



COSTEP

Coordinated Statewide
Emergency Preparedness

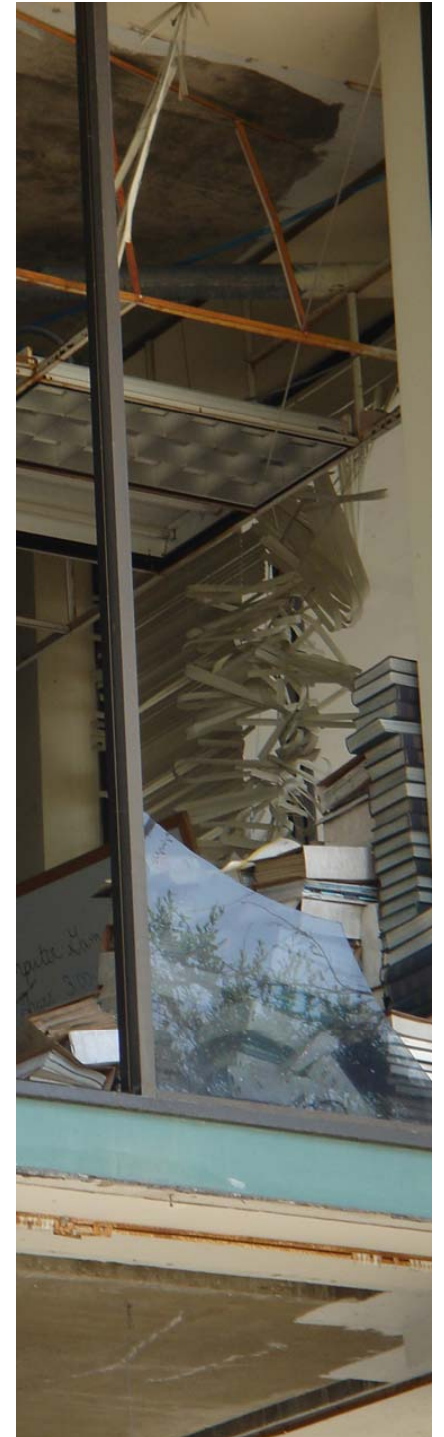
AN EMERGENCY RESPONSE FRAMEWORK FOR THE CULTURAL COMMUNITY



Northeast Document Conservation Center
Massachusetts Board of Library
Commissioners
Massachusetts Archives
Chief Officers of State Library Agencies
Society of American Archivists
Heritage Preservation
Southeast Library Network

What is COSTEP?

- *Free* planning tool designed to bring together cultural institutions and emergency management agencies to address the needs of the cultural heritage community in the event of a disaster
- The COSTEP framework guides states through the planning process by providing objectives, topics for discussion, and suggested outcomes and products





COSTEP

Coordinated Statewide
Emergency Preparedness

AN EMERGENCY MANAGEMENT FRAMEWORK FOR CULTURAL RESOURCES



Goals of the COSTEP Framework

- To build relationships



Key Relationships Checklist

The following is a list of potential participants in your COSTEP project (all may not be applicable to every state). Use this form to keep track of their involvement in COSTEP and actions needed to improve relationships among them. Contact with these participants should move from brief, one-time meetings and phone conversations to extensive, regular communication and meetings, as appropriate.

	Status (e.g., lead agency/ institution, participant, yet to be contacted)	Comments/Actions Needed
State Agencies		
State emergency management agency		
Regional emergency management entities		
State archives and records management agency		
State library agency		
State library		
State museum (if responsible for museums statewide)		
State parks		
State historical society		
State historic preservation office (SHPO)		
Tribal historic preservation office (THPO)		
Chief information officer and/or state information technology agency		
Capital asset management agency		
Environmental management agency		
Governor's office		
Office of public safety		
Office of public health		
Other (specify):		

Local Government		
Local emergency management agencies		
County emergency management agencies		
County officials (e.g., registries of deeds/ probate, land records)		
City or town clerk office		
Mayor's office		
Other (specify):		

Federal Agencies		
National Archives and Records Administration (NARA) regional office serving the state		
Federal Emergency Management Agency (FEMA) regional office serving the state		
National Park Service (NPS) regional office serving the state		
Other (specify):		

