

Applicant Information:

Commonwealth of Massachusetts

Boston Site

Project Details:

Title: Multi-Year Training & Exercise Planning Project

Overview:

The Multi-Year Training & Exercise Planning project will support the development and conduct of a comprehensive training and exercise program to support the evaluation and implementation of plans developed through the RCPGP.

Summary:

This project seeks to collect and analyze the MYTEPs from each State and UASI and develop a Regional MYTEP that incorporates new training and exercise needs based on the plans developed through the RCPGP. The RCPT will work closely with FEMA Region 1 Training Manager to assist in coordination of this entire effort, and ensure synergy with long term planning goals between the RCPT and Region 1. As the MYTEP is finalized the Region will begin to schedule trainings specific to needs related to the RCPGP plans. Also included in this project will be the development of HSEEP compliant exercises to evaluate/validate the plans that were developed with previous years RCPGP funding.

Project Alignment:

The MYTEP aligns succinctly with this year's RCPGP goals. The RCPT will train to the newly developed regional catastrophic plans, including specific trainings on commodities distribution and sheltering, and disaster housing. In addition, the RCPT will exercise the regional catastrophic plans to test capabilities and interdependencies, and evaluate and improve upon our plans. This will support our ability to address catastrophic needs, evaluate effectiveness, and develop corrective action plans to improve plans based on lessons learned.

Milestones:

- Develop RFP to hire planning consultants
- Conduct Regional Training & Exercise Assessment
- Develop MYTEP
- Develop and deliver plan-specific trainings

- Conduct exercises to evaluate plans

Estimated Project Cost: \$1,000,000.

Funding for this project will be spent on the following:

- MYTEP Development \$162,500
- Training development and delivery \$125,000
- Exercise Design and conduct \$125,000
- Backfill/Overtime \$300,000

This project will seek to hire planning staff to conduct a regional assessment of training and exercises. Upon completion of the MYTEP funding will be used to support regional trainings and exercises to include backfill/overtime costs for the region's first responders.

M&A Expenses: \$37,500.

M&A funding are necessary to support the salary of the finance staff, travel costs, meeting related expenses, authorized office equipment and their monthly cell phone costs.

Cost Share: \$250,000.

The RCPT anticipates meeting the cost share requirement through in-kind contributions. This will be done by tracking individual time supporting the project, including meeting attendance and instruction, as allowed by grant guidelines. The RCPT will also seek support from partner agencies with meeting and project related expenses. No cash match will be available for this grant.

Project Management:

Project Management Description:

A full-time project manager will be designated for this project. That individual will work under the guidance of the RCPGP Project Director, and support the RCPT's Training and Exercise Working Group (to be established). The project manager will develop and maintain the detailed project plan, and be responsible for tracking the project timeline and budget to ensure adherence to the agreed plan. The project manager will oversee assigned planners and consulting staff to ensure project success. The project director will conduct periodic quality control reviews, ensuring progress towards project goals and objectives, as well as approved scope of work. The project manager will be responsible for providing monthly progress reports to the project director and working group members.

Project Coordination:

In order for this project to be successful we will need representation on the working group from Local, State and Federal partners. Our trainings and exercises will be open to all 3 levels of government with the end result being a better understanding of each other roles and better coordination amongst them.

