

# **COSTEP MA Meeting**

November 14, 2013  
10:00 am to 12:00 pm noon

Massachusetts State Archives  
220 Morrissey Blvd.  
Boston, MA 02125

## **Agenda**

### **Updates:**

- *Regional COSTEP group meeting*
- *HMGP grant activities*
- *FEMA activities*  
*Massachusetts Preservation Conference*

### **Presentations:**

- *CEMP 101 (Comprehensive Emergency Management Plan) presentation by Ben Hiltunen of MEMA*
- *Ed Fratto, Executive Director of the Northeast States Emergency Consortium (NESEC), speaking on unreinforced masonry.*

### **Other Business:**

- *Discussion of SOP/SOG (Standard Operating Procedure/Standard Operating Guidelines)*
- *Ports in a Storm program*

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## **Minutes**

### **Attendance:**

Priscilla Anderson (Harvard); Adenrele Awotona (UMass Boston); Bill Barry (Association for Preservation Technology); Erica Bourdeau (NEA and JFK Library); Martha Clark (MA Archives); Michael Comeau (co-chair and MA Archives); Mike Cusack (MIIA); Jennifer Fauxsmith (MA Archives); Kathy Griffin (Mass Historical Society); Andy Grilz (MEMA and HGMP coordinator); Ginny Hewitt (Brooks Library); Scott Kehoe (MA Library System); Veronica Martzahl (MA Archives); Joanne Riley (UMass Boston); Elaine Sudanowicz (Boston Mayor's OEM); Gregor Trinkaus-Randall (co-chair and MBLC); Ann Marie Willer (MIT)  
Agenda:

### **Updates:**

#### *Regional COSTEP group meeting*

A regional COSTEP group meeting occurred on Tuesday, November 12, 2013 as part of the annual NEMA meeting in Rhode Island. There were representatives from Connecticut, Maine, Massachusetts, and Rhode Island. It was a free-form information sharing session that revealed that the approach is very different between states. For example, in Rhode Island they are not including churches in their outreach. They are currently focused on getting their annex in place and have provided a binder of emergency response to institutions. Connecticut continues to experience difficulties in engaging emergency management. Maine has received funding for a part-time position to head up their activities over the next year. The group agreed that there are opportunities for joint activities across all of the state organizations although it may be beneficial to look at other venues besides professional association conferences.

#### *HMGP grant activities*

Salem continues to function well. Their annual meeting is scheduled for November 19, 2013 at the Peabody Essex Museum.

Haverhill is still struggling to get off the ground. No one is stepping forward to carry the program forward, especially among the cultural institutions. Natick and Framingham are progressing toward their first meetings and potential Cultural Triage Officers.

#### *FEMA activities*

Following the last meeting, Ryan Potosnak of FEMA sent Gregor Trinkaus-Randall some examples of questions that FEMA asks regarding cultural institutions during the response phase. Gregor met with Ben Hiltunen and Scott MacLeod regarding the Preliminary Damage Assessment process and documentation of damage to meet monetary thresholds for the Stafford Act to trigger federal funding (both for statewide numbers and county numbers). It is important to note that damage covered by insurance does not count toward the thresholds.

#### *Massachusetts Preservation Conference*

At the invitation of Michael Steinitz and the Massachusetts Historical Commission, Michael Comeau, Gregor and Ben Haavik attended the Massachusetts Preservation Conference in Lexington on October 18, 2013. They gave a presentation on dPlan, COSTEP MA and the community meetings. They were approached by representatives from the Town of Granby about doing a regional presentation as well as Preservation Worcester and the Historic Resources Committee of the Boston Society of Architects.

### **Presentations:**

#### *CEMP 101 (Comprehensive Emergency Management Plan) presentation by Ben Hiltunen of MEMA*

The purpose of this presentation was to provide an overview of the Massachusetts Comprehensive Emergency Management Plan as well as the underlying planning methods used to develop it.

