

COSTEP MA Executive Meeting
Virtual meeting on August 13, 2020
10:00 – 11:00am

Attendance:

Evan Knight (co-chair), Alejandra Dean (co-chair), Michael Comeau, Becky Geller, Lori Foley, Priscilla Anderson, Kathy Griffin, Jessica Bitely, Ben Hiltunen, Veronica Martzahl

Discussions and Updates

Communications updates and content development

Alejandra Dean provided an update on blog posts that were published in the period between July 9 and August 13, which included: the second post to the Disaster Diaries series authored by Kathy Griffin about a water leak that occurred at the Massachusetts Historical Society, three posts related to COSTEP's upcoming tabletop exercise (more information below in the Task Force updates section), and a post on Tropical Storm Isaias. Evan Knight reported out on COSTEP's website activity and visitor engagement: there were 900 visitors to the website in the last month. Evan also reported that 3 emails were sent to the COSTEP network: 2 weather-related emails and 1 email promoting the TTX. The emails received 400 views and 100 click-throughs. The COSTEP MA Twitter account received 2000 impressions.

Outreach

Evan and Alejandra reported on an upcoming meeting with an Alliance for Response (AFR) affiliate group in Vermont, VACDaRN (Vermont Arts and Culture Disaster and Resilience Network). Evan, Alejandra, and Lori Foley will meet with the VACDaRN Steering Committee to discuss how to sustain a network and explore possible avenues for regional collaboration. Veronica Martzahl suggested looking into mutual aid agreements or Emergency Management Assistance Compacts as one option. The group evaluated the commitment it would take to integrate COSTEP into EMAC or a mutual aid agreement and decided to explore informal options that would not require that level of commitment (up to 2 weeks for Executive Committee members to deploy to a disaster area and a commitment to provide phone assistance during a disaster). The group decided to explore establishing sister institutions across multiple states that would focus on state government institutions for resource sharing.

Evan put out a call for the Executive Committee to gather resources on personal preparedness for a new page on the COSTEP website that will coincide with September as National Preparedness Month. Ben Hiltunen emphasized the importance of personal preparedness during a disaster. Lori suggested looking at ready.gov for resources.

Task force updates

Alejandra provided an update on planning the TTX, which will take place on September 22, 2020 from 10am-12pm. Alejandra reported that 6 participants have signed up, and that the participants represent a diverse mix of institutions geographically and mission-wise. The TTX Task Force has commenced a new blog series called 'TTX Tuesdays' that publishes a new post every Tuesday leading up to the event. The series aims to help participants (and others interested in the topic) go over the most important parts of a disaster plan, help participants draft plans if they don't already have one in place, and help participants update their plans if they do have one in place. Having a disaster plan by the time of the exercise is a prerequisite to participate. The group agreed to send out one final promotional email on August 22nd (exactly one month prior to the exercise) to solicit participants (since 2 slots are available).

This promotional email will be targeted towards the museum community (through NEMA), and to individuals who participated in COSTEP's 2019 Resilience Symposium for Cultural Institutions.

Other business

Veronica mentioned that, in the process of updating their disaster plan, staff at the Massachusetts Archives realized that they were due for a training refresher on the Incident Command System (ICS). Veronica asked if there were any ICS training resources available online. Ben Hiltunen provided a link to on-demand ICS 100 and 200 training. The group decided to promote ICS training through COSTEP communications in September.

Next Meeting:

September 10, 2020 at 10:00am through virtual conference technology