flood, you would need flood coverage. After a disaster, if you waste time trying to figure out what type of coverage you have, you might be penalized because you didn't mitigate the losses while waiting to find out about coverage.

By the end of September 2012, Massachusetts will have four national recovery vendors under contract:

- Belfor
- BMS CAT

- Rapid Refile
- Polygon

Nicole Belk from the National Weather Service

Gregor Trinkaus-Randall introduced Nicole Belk from the National Weather Service. Ms. Belk presented on how the weather forecast can affect disaster planning and preparedness.

Ms. Belk began her presentation with a review of the June 1, 2011 western Massachusetts tornado and the accompanying damage. She then introduced the StormReady Program (<http://www.stormready.noaa.gov/>) which is a voluntary NWS program to help communities better prepare for and mitigate the effects of extreme weather-related events. The following entities can obtain StormReady status:

- Counties
- Cities
- Towns
- Universities
- Indian nations
- Government entities
- Commercial sites

Additionally, it is possible to become a StormReady Supporter with fewer requirements than StormReady Communities need to meet. These are local entities that promote the principles and guidelines of a StormReady Program and may include:

- Schools
- Airports
- Museums
- Public utilities
- Medical centers individual companies
- Business centers
- Malls

Storm Ready communities meet the demonstrate capacity in the following areas:

1. Communications -- 24 hour warning point/EOC
2. Receipt of NWS information – receipt of warning critical
3. Hydrometeorological monitoring – monitoring weather data
4. Local Warning Dissemination – NWR in community, sirens, etc.
5. Community Preparedness – weather safety talks and spotter training
6. Administrative – Hazardous weather operations plan

More information is available at <http://www.stormready.noaa.gov/>. The process includes submitting a written application (online or via mail) and then hosting a site verification

visit. The StormReady Advisory Board then reviews the applications and site visit information to determine approval.

The primary contact for this program in Massachusetts:

Glenn Field

445 Myles Standish Blvd

Taunton, MA 02780

Glenn.field@noaa.gov

508-823-1983

Website Launch

Jennifer Fauxsmith officially announced that the COSTEP MA website is launched at <http://mbic.state.ma.us/costepma/> or <http://www.mass.gov/mbic/costepma/>! Jennifer, Veronica Martzahl, and Lori Foley will have the ability to edit the site, so updates and changes should be relatively easy. Many thanks to all the people who worked on the development and implementation of the site.

The group agreed that a sub-group should convene following the meeting to draft a press release for distribution. The following list of distribution points was brainstormed.

Broadcasting

- Gregor's list
- NEDCC blast e-mail (Julie)
- Facebook site (Veronica)
- NEMA quarterly newsletter and conference (Andy)
- Registrar's list
- NEA list (Gregor)
- NEA twitter (Veronica)
- Connecting to Collections (Gregor and Michael)
- Mass Humanities newsletter (monthly)
- Heritage Preservation (Lori)
- MLA (Olivia)
- Mass Library System
- NEMA website (Ben)
- FEMA Region 1 (Ben)
- Boston area collections coalition (Kathy)

The group also briefly discussed the need to set up something like Google Analytics to track statistics for the site.

NISC and Virtual USA

Ben Hiltunen from the Massachusetts Emergency Management Agency presented on Next-generation Incident Command System (NICS) and Virtual USA.

What is NICS?

Next-generation Incident Command System – It is a web-based situational awareness tool from MIT Lincoln labs, funded by DHS. It has the flexibility to be used at multiple levels from local to multi-community to statewide. It is currently in use by MEMA, the MA National Guard and DFS.

Features include the ability to import data in many different formats (traffic cams, gps locations, NWS Weather feeds, csv, kml, shp, wms), and the owner of the data controls who can see/edit data and for how long. Additionally, it allows for collaboration with other users (chat feature and virtual whiteboard).

MIT Lincoln Labs expects it to be feature complete by the end of September 2012.

What is Virtual USA?

Virtual USA is an end-user driven, DHS supported initiative to facilitated cross-jurisdiction information sharing and collaboration. It is platform agnostic and able to share info freely between states. It is a set of standards and protocols for information sharing rather than a specific platform.

Opportunities and Challenges for COSTEP MA

These products provide opportunities for getting data into the hands of local officials for preparedness, mitigation and response and could also be used to foster collaborations between COSTEP MA and counterparts in other states. While it was primarily developed as a response tool, it is flexible enough to be used for planning. Challenges will include finding existing datasets and producing datasets that don't yet exist followed by maintenance issues and the need to set data release/access policies.

Video Production

A rough cut of the video is complete and has been seen by the Executive Committee. Governor Patrick has not yet responded to any of our attempts to contact him, but Michael Comeau continues to work one or two more angles of approach. A voice-over narrator is also still needed. There is an urgent need to complete the video in that it was to be a key tool in outreach for the community meetings.

Community Meetings

Lori is working on contact lists for selected towns. Anyone with contacts in these communities is asked to contact Lori to assist in pulling these lists together.

- Region 1
 - Sudbury, Haverhill, Danvers, and Cambridge
- Region 2
 - Taunton, Plymouth, Barnstable, and Hingham
- Region 3
 - Northampton, Deerfield, Lenox, and Springfield
- Region 4

- Worcester and Gardner

Moving Forward

Gregor opened the discussion up to review of items that had come up at this meeting as well as at other meetings that COSTEP MA should keep at the forefront of discussions moving forward:

- National Fire Protection Association follow-up ideas
 - Ben Haavik from Historic New England is working on summarizing many of the NFPA documents for his house managers and would be willing to share his work with COSTEP MA
- COSTEP MA can promote the StormReady Program
- Working with vendors
 - Members of the group thought that Donia Conn at NEDCC may have already written up something about how to work with disaster recovery vendors
 - Find out if this is true and see if it can be shared.
- Potential NISC and Virtual USA work

By-Laws and Elections

Recent updates to the By-laws mean that some people are coming up for reelection. The Executive Committee needs to determine how long each currently elected member is supposed to serve and thereby determine which spots are up for reelection.

Hazard Mitigation in Boston

Elaine Sudanowicz is working very closely with Martin Pillsbury on the Hazard Mitigation Plan for the City of Boston. If you are Boston-based and have a project you would like included in the Hazard Mitigation projects for Boston, please let Elaine know. Martin is also open for communication with other communities in his jurisdiction.

On November 28, 2012 there will be a Public Meeting before the Boston Conservation Commission for the review of the Draft Natural Hazard Mitigation Plan at Boston City Hall Room 801 at 6:00 pm.

New England Archivist Meeting

COSTEP MA will be sharing a table with other regional emergency preparedness organizations at the upcoming New England Archivists conference on November 3, 2012 at Simmons College. Anyone interested in helping with the table should contact Veronica.

Adjournment

The meeting adjourned at 12:00, noon.

Next Meeting

November 29, 2012

10:00 am

Massachusetts State Archives