##### 1. Planning Primer

Whole Community planning process is crucial to MEMA. The process of planning is as important as the final product, and the plan needs to be flexible and adaptable. It conveys goals and objectives of the intended operation, and the actions needed to achieve them. They take an all hazards approach and it is fundamentally about risk management.

##### National Incident Management System (NIMS)

Framework for managing incidents (Incident Command System – ICS) planning available online at MEMA

##### National Response Framework (NRF)

What to expect from the National Response utilizing 15 Federal Support Functions.

##### 2. CEMP Components

###### *Base Plan*

Framework for state preparedness, response and recovery actions providing overview of emergency management program, describing the risks and hazards

and defining the coordination mechanism between local, state and federal agencies.

#### *ESF Annexes*

Describe the roles and responsibilities across the agencies/organization and how they will coordinate activities before, during, and after an emergency. MEMA's moving from 18 to 16 ESF Annexes. Adding a Recovery ESF, Expanding Animals to include Agriculture and Natural Resources. Planning, Resource Support, and Food and Water moved to Planning or Resources sections.

Functional annex – framework for coordinating / executing activities related to a specific response strategy

Hazard specific annex – like hazmat incidents or mass casualties

### 3. Future Planning

- Emergency Fuel Plan
- Disaster Housing
- Update of Hurricane Annex/Checklist
- Update Cyber Plan
- Assist OCM in update to Mass Casualty Plan
- Assist DPH with update to Pandemic Flu Plan
- CCETP, Hazmat, Radiological Incident, Aircraft Incident

CEMP plan is available on [mass.gov/mema](http://mass.gov/mema)

Each city or town has to have a local CEMP plan and a local Emergency Manager.

*Ed Fratto, Executive Director of the Northeast States Emergency Consortium (NESEC), speaking on unreinforced masonry.*

Identification of Unreinforced Masonry Buildings (URM) is key to mitigating the hazards they present. We know where building codes limit construction of URM buildings, but we don't know how many of these buildings already exist, and where they are located across the country. NESEC is developing a process to estimate rapidly and efficiently the number of URM Buildings locally, regionally, and nationally.

Definition of URM – any buildings with no reinforcement like rebar holding the masonry in place. This includes a lot of historical and cultural buildings as well as public safety and popular gathering places as well as private residences.

URM fairs poorly in earthquake, hurricane, and even fire emergencies.

Estimates on the number of URM buildings:

Nationally – 17,117,254

New England - 1,637,517

Massachusetts – 200,092

Boston - 16,240 to 18,919 actual or suspected (about 86% of buildings in Boston)

#### Questions to consider:

- How many of the properties are historical/cultural?
- What is the Priority Ranking for hazard mitigation?
- Is funding available for hazard mitigation?
  - Inventory
  - Analyze Hazard Risks
  - Prioritize for Mitigation
  - Identify Funding Source – Hazard Mitigation grant program

#### Tools and Resources

- Comprehensive Data Management HAZUS (Inventory Analysis Tool)
- HAZUS – Wind, Earthquake, Fire
- Integrated Rapid Visual Screening of Buildings (Buildings and Infrastructure Protection Series)
- NESEC Assistance - [www.nesec.org/resources](http://www.nesec.org/resources)

When inventorying or identifying cultural institutions around the state, COSTEP MA should include information on the construction type for buildings.

#### **Other Business:**

##### *Discussion of SOP/SOG (Standard Operating Procedure/Standard Operating Guidelines)*

##### Overview of status

Standard Operating Procedures for COSTEP if we would be activated. The Executive Committee has held two meetings to work on various drafts of the document. Any additional comments should be sent to Gregor. Please pay particular attention to sections 2.5.3 (Subject Experts) and 3.3 (Identify Resources needed to deploy teams to the field).

##### *Ports in a Storm program*

Gregor informed the group about the Ports in a Storm program that has come out of New Jersey following the response to Hurricane Sandy. This program expands the use of libraries beyond Disaster Recovery Centers (DRC) to include a community gathering location. They serve as a safe place to gather, recharge electronics, and provide activities for children. Gregor is working with the Massachusetts Library System on implementation.