Other Professional Associations & Organizations		
Archaeological repositories or sites		
Archives		
Archival associations		
Arts commissions		
Performing arts organizations		
Churches/religious organizations		
Conservators or preservation/conservation organizations/associations		
Historical commissions		
Historical societies		
Historic sites		
National Heritage Areas		
National Trust for Historic Preservation regional offices and/or Main Street coordinating programs		
Information management chapters/associations		
Libraries and library associations		
Museums and museum associations		
Records management chapters/associations		
Zoos, aquariums, nature centers, arboretums (nonliving collections only)		
Other (specify):		

Goals of the COSTEP Framework

- To build relationships
- To educate cultural custodians and emergency management professionals



Atmospheric Related Hazards

- *High winds*
- *Hurricanes and tropical storms*
- *Thunderstorms*
- *Tornados*
- *Nor'easters*



Hurricane Frances
GOES-12 Visible
August 31, 2004 @ 2145 UTC



Protecting Our Cultural Heritage

Why do Cultural Heritage
Institutions
warrant attention
during an emergency?

These institutions can be critical
to the recovery efforts of the community.

Why do Cultural Heritage *Collections* warrant special attention during an emergency?

The collections can be valuable.

vulnerable.

rare.

unique and irreplaceable.

essential.

If we lose our Cultural Heritage Resources...

...we lose the tangible expression of:

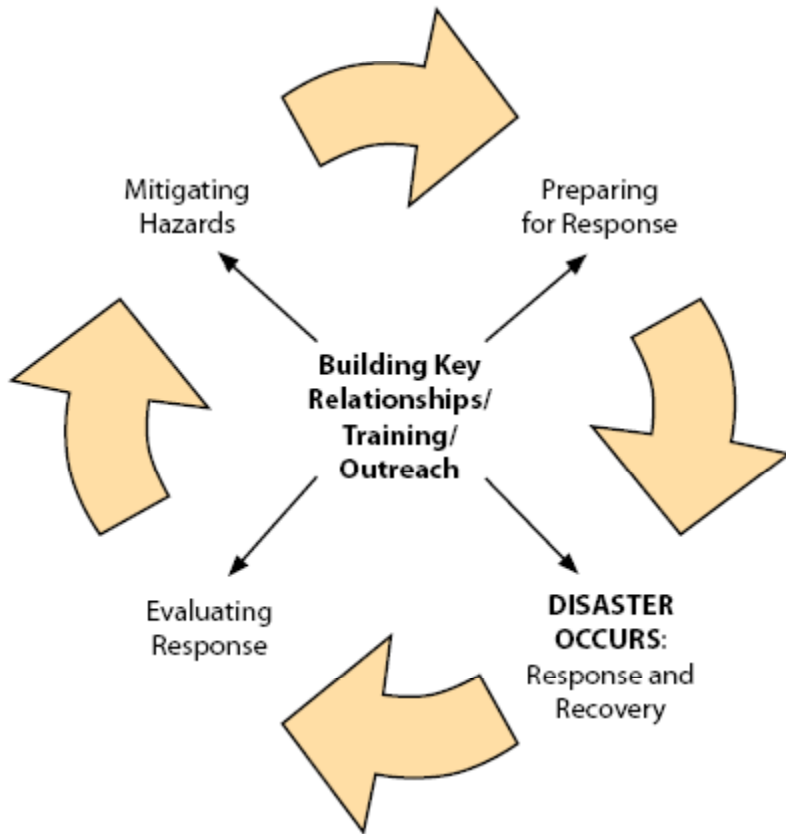
- our Identity
- our Memories
- our History

Goals of the COSTEP Framework

- To build relationships
- To educate cultural custodians and emergency management professionals
- To develop procedures and incorporate them into the state Comprehensive Emergency Management Plan (CEMP)

