



Regional Logistics Program

New York • New Jersey • Connecticut • Pennsylvania

Regional Catastrophic Planning Team (RCPT)

Newsletter Issue No. 2 • June 2010

Regional Logistics Program Marks 1-Year Milestone

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 program celebrated its one-year anniversary on Tuesday, June 15th, which marked the hiring of the first planner. Over the last 12 months, the team has expanded to include five planners, a program manager (acting), a program assistant, and over two hundred planning partners and stakeholders within and outside the region.

The team would like to thank you for your continued support and participation, without which our program would not be possible, and we look forward to continuing to plan with you over the next year!



Regional Logistics Program Team:

From left to right: Nancy Harris (Logistics Planner), Pearl Cheng (Logistics Planner), Jim Penta (Senior Logistics Planner), Kiran Dhanji (Program Manager-Acting), Alexander Marks (Logistics Planner), Detgen Bannigan (Program Assistant), Natalie Paull (Senior Logistics Planner)

Commodity Distribution Point (CDP) Field Operations Guide

The third Commodity Distribution Point (CDP) Field Operations Guide planning team meeting on June 9th marked a significant step forward for the initiative, as the planning team discussed the first full draft of the guide. During this meeting, the planning team completed a section-by-section review of the draft document, presented their feedback and discussed outstanding issues. Senior Logistics Planner Natalie Paull has now distributed a few remaining items to the team for review and possible inclusion in the field operations guide. **The next planning team meeting will be held on July 8th.**

Regional Resource Management System (RRMS)

The final draft of the “Regional Interoperability and Resource Management: Current Capacities and Future Capabilities” has been released to the planning team and is available on the Virtual Joint Planning Office (VJPO) – final feedback will be discussed at the **July 20th planning team meeting**. The team is now beginning to develop a path forward towards regional interoperability of resource management systems. The first of these steps is the planning team’s evaluation of the Emergency Data Exchange Language – Resource Messaging, a data-sharing standard which was highlighted by the Department of Homeland Security (DHS) Science and Technology Directorate’s peer review. As the planning team proceeds with its investigation of regional interoperability, it will finalize any further gaps in research, and move forward with potential opportunities for demonstration of interoperability systems that may be of benefit to the region.

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.

Conference

In 2011, the program will 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, and input on speakers and discussion topics is now needed from regional stakeholders. **Please contact Nancy Harris at nharris@regionalcatplanning.org by July 20th with any ideas and suggestions about the conference.**

Volunteer and Donations Management Annex (VDMA)

During the most recent Volunteer and Donations Management Annex (VDMA) meeting on June 3rd, the planning team discussed the first draft of the annex. Feedback on the document sparked a dialogue on understanding capacity and capabilities in the volunteer sector, and this topic will continue to be explored as part of this initiative. Nancy Harris is presently developing additional sections of the document which will be distributed to the planning team for review prior to the **next meeting on July 13th.**

The team is always looking for additional planning team members, particularly from the local and country levels to ensure comprehensive participation.

Area Logistics Emergency Response Teams (ALERT)

The planning team decided at the last meeting that the ALERT mission should focus on shoring up EOCs. ALERT Plan Manager Natalie Paull has revised the ALERT concept paper and training table to reflect this mission. The most recent ALERT meeting was held on June 16th, at which time the organizational chart, position descriptions and training requirements were discussed and received positive feedback. In coming weeks, the planning team will tackle how to manage the governance of the ALERT program.

Credentialing Annex

On June 17th, Senior Logistics Planner Jim Penta presented the first draft of the Credentialing Annex to the planning team. The draft is based on the Credentialing Framework document that was approved in May by the planning team. The annex includes information on the credentialing solutions currently in place in the region, the latest initiatives at the federal level and the role mutual aid plays in the transfer of credentials across jurisdictions. In addition, a request has been put out to the 30 counties within the region to fill out the Credentialing Checklist for documentation purposes of existing credentialing solutions. **All feedback for the first draft of the Credentialing Annex is due by July 1st.**

Outreach

In late May, logistics planners visited Essex County as part of the program's efforts to understand and incorporate stakeholders' goals and objectives. The team has now traveled to all four states and 27 of 30 counties. If we have not yet visited your county and would be willing to meet with our team, please reach out to us!

Regional Asset Database Project (RADP)

The second Regional Asset Database Project (RADP) planning team meeting was held on June 2nd. This meeting featured presentations of emergency response resource cataloging systems, and provided a snapshot of the diversity of systems used in the region. The planning team is now reviewing the regional cataloging system draft assessment spreadsheet to determine what fields of information should be added or restructured. The information gathered during the assessment will be used to create a detailed overview of the asset databases in the region. **The next planning team meeting is scheduled for July 7th, and comments on the spreadsheet outline are due June 30th.**

Staging Area (SA) Field Operations Guide

Logistics Planner Alex Marks is in the beginning stages of writing the Staging Area (SA) Field Operations Guide. As a first step, Alex is researching best practices in site selection by reviewing documents and guidance from such organizations as Florida and Washington states, FEMA, and the World Health Organization (WHO). The information and best practices gathered will be used to develop a comprehensive site information survey / template, as well as a more strategic one-page summary sheet, which provides decision-makers in an emergency operations center (EOC) with quick-reference overviews that aid in the initial site selection of staging areas. **The next planning team meeting is scheduled for June 30th, when Alex will present research findings for the strategic checklist.**

Practitioner's Website

Comments on the concept paper for this one-stop learning and information sharing portal have been collected and are currently being incorporated into the website concept paper (available on the VJPO). The next step is to begin the initial phase of the website development.

Concept of Operations (CONOPS) Playbook

A draft Concept of Operations (CONOPS) Playbook was shared with the planning team for review during the June 10th CONOPS planning team meeting. The draft playbook includes content on the findings from the cargo throughput capability analysis for the region's air and rail infrastructure network, and features a framework for the resource request, movement control, and distribution processes intended to enhance regional collaboration during a catastrophic incident. The playbook also includes a mechanism to activate a regional logistics committee to share information between jurisdictions. **The next CONOPS planning team meeting is scheduled for July 1st.**

Stakeholder Meetings

The Regional Logistics Program Team is gearing up for the second round of stakeholder meetings this July. Meetings will consist of a series of facilitated roundtable discussions where all planners at the Regional Integration Center (RIC) will provide status updates and gather feedback from planning partners. Specific dates and locations for the meetings are as follows:

Date	Location
July 16th	Middlesex, New Jersey
July 21st	Southern Connecticut
July 23rd	Albany, New York
July 28th	New York City

If you are interested in registering for a stakeholder meeting, please contact 4stateRCPT@beckdr.com.

July 2010 Planning Team Meetings

Monday	Tuesday	Wednesday	Thursday	Friday
			1 CONOPS PTM5 1100-1200	2
5	6	7 RADP PTM3 1400-1500	8 CDP PTM4 1400-1500	9
12	13 VDMA PTM4 1400-1500	14 ALERT PTM5 1400-1500	15 CRED PTM5 1100-1200	16
19	20 RRMS PTM5 1000-1100	21	22	23
26	27 SA PTM5 1400-1500	28	29 CONOPS PTM6 1100-1200	30

*PTM: Planning Team Meeting

Regional Logistics Program Contact Information

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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