Tasks		% Complete	Labor/ Work	Duration	Start Date	Dependencies	Resources
Develop Job Descriptions to Hire Planning Staff							
1	Draft Job Descriptions	0%	96 Hours	84 Days	11/1/2010	1/24/2011	5%
		0%	40 hours	2 weeks	11/1/2010	11/15/2010	
2	Advertise Positions	0%	8 hour	4 weeks	11/15/2010	12/13/2010	1
3	Conduct Interviews	0%	40 hours	4 weeks	12/13/2010	1/10/2011	1,2
4	Hire	0%	8 hour	2 weeks	1/10/2011	1/24/2011	3
Develop Request for Proposals to Hire Exercise Design Consultants							
		0%	59 Hours	43 Days	2/1/2011	5/1/2011	5%
5	Development of RFP	0%	40 hours	2 weeks	2/1/2011	2/15/2011	
6	Peer Review of RFP	0%	8 hours	1 week	2/15/2011	2/28/2011	5
7	Incorporate Peer Review Comments	0%	10 hours	2 weeks	3/1/2011	3/7/2011	5,6
8	RFP Released	0%	1 hour	1 day	3/15/2011	3/15/2011	7
		0%	535 hours	65 days	4/1/2011	6/30/2011	10%
Conduct Regional Training & Exercise Assessment							
	Identify and review existing training and exercise program information from Regional partners	0%	320 hours	30 days	4/1/2011	5/1/2011	
9		0%	80 hours	15 days	5/1/2011	5/15/2011	9
10	Identify gaps in existing training and exercise programs	0%	80 hours	10 days	5/15/2011	5/31/2011	9,10
11	Develop draft training and exercise assessment report	0%	40 hours	5 days	6/1/2011	6/15/2011	11
12	Review of draft assessment by regional partners and independent peer review team	0%	10 hours	4 days	6/15/2011	6/30/2011	12
13	Incorporate edits from regional partners and peer review	0%	5 hours	1 day	6/30/2011	6/30/2011	13
14	Finalize training and exercise assessment report	0%	195 hours	46 days	7/1/2011	10/31/2011	60%
Create MYTEP							
	Administer survey to determine training and exercise needs of regional partners	0%	8 hours	3 weeks	7/1/2011	8/1/2011	
15		0%	4 hours	2 days	8/1/2011	8/15/2011	15,13
16	Analyze survey data and compare to Assessment report	0%	120 hours	10 days	8/15/2011	10/15/2011	16
17	Conduct Training and Exercise Workshops	0%	120 hours	10 days	10/15/2011	11/15/2011	17
18	Develop draft Multi-Year Training and Exercise Plan	0%	40 hours	5 days	11/15/2011	12/15/2011	18
19	Review of draft MYTEP by regional partners and independent peer review team	0%	10 hours	2 days	12/15/2011	12/30/2011	19
20	Incorporate edits from regional partners and peer review	0%	5 hours	1 day	12/31/2011	12/31/2011	20
21	Finalize MYTEP	0%	2040 hours	194 days	1/1/2012	12/31/2012	10%
Implement short term training requirements							

Tasks									
		% Complete	Labor/ Work	Duration	Start Date	Dependencies	Resources		
22	Identify training solutions to meet highest priority short-term needs	0%	40 hours	2 weeks	1/1/2012				
23	Conduct training courses	0%	2000 hours	180 days	1/31/2012	22			
	Exercise to validate plans/training	0%	300 hours	28 days	12/7/2011				10%
24	Develop a HSEEP certified scenario to test effectiveness of plans	0%	200 hours	30 days	6/1/2012				
25	Test the plan, as developed via a HSEEP compliant tabletop exercise series	0%	70 hours	5 days	9/1/2012	24			

Applicant Information:

Commonwealth of Massachusetts

Boston Site

Project Details:

Title: Citizen Preparedness & Education Project

Overview:

The Citizen Preparedness & Education Project seeks to implement a citizen and community preparedness campaign with a focus on educating citizens about catastrophic events that could impact the region and the necessary steps for preparedness. The project will include a complete assessment of existing citizen preparedness and education campaigns within the Region and how they can be coordinated and expanded upon – taking into account the multiple planning projects the RCPT has taken on in the past couple of years.

Summary:

The vast majority of citizens and businesses across the Boston site, and the nation as a whole, have yet to take the appropriate steps to ensure they are prepared for a catastrophic emergency. This project looks to inform and educate our citizens and businesses about the importance of preparedness, and the steps they can take to be better prepared and more resilient. With a better prepared public, first responders and other government agencies will be better able to focus their attention on emergency response and recovery should the Region face a catastrophic event. It is anticipated that there are components of our plans and annexes that can be incorporated into Community Emergency Response Team (CERT) trainings or existing preparedness materials to be distributed at community events or in other forums. CERT teams may also be utilized in the delivery of any created material to their fellow citizens.