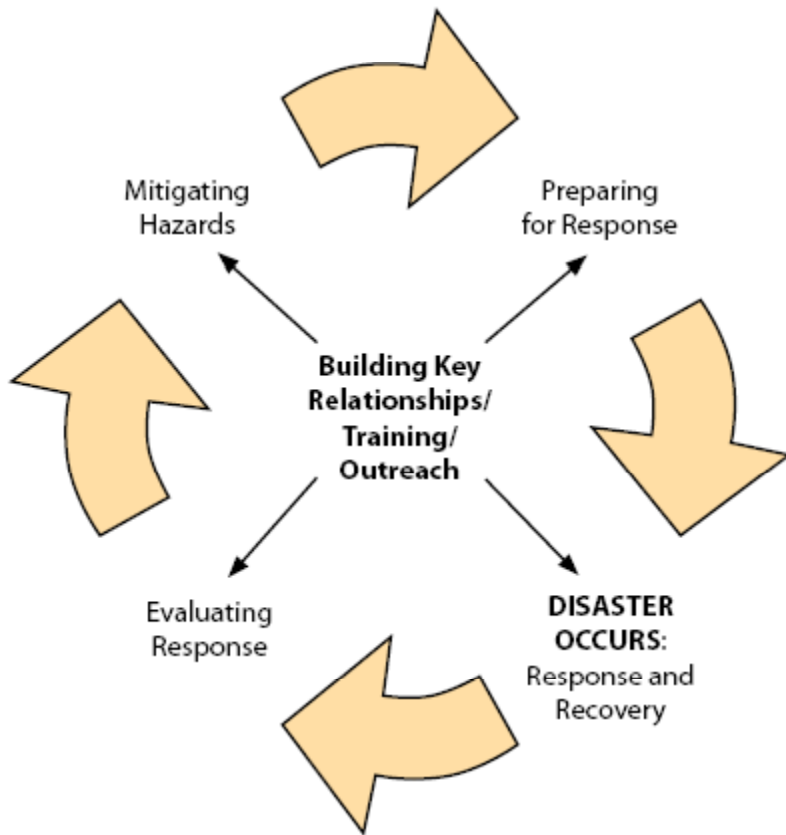


COSTEP



Emergency Management

COSTEP



COMMONWEALTH OF MASSACHUSETTS



PROTECTION OF CULTURAL AND HISTORICAL RESOURCES ANNEX

*Annex to the Massachusetts Comprehensive Emergency Management
Plan (CEMP)*

New
England NCH
Community

National Response
Coordination Center

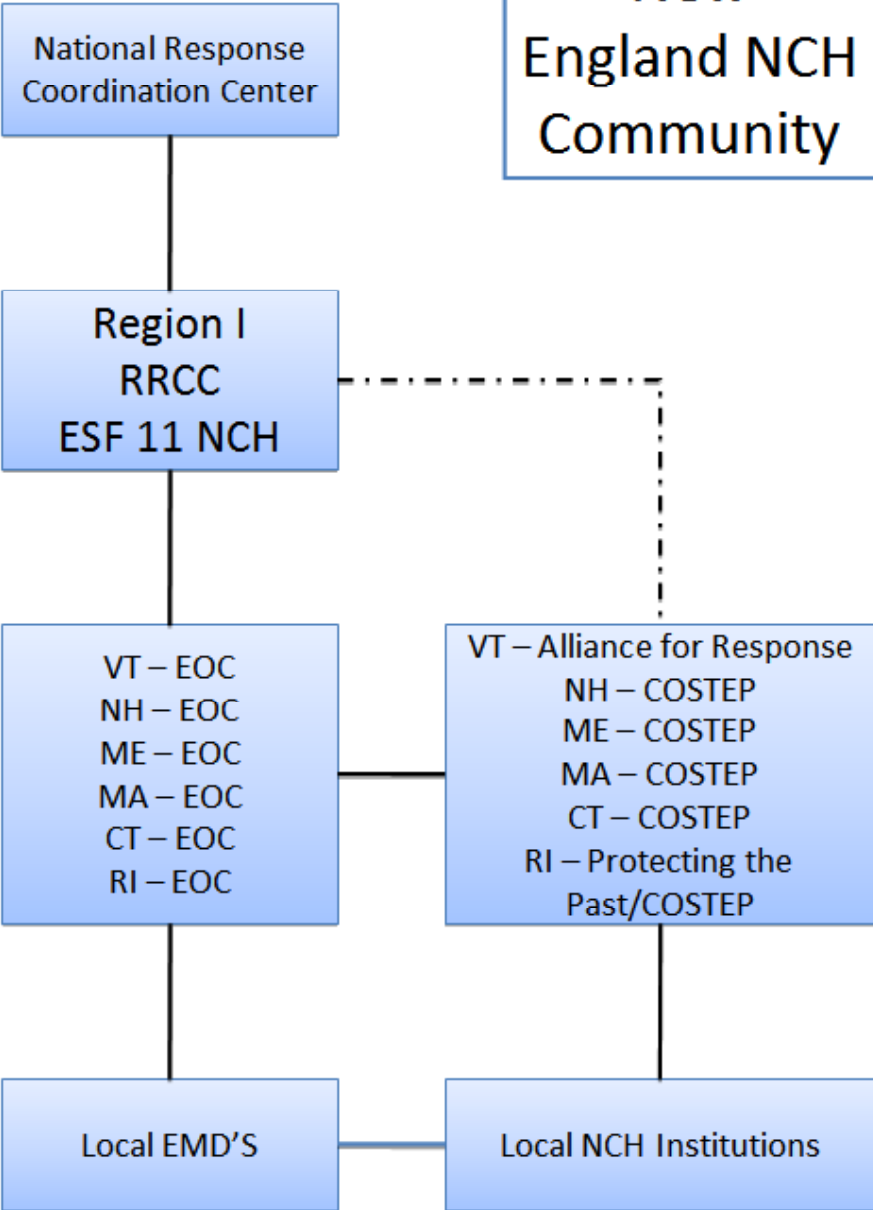
Region I
RRCC
ESF 11 NCH

VT – EOC
NH – EOC
ME – EOC
MA – EOC
CT – EOC
RI – EOC

VT – Alliance for Response
NH – COSTEP
ME – COSTEP
MA – COSTEP
