

## **COSTEP MA Executive Committee Meeting**

**Thursday, October 8, 2020**

**10:00 – 11:15am**

**Zoom Meeting**

### **Attendance**

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

### **Communications updates: blog posts and website**

Evan Knight provided an update to the group about COSTEP MA's communications from the past month: there were 2 blog posts published in September related to COSTEP MA's virtual tabletop exercise event (these posts were part of the TTX Tuesdays series). Evan also created a new page on the COSTEP MA website (titled Community Resources & Outreach) for National Preparedness Month and added resources related to flood awareness and personal preparedness to the page.

The email list currently has 350 subscribers and sent out two email digests in September: one was to the Weather Alert list and one was to the general list. COSTEP MA's Twitter account has approximately 60 followers and received 340 impressions for the month of September.

#### *Community Resources & Outreach page*

Evan reported difficulties in selecting a good place to post the Community Resources & Outreach page on the website, which includes resource lists for National Preparedness Month. He added the page under the Emergency Managers heading on the website. Kathy Griffin suggested that the link be under both site headers, and if it is only under one, it should be under Cultural Institutions. Evan will explore linking the page to both headers. Alejandra Dean suggested adding a new header for general public resources in addition to the existing headers.

#### *COVID-19 page*

The page needs updating due to evolving resources. The group discussed how the national discussion has shifted from collections care to safe reopening. Evan and Kathy will make edits to the page.

### **Virtual Tabletop Exercise Recap**

COSTEP MA's virtual tabletop exercise was held on September 22, 2020. COSTEP received an initial registration pool of 8 institutions, but 4 pulled out. The smaller number of institutions allowed for successful reporting out of responses within the 2-hour timeframe for the event. Alejandra reported that 4 was a good size for the event, and Lori Foley reported that more time should be allotted in the future (to 2.5 hours) in order to allow for institutions to respond to each other and to ask questions. There were an additional 10 observers who participated in the event. Lori served as facilitator and led the groups through 3 escalating scenarios. Evan led the observers through a discussion of the scenarios in the main room, while the individual groups worked in breakout rooms. Becky Geller moderated chat. The group discussed positives and lessons learned as well as potential ways to engage institutional leadership:

- 4 institutions plus a main room session was suitable for a 2 hour event and allowed for every institution to report out after each scenario
- The registration process should be streamlined and administered through one registration system (as opposed to keeping track of all participants via email)

- In the future, the main room can serve as a space for individuals who are not participating on a team to discuss the prompts. This will make the event more inclusive, while enabling team groups to participate as well.
- Future events should allot time for emergency managers to weigh in after each scenario to ensure we are including their perspectives.

The group also discussed planning for another session in 2021, including a pre-webinar geared towards directors and institutional leadership that will provide context into why disaster plans are important.

### **Promoting ICS Training**

Alejandra will put together an announcement for promoting free online ICS 100 and ICS 200 training, pointing to the Training and Exercise section of MEMA's website. Lori suggested reaching out to David Carmichael, Pennsylvania's State Archivist, as a potential webinar speaker prior to promoting the training if an honorarium could be found. The group agreed to start small with a blog series that will encourage people to take the training along with the COSTEP MA board while working towards a larger event featuring David Carmichael that could potentially also become a regional collaboration.

### **Upcoming blog posts**

Evan concluded the meeting by reporting that he will publish future blog posts on reintroducing Finding Common Ground and a recent Library and Archives Symposium.

### **Next Meeting**

Thursday, November 12<sup>th</sup> at 10am through Zoom