

**COSTEP MA Executive Meeting**  
**Thursday, September 10, 2020**  
**10:00 am – 11:00am**

**Attendance:**

Priscilla Anderson, Alejandra Dean, Lori Foley, Becky Geller, Kathy Griffin, Ben Haavik, Ben Hiltunen, Evan Knight, Veronica Martzahl

**Communications updates**

Alejandra Dean updated the group on the series of blog posts entitled, "TTX Tuesdays," that are posts leading up to the Tabletop exercise. The final blog post in the series will be drafted and published for this upcoming Tuesday (9/15).

Evan Knight reported that the pandemic page continues to be our most popular page.

Evan Knight reported that there was not a general email sent out this month. Ben Haavik sent out two weather alert emails that generated 50 new email sign-ups to the email mailing list. The list is over 360 recipients. Ben mentioned that there is a discrepancy between the number of people on the general list and those on the targeted opt-in weather alert email list and the group agreed that a notice to inform COSTEP members that there is a separate "opt-in" sign up for the weather alerts should be added to the next email blast.

**Outreach**

Please send any links to resources for September's National Preparedness Month to Evan for aggregation. The group suggested some starting points, including materials put together by MEMA and FEMA. Evan will include a call for COSTEP MA members to contribute posts to COSTEP's social media accounts in the next email blast.

**Tabletop Exercise**

The Tabletop Exercise event is scheduled for September 22, 2020. Lori Foley asked that if anyone is interested in observing, they should sign-up quickly. COSTEP MA will be using Zoom to hold the event virtually. During the event, observers will be grouped together and will remain in the main virtual meeting room while participants will be grouped together by institution in their own break-out rooms to discuss each prompt. Based on the positive responses so far, we may want to make this an annual project or possibly hold this twice a year, with the next event perhaps scheduled for May Day 2021.

The working group is finalizing the PowerPoint and wrapping up final logistics. Alejandra is hosting two drop-in sessions with the participants to go over expectations and how things will precede on the day. The Zoom invite will be sent next week. There was discussion of whether or not the scenarios can be

posted in break-out rooms and whether or not Zoom break-out rooms can be recorded. Recordings of break-out rooms would be for the use of the institutions, not publicly available. The recordings from the main meeting room will also be available. Alejandra will explore how to record the event, whether break-out rooms can be recorded, and how to display slides in the break-out rooms.

There have been requests for participation from groups outside the Cultural Heritage Community, such as the Boston Public Health Commission and a representative of the Tolland CERT. Alejandra will follow up with them to determine how they can be included as participants or observers.

### **Future projects**

The group discussed the idea of convening a task force for the promotion of ICS training. Other suggestions include informal reading/study groups on preparedness topics. Ben Hiltunen stated that MEMA encourages people to take ICS 100 and ICS 200 through FEMA's online training course. MEMA holds in-person trainings for ICS 300 and ICS 400. Evan suggested Angela Campbell as a possible person to lead up discussions for participants who complete 100 and 200. Alejandra will draft an announcement after the tabletop exercise that promotes taking the free ICS 100 and 200 trainings online, with a discussion event or meeting for anyone to debrief on the topic planned for November.

### **New Business**

Ben Haavik raised the issue of safety protocols for hurricane response in a COVID-19 environment. He mentioned that they are currently drafting protocols for disaster and emergency response during the pandemic, which will include considerations such as maintaining physical distancing between response team members and addressing PPE needs such as adding face shields to their response kits. He stated that they are considering temperature tracking and whether or not they would mandate testing after the event. Evan will put out a call in an email blast asking the COSTEP MA network what their procedures are for responding to disasters during the pandemic.

### **Next Meeting**

Thursday, October 8<sup>th</sup> at 10am through Zoom