CT – COSTEP
RI – Protecting the
Past/COSTEP

Local EMD'S

Local NCH Institutions



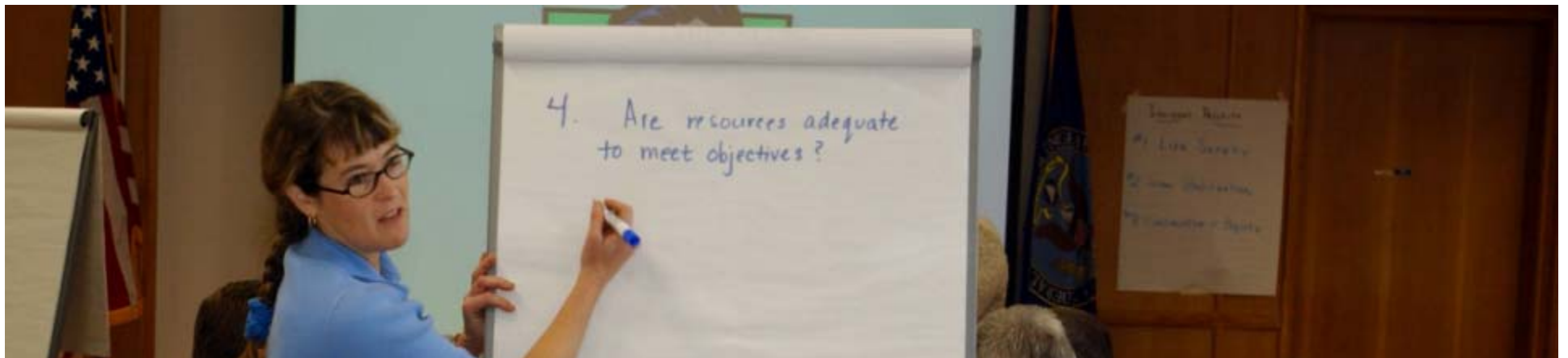
Lesson Learned #1

To create a statewide emergency preparedness plan for cultural resources, the cultural community must integrate its needs into existing EM structure and protocols.



Lesson Learned #2

To initiate a dialogue between cultural custodians and EM professionals, each party must understand the vocabularies, concerns, and operations of the other.