The RCPT will investigate the opportunity to collaborate with organizations from several key sectors in our Region. This includes, but is not limited to, public and first responder agencies, private companies and their employees, non-profits, and institutions of higher education. We hope we will be able to forge partnerships with these agencies to create an interactive preparedness experience for the public. We will also look to leverage these relationships to assist in fulfilling our match requirement as in kind contributions, as allowed by the grant guidelines.

Project Alignment:

The Citizen Preparedness & Education Project closely aligns with the program priorities of this grant by incorporating the plans and annexes that have been created with previous years' funding and building them into current Citizen Preparedness & Education activities. Having both our first responder community and our citizens aware of our plans and protocols will aid in response and recovery operations.

Key Milestones:

- Hire Planning Staff
- Assessment of Current Ongoing Local, State, and Federal Programs
- Establish Partnerships for Community Engagement
- Deliver Community Education Programs

Estimated Project Cost: \$1,260,000.

Funding for this project will be used for public education and outreach, development and production of materials multiple forms and languages, critical emergency supplies, planning staff, and consultant support.

M&A Expenses: \$62,500.

M&A funding are necessary to support the salary of the finance staff, travel costs, meeting related expenses, authorized office equipment and their monthly cell phone costs.

Cost Share: \$315,000.

The RCPT anticipates meeting the cost share requirement through in-kind contributions. This will be done by tracking individual time supporting the project, including meeting attendance and instruction, as allowed by grant guidelines. The RCPT will also seek support from partner agencies with meeting and project related expenses. No cash match will be available for this grant.

Project Management:**Project Management Description:**

A full-time project manager will be designated for this project. That individual will work under the guidance of the RCPGP Project Director, and support the RCPT's Citizen Preparedness & Education Working Group (to be established). The project manager will develop and maintain the detailed project plan, and be responsible for tracking the project timeline and budget to ensure adherence to the agreed plan. The project manager will oversee assigned planners and consulting staff to ensure project success. The project director will conduct periodic quality control reviews, ensuring progress towards project goals and objectives, as well as approved scope of work. The project manager will be responsible for providing monthly progress reports to the project director and working group members.

Project Coordination:

The working group will be comprised of local, state, federal and non-profit organizations that currently run or manage citizen preparedness and education programs. We will encourage private sector participation in our working group as well to discuss measures taken to educate their employees and their families on emergency preparedness. This working group will be responsible for ensuring coordination across their respective jurisdictions and organizations.

Citizen Preparedness & Education Project									
Tasks	Labor/ Work	Duration	Start Date	End Date	Dependencies	Resources	% Complete		Resources
							Complete	Work	
Citizen Preparedness & Education Project									
Develop Job Descriptions to Hire Planning Staff									
1	Draft Job Descriptions	70 Days	11/1/2010	1/24/2011			0%	58 hours	5%
2	Advertise Positions	2 weeks	11/1/2010	11/15/2010			0%	40 hours	
3	Conduct Interviews	4 weeks	11/15/2010	12/13/2010	1		0%	1 hour	
4	Hire	2 weeks	12/13/2010	1/10/2011	1,2		0%	16 hours	
		2 weeks	1/10/2011	1/24/2011	3		0%	1 hour	
Assessment of Current Ongoing Local, State, and Federal Programs									
5	Identify and review existing community outreach, preparedness, and education programs within region	59 days	1/24/2011	3/30/2011			0%	333 hours	10%
6	Survey/interview stakeholders of successful community preparedness programs	3 week	1/24/2011	2/14/2011	4		0%	64 hours	
7	Identify best practices	2 weeks	2/14/2011	2/28/2011	4		0%	10 hours	
8	Conduct community preparedness survey	1 week	2/28/2011	3/7/2011	5,6,7		0%	8 hours	
9	Develop draft Citizen Preparedness & Education Plan	1 week	2/28/2011	3/30/2011			0%	100 hours	
10	Review of draft plan by regional partners and independent peer review team	10 days	3/30/2011	3/17/2011	8		0%	80 hours	
11	Incorporate edits from regional partners and peer review	5 days	3/17/2011	3/22/2011	9		0%	40 hours	
12	Finalize Citizen Preparedness & Education Plan	2 days	3/22/2011	3/24/2011	10		0%	10 hours	
13	Develop metrics to assess viability of program	1 day	3/24/2011	3/24/2011	11		0%	5 hours	
Establish Partnerships for Community Engagement									
14	Identify potential partnerships for citizen preparedness & education	6 days	3/24/2011	3/30/2011			0%	16 hours	
15	Contact potential partners to solicit interest	28 days	3/24/2011	4/21/2011			0%	22 hours	5%
16	Formalize partnership	1 week	3/24/2011	3/31/2011			0%	8 hours	
17	Deliver Community Preparedness Education Programs	1 week	3/31/2011	4/7/2011	14		0%	4 hours	
18	Develop curriculum for citizen education programs	2 weeks	4/7/2011	4/21/2011	15		0%	10 hours	
19	Produce materials	286 days	4/1/2011	7/16/2012			0%	730 hours	60%
20	Advertise	31 days	4/1/2011	5/2/2011			0%	180 hours	
		15 days	5/2/2011	5/17/2011			0%	40 hours	
		60 days	5/17/2011	7/16/2011			0%	10 hours	
		365 days	7/16/2011	7/16/2012	17,18		0%	500 hours	
Program Assessment & Improvement Plan									
		28 days	7/16/2012	12/31/2012			0%	91 hours	20%

