



Regional Logistics Program

New York • New Jersey • Connecticut • Pennsylvania

Regional Catastrophic Planning Team (RCPT)

Newsletter Issue No. 3 • July 2010



Alex Markowski, Program Lead, and Kelly McKinney, Program Advisor, engage in discussions with Program stakeholders.

Stakeholder Meetings

The RCPT hosted four Stakeholder Meetings this July. These meetings provided the opportunity for key stakeholders throughout the four states and thirty counties to connect with the planning team and convey strategic-level guidance regarding the program's objectives, projects, and plans. The meetings were attended by the RCPT leadership, including Alex Markowski (Regional Logistics Program Lead) and Kelly McKinney (Regional Logistics Program Advisor), among other key participants. This platform enabled program and regional leadership to converge and exchange ideas that reflect their array of experiences and backgrounds.

Area Logistics Emergency Response Teams (ALERT)

This month, an Area Logistics Emergency Response Teams (ALERT) *Governance Draft* was developed. The document discusses key planning assumptions as well as team organization and administration, and is designed to generate discussion and recommendations for team governance. The team is presently discussing recommendations and next steps. At the next ALERT planning team meeting on **August 11th**, the team hopes to continue discussion and build consensus on activation and notification requirements, team structure, and organization. Next steps include drafting the ALERT Field Operations Guide.

Volunteers and Donations Management Annex (VDMA)

At the July Volunteers and Donations Management Annex (VDMA) planning team meeting, key components and strategies for volunteer and donations management were presented. A draft *Plan Template*, designed to assist jurisdictions without a formal VDM plan and provide a user-friendly template, was distributed to team members. Please provide any comments on the document to Nancy Harris by **July 30th**.

The next planning team meeting will take place in-person on **August 17th**, at which time the planning team will provide comments on the first full draft of the template. In meetings to follow, the planning team will work to develop a regional coordination document that supports existing regional mechanisms for coordination and collaboration for volunteer and donations management.

The [Regional Logistics Program](#) is an initiative designed to link resources, expertise, and information by encouraging collaboration among regional, state, and local emergency management partners in New York, New Jersey, Pennsylvania, and Connecticut. The program kicked off in the summer of 2009 when logistics planning, resource management, information sharing and training efforts began.

The goal of these monthly newsletters is to keep all stakeholders up-to-date on emerging and ongoing Regional Logistics Program initiatives and to promote and encourage feedback from regional partners and nationwide emergency managers and planners. Each newsletter will provide information on the previous month's work within the program.

Regional Resource Management System (RRMS)

The Regional Information Management Solution (RIMS) planning team has been invited to the Regional Integration Center (RIC) for an in-person planning team meeting on July 29th. The meeting will serve as an opportunity for planning team members to discuss feedback on the final draft version of the Regional Resource Management System (RRMS) paper that was released for their comment and review on June 23rd. The meeting will also serve as a forum to generate consensus-building on consistency of resource messaging standards, using publically published standards found in the National Information Exchange Model (NIEM) such as the Emergency Data Exchange Language – Resource Messaging (EDXL-RM) as a starting point for discussion. The planning team will also begin to take steps towards a path forward for interoperability of resource management systems throughout the region, looking at opportunities to further evaluate more promising interoperability solutions through potential pilot programs and demonstrations.

Commodity Distribution Point (CDP) Field Operations Guide

At the July Commodity Distribution Point (CDP) meeting, the planning team reviewed all updates to the CDP Field Operations Guide. Senior Logistics Planner Natalie Paull is incorporating the final round of changes, and the team will soon see the first full draft that reflects all recommendations to date. At the next planning team meeting on **August 3rd**, the planning team will complete the first draft review of the full Field Operations Guide.

The CDP Manual is the next document to be developed as part of this initiative, and it will provide guidance for individuals in the emergency operations center (EOC). While the CDP Field Operations Guide focuses on the management of one CDP site, the CDP Manual will provide a resource for EOC staff who oversee activities at multiple CDPs.

Credentialing Annex

On July 15th, the second draft of the Credentialing Annex was presented to the planning team. This draft includes updated information on the initiatives taking place at the state and county level in New York. The Credentialing Checklist has also been filled out by most of the 30 counties within the region and the team expects all versions to be completed within the next few weeks. Please provide any feedback on the second draft of the Credentialing Annex by **July 26th** to Jim Penta.

Regional Asset Database Project (RADP)

The first draft of the resource cataloging system assessment spreadsheet was presented during the Regional Asset Database Project (RADP) planning team meeting on July 7th. The team reviewed the draft assessment and provided feedback. The team is interested in finding the common denominator amongst all systems in the region, and then mapping out a few possible solutions to link the systems or share information where possible.

Planning team members are in the process of discussing challenges, while Pearl Cheng, Logistics Planner, continues research into best practices to address these challenges. Pearl is also examining existing data-sharing technologies that can bring all jurisdictions to a baseline, electronic standard. Initial findings will be included in the first draft of the resource cataloging system assessment paper. The next RADP planning team meeting is scheduled for **August 5th**.

Concept of Operations (CONOPS) Playbook

The latest draft of the Concept of Operations (CONOPS) Playbook was shared during the July planning team meeting. The current version now contains guidelines for the regional logistics committee and resource request prioritization process, and new content for program components including CDPs, ALERT, and credentialing.

The next CONOPS meeting will be held in-person at the Regional Integration Center (RIC) on August 10th. At this meeting, the next version of the draft will be presented, and our planning partners at FEMA will provide feedback and recommendations on the movement control portion of the document.

Staging Area (SA) Field Operations Guide

Planner Alex Marks has gathered final input from the planning team on site evaluation information points, with sufficient feedback to develop a comprehensive site assessment and strategic one-page site assessment. The next planning team meeting will be held on **July 27th**, at which time Alex will present the Overview section of the Staging Area (SA) Field Operations Guide for review by the planning team. This review should mark the first step toward creating a document that is compatible with existing resource management / distribution plans and procedures currently in use across the region.

New Mutual Aid Legislation

This month, Executive Law Article 2-B SS 29-H was enacted in the New York State. Article 2-B creates an Intrastate Mutual Aid Program (IMAP) within the state. For a quick-reference guide of mutual aid programs in place in the region, please refer to the Credentialing Annex, located on the Virtual Joint Planning Office (VJPO).

Conference

In 2011, the Regional Logistics Program plans to convene a conference that brings together subject matter experts and practitioners in emergency management and logistics. A concept paper has been developed and posted on the VJPO. Feedback provided to date has been useful, and **additional input on speakers and discussion topics is welcomed**. Please send any recommendations to Nancy Harris.

August 2010 Planning Team Meetings

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 CDP PTM5 1400-1500	4	5 RADP PTM4 1100-1200	6
9	10 CONOPS PTM6 1000-1200	11 ALERT PTM6 1400-1500	12	13
16	17 VDMA PTM5 1400-1500	18	19 SA PTM6 1400-1500	20
23	24	25	26	27
30	31 CDP PTM6 1400-1500			

*PTM: Planning Team Meeting

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- ✧ The Virtual Joint Planning Office (VJPO) is an information management tool the Regional Logistics Program uses to house draft program documents.
- ✧ For access to the VJPO or for more information on joining a planning team, please email RCPLogistics@RegionalCATPlanning.org.
- ✧ *Please note:* planning team participation is open to all.
- ✧ All documents mentioned in this newsletter are available on the VJPO.

www.vjpo.org/RCPGP/NYNJ/Projects/Logistics/default.aspx