Cultural Community Terms

Archives (also Archive, Archival)	Can refer to one or more collections or institutions, or to the profession of administering those collections or institutions. 1. Materials created or received by a person, family, or organization, whether public or private; 2. Permanent records; 3. The division within an organization that maintains the organization's records of permanent value; 4. An organization that collects archival records; 5. The building (or portion thereof) that houses archival collections.
Collection	A group of materials with some unifying characteristic, or that have been assembled from a variety of sources; an artificial collection; or the holdings of an institution or repository.
Historical Society	An organization that seeks to preserve and promote interest in the history of a town, area, time period, or subject.
Library	A collection of published materials, including books, magazines, sound recordings, DVDs, etc., or the building used to house such materials.
Local Government	A county, municipality, city, town, township, village, or other public entity. Includes tribes or authorized tribal entities, or in Alaska, a Native Village or Alaska Regional Native Corporation.
Museum	A public or private nonprofit agency or institution, organized on a permanent basis for essentially educational or aesthetic purposes, that owns or uses objects, cares for them, and exhibits them to the public on a regular basis.
Public Record	Information, created or received by a government agency in the course of business, that is preserved for future reference.
Records Management	The administration of records throughout their lifecycle, including creation, use, handling, control, maintenance, and disposition.
Repository	Any type of organization that holds cultural resource collections, including archives, libraries, museums, historical societies, and historic properties.
Vital Statistics	Public records required by law that document significant life events, such as births, deaths, and marriages.

Standard Emergency Management Terms

(If a source is cited, the definition was taken directly from that source; otherwise, definitions have been adapted from various sources.)

Agency	Refers to either a division of government with a specific function or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In the Incident Command System, agencies may be jurisdictional (having statutory responsibility for incident management) or assisting/cooperating (providing resources or other assistance).
Community Emergency Response Team (CERT)	CERT training educates people within a community about emergency preparedness for hazards that may impact their area, and trains them in basic emergency response skills, such as fire safety, light search and rescue, team organization, and emergency medical operations.
Continuity of Operations (COOP) Plan	A written plan that ensures the continuity of essential functions of a government agency, a commercial business, and/or a private nonprofit or other organization in the event of an emergency. The plan should identify the vital information, personnel, and other resources required to continue the essential functions of the organization, and it should set out strategies for ensuring their safety and security. USE FOR: Business continuity planning
Critical Infrastructure	Systems, assets, and networks, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.—from National Response Framework Resource Center, Glossary/Acronyms
Damage Assessment Team	A team put together to assess the effects of an emergency or disaster, which areas were hardest hit, what type of damage was done, what situations must be given priority, and what types of assistance are needed.
Department of Homeland Security (DHS)	Established in 2002, DHS is a Cabinet-level department of the federal government responsible for protecting against terrorist attacks and other domestic emergencies, including responding to natural disasters. The Federal Emergency Management Agency (FEMA) is a part of DHS.
Emergency Management Assistance Compact (EMAC)	A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, states can request and receive assistance from other member states without worrying about liability or reimbursement.

Acronyms

AAM	American Association of Museums	HMGP	Hazard Mitigation Grant Program
AASLH	American Association for State and Local History	HSEEP	Homeland Security Exercise and Evaluation Program
AIC	American Institute for Conservation	HSPD	Homeland Security Presidential Directive
CCAHA	Conservation Center for Art and Historic Artifacts	ICS	Incident Command System
CCC	Command / Control / Communication	IMAT	Incident Management Assist Team
CEMP	Comprehensive Emergency Management Plan	IMLS	Institute of Museum and Library Services
CERT	Community Emergency Response Team	IPER	Intergovernmental Preparedness for Essential Records
CIKR	Critical Infrastructure and Key Resources	JFO	Joint Field Office
COOP	Continuity of Operations	JIC	Joint Information Center
CoSA	Council of State Archivists	LSTA	Library Services and Technology Act
DHS	Department of Homeland Security	MBLC	Massachusetts Board of Library Commissioners
DMA	Disaster Mitigation Act	MOU	Memorandum of Understanding
EM	Emergency Management	NARA	National Archives and Records Administration
EMAC	Emergency Management Assistance Compact	NCH	Natural and Cultural Resources and Historic Properties
EMI	Emergency Management Institute	NEDCC	Northeast Document Conservation Center
ENS	Emergency Notification System	NFIP	National Flood Insurance Program
EOC	Emergency Operations Center	NIMS	National Incident Management System
EOP	Emergency Operations Plan		

Lesson Learned #3

Do not assume that cultural institutions already understand why they need to be included in local emergency planning.



Lesson Learned #4

Making the right connections in the emergency management community makes all the difference.



Lesson Learned #5

Making the case for the protection of cultural resources is a slow but steady endeavor.