Citizen Preparedness & Education Project									
Tasks		% Complete	Labor/ Work	Duration	Start Date	End Date	Dependencies	Resources	
21	Survey participants/attendees of citizen preparedness programs	0%	50 hours	400 days	7/16/2011	8/31/2012			
22	Compile feedback to assess program	0%	8 hours	1 day	8/31/2012	9/30/2012	21		
23	Assess program effectiveness through feedback and established metrics	0%	15 hours	4 weeks	9/30/2012	10/30/2012	13,22		
24	Identify areas of improvement	0%	8 hours	4 days	10/30/2012	11/30/2012	23		
25	Incorporate recommendations for improvement in Citizen Preparedness & Education Plan	0%	10 hours	30 days	11/30/2012	12/31/2012	24		

Applicant Information:

Commonwealth of Massachusetts

Boston Site

Project Details:

Title: Regional Evacuation, Sheltering & Transportation Plan

Overview of proposed project(s), including expected accomplishments:

This project will address the need for a comprehensive, regional plan to address several transportation-related issues in the case of a catastrophic emergency, including evacuation, sheltering, and transporting of critical emergency equipment or supplies. Planning Staff and Planning Consultants will be hired to identify existing efforts and gaps, conduct data analysis and risk assessments, and create the expected outcome of a Regional Evacuation, Sheltering, and Transportation coordination Plan. Given the complexity of this deliverable, it may result in one to four separate annexes to the Regional Catastrophic Coordination Plan.

Summary of how the project(s) will address identified needs/deficiencies:

The states and jurisdictions within our Region have not all to-date coordinated evacuation and traffic planning as it relates to a catastrophic event. Therefore, there is a need to have our various partners better understand the planning efforts of their neighbors as they relate to the mass movement of people and emergency equipment, sheltering capabilities, and key life-sustaining commodities. Evacuation routes will be identified and prioritized to address redundancy. We will conduct a full assessment of evacuation planning that has been accomplished within the Region and determine intersections and gaps to create a plan that addresses our entire Region. Specific gaps that we hope to address include consistent signage and vehicle fueling procedures during a major evacuation.

Sheltering information among our Regional partners will be shared to allow planning to occur, dependent on the location of the incident. Partners such as the Red Cross, FEMA Region 1, and the Massachusetts Mobility Compact have done work within our Region on the topic of regional transportation and sheltering planning, and the RCPT will coordinate our efforts with theirs wherever possible.

Project Alignment:

The Regional Evacuation, Sheltering & Transportation Plan project directly aligns with FY 2010 RCGP identified priorities of assessing the ability of current plans to address regional catastrophic needs, and testing plans through conducting an exercise.

It will also build upon our FFY2009 RCPGP efforts, continuing work done through our Commodities Distribution Plan, which will identify and preposition critical emergency supplies across our Region. Our Regional All-Hazards Risk Assessment and Disaster Housing Plan will also provide lessons we will be able to adapt in this Regional Evacuation, Sheltering & Transportation plan.

