



Regional Logistics Program

New York • New Jersey • Connecticut • Pennsylvania

Regional Catastrophic Planning Team (RCPT)

Newsletter Issue No. 1 • May 2010

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, Connecticut, and Pennsylvania. 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 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.

Staging Area (SA) Field Operations Guide

The Staging Area (SA) Field Operations Guide will be a tactical field operations guide that can provide straight forward, role-specific, tactical guidance for anyone who is tasked with activating a staging area.

To date, two planning team meetings have been held to discuss staging operations, co-located staging areas, supply chain management best practices, and site assessments. **The next meeting, to be held on June 1st**, will include a presentation by Alex Marks, Logistics Planner, on his recent deployment to the Memphis Incident Support Base (ISB), set up in support of the federal response to severe flooding in Tennessee. This will conclude research discussions on staging area operations, and the team will then begin to move toward developing the draft of the Field Operations Guide itself.

Receiving operations at the FEMA Incident Support Base, Memphis, TN



Practitioner's Website

The Practitioner's Website will be a one-stop learning and information sharing portal for logisticians in emergency management. It will be used to exchange information on lessons learned, best practices, and existing challenges. It will also house plans and other documents created by the Regional Logistics Program.

All planning team members are encouraged to review the Website Development concept paper currently posted under the Website Discussion board on the VJPO. Feedback can be posted directly onto the discussion board or emailed to pcheng@regionalcatplanning.org. **The concept paper is open for review until June 16th.**

Regional Resource Management System (RRMS)

The Regional Resource Management System (RRMS) project aims to boost interoperability of resource management and movement control functions (the ability to exchange information between multiple networks) among local, state, and regional incident management systems *in a manner that will support existing plans and procedures in-use by the region's emergency operations centers (EOCs).*

The planning team is currently reviewing regional information sharing, examining existing system capabilities, and looking toward future pathways for interoperability. To this end, an assessment paper, "Regional Interoperability and Resource Management: Current Capacities and Future Capabilities," has been drafted and sent out to the planning team for review. In an effort to identify interoperability solutions for the region, the team is also considering best practices in supply chain management from the private sector, investigating opportunities to demonstrate potential solutions among regional partners, and facilitating webinars that showcase various capabilities, including one held earlier this month on the FATPOT peer intelligence platform.

Concept of Operations (CONOPS) Playbook

The Concept of Operations (CONOPS) Playbook is the capstone document for the Regional Logistics Program and will contain strategic guidance. The document is designed to encourage communication among regional partners and help the region to optimize its ability to manage resources and respond to a catastrophic incident.

This month, the cargo throughput assessment for air and rail transportation was concluded. The reports are designed to assist with the movement of life-sustaining commodities and resources into and within the region during a catastrophic incident. Final reports are due to be shared with each jurisdiction in summer 2010. Similar studies for the region's waterways and trucking infrastructure will be conducted in fall 2010 in order to complete a full regional capability assessment of the four modes of transportation.

Commodity Distribution Point (CDP) Field Operations Guide

The Commodity Distribution Point (CDP) Field Operations Guide project will result in the development of a tactical guide for individuals who are tasked with opening a CDP during a catastrophic incident. Last month, a best practices document that reflects regional and nationwide initiatives was developed by Natalie Paull, Senior Logistics Planner, and made available for planning team review. On May 24th, the planning team began providing feedback on the best practices document and brainstorming ideas for transforming those best practices into a user-friendly Field Operations Guide. Sections of the draft Field Operations Guide will be shared at upcoming planning team meetings.

Area Logistics Emergency Response Teams (ALERT)

The Area Logistics Emergency Response Teams (ALERT) will be a group of trained logisticians who are able to support logistics operations throughout the region during a catastrophic incident. During the past two months, the ALERT planning team has discussed the mission, the types of organizational structure, and training options for ALERT. Natalie Paull, the ALERT Plan Manager, developed and provided a draft ALERT concept paper for planning team review, which was distributed to team members and posted on the Virtual Joint Planning Office (VJPO). The ALERT planning team decided on May 19th to pursue a more EOC-centric approach to the ALERT mission. The team is now drafting an organizational structure and corresponding team functions to match that mission. Upcoming planning team meetings will focus on these results and the means to move forward.

Volunteer and Donations Management Annex (VDMA)

The Volunteer and Donations Management Annex (VDMA) will define protocol for managing donated goods and spontaneous volunteers during a catastrophic incident for both local jurisdictions and state partners.

The research stage for the annex is coming to a close, and the planning team is currently reviewing the first draft of the best practices document. **The next planning meeting is scheduled for June 3rd.** At this meeting, Nancy Harris, Logistics Planner, will present and discuss information gathered at the recent National Voluntary Organizations Active in Disaster (VOAD) Conference in Orlando, Florida. Planning team members will also discuss the possibility of splitting into two sub-groups: one for donations management and one for volunteer management.

Credentialing Annex

The Credentialing Annex planning team kicked off this March. Planning efforts will identify existing credentialing procedures in the region and nationwide best practices wherever possible. A credentialing protocol will be developed that allows for the expedited and authorized movement of key personnel to specific response and recovery operations within the region as needed.

One of the next steps for plan development includes contacting each of the 30 counties within the region to collect information on existing credentialing initiatives. This effort will take place over the next month and will assist in identifying the credentialing procedures and best practices currently in use throughout the region. The Credentialing Framework document, posted on the VJPO, provides a macro level outline of the sections to be included in the Credentialing Annex. **The team requests your feedback on the framework document by June 1st.**

Regional Asset Database Project (RADP)

The Regional Asset Database Project (RADP) examines how regional partners have addressed the challenges of cataloging resources. The planning team will also work to define a path forward towards improved accessibility.

The planning team was kicked off on May 4th when team members reviewed and discussed the project scope and deliverables. The team is now gathering information on existing systems within the region, including challenges and best practices. Our research will also extend beyond the region in order to gather nationwide best practices for addressing the challenges of cataloging resources.

June 2010 Planning Team Meetings

Monday	Tuesday	Wednesday	Thursday	Friday
	1 SA PTM3 1430-1530	2 RADP PTM2 1400-1500	3 VDMA PTM3 1400-1500	4
7	8	9 CDP PTM3 1400-1500	10 CONOPS PTM4 1100-1200	11
14	15 RRMS PTM4 1000-1100	16 ALERT PTM4 1400-1500	17 CRED PTM4 1100-1200	18
21	22	23	24	25
28	29	30 SA PTM4 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 www.vjpo.org/RCPGP/NYNJ/Projects/Logistics/default.aspx.
- ✧ For access to the VJPO or for more information on joining a planning team, please contact RCPLogistics@RegionalCATPlanning.org.
- ✧ Please note: planning team participation is open to all.
- ✧ All documents mentioned in this newsletter are available on the VJPO.