High-level project milestones:

- Draft job descriptions for Planning Staff, advertise positions, conduct interviews, and hire staff (11/1/2010 – 1/24/2011)
- Develop a Request for Proposal (RFP) for Planning Consultants, conduct a peer review of the RFP, incorporation peer review comments, and release RFP (11/1/2010 – 12/6/2010)
- Identify and review existing evacuation planning efforts, identify opportunities for multi-agency coordination in existing plans, conduct a coordinating conference, create a draft regional evacuation risk assessment, review draft risk assessment by regional partners and independent peer review team, incorporate peer review edits, and finalize evacuation risk assessment report (1/17/2010 – 3/31/2011)
- Develop draft regional evacuation plan, review draft evacuation plan by regional partners and interagency peer review team, incorporate edits, and finalize evacuation plan (3/31/2011 – 5/14/2011)
- Develop capabilities assessment survey for site representatives, administer capabilities assessment survey, conduct data analysis and develop preliminary capabilities assessment findings, conduct workshops to review survey findings, develop draft sheltering capabilities assessment, review of draft sheltering capabilities assessment by regional partners and peer review team, incorporate edits, finalize capabilities assessment report (5/16/2011 – 8/15/2011)
- Develop Regional Sheltering Annex draft, request peer review of document, incorporate peer review comments, generate final draft, finalize Communications & Notifications Annex (8/15/2011 – 9/14/2011)
- Review existing commodities distribution plan, assess document capability with regional Evacuation plan, incorporate Commodities Distribution plan as separate annex to the regional evacuation plan, request peer review of document, incorporate peer review comments, generate final draft, finalize Commodities Distribution & Pre-positioning Annex (9/14/2011 – 12/7/2011)
- Develop HSEEP certified scenario to test the plan, test the plan as developed via a HSEEP compliant tabletop exercise (12/7/2011 – 1/13/2012)

Estimated Project Cost: \$2,500,000.

M&A Expenses: \$78,500

M&A funding will be used to support finance staff salaries, travel costs, meeting related expenses, authorized office equipment and monthly cell phone costs.

Cost Share: \$625,000.

The RCPT anticipates meeting the cost share requirement through in-kind contributions. This will be done by tracking individual time supporting the project, including meeting attendance and instruction, as allowed by grant guidelines. The RCPT will also seek support from partner agencies with meeting and project related expenses. No cash match will be available for this grant.

Project Management:

Project Management Description:

This project will be led by the RCPT, and the Planning Staff and Planning Consultants to be hired. A Working Group will be established from within the RCPT, comprised of Subject Matter Experts within the Region. The City of Boston's Mayor's Office of Emergency Management and the Executive Office of Public Safety and Security will provide oversight of this project. Additional planning staff will be hired by the Boston Mayor's Office of Emergency Management and will report to the RCPGP Project Director. Any outside Consultants hired to assist in staff support will do so under the direction of the Project Director, planning staff, and the RCPT Working Group overseeing this project.

Project Coordination:

In order for this project to be successful we will need representation on the working group from Local, State and Federal partners. Our trainings and exercises will be open to all 3 levels of government with the end result being a better understanding of each other roles and better coordination amongst them.

Regional Evacuation, Sheltering & Transportation Plan

Tasks		% Complete		Labor/ Work	Duration	Start Date	End Date	Dependencies	Resources
		Regional Evacuation, Sheltering & Transportation Plan	Develop Job Descriptions to Hire Planning Staff						
1	Draft Job Descriptions	0%	58 Hours	70 Days	11/1/2010	1/24/2011			5%
2	Advertise Positions	0%	40 hours	2 weeks	11/1/2010	11/15/2010			
3	Conduct Interviews	0%	1 hour	4 weeks	11/15/2010	12/13/2010	1		
4	Hire	0%	16 hours	2 weeks	12/13/2010	1/10/2011	1,2		
		0%	1 hour	2 weeks	1/10/2011	1/24/2011	3		
	Develop Request for Proposals to Hire Planning Consultants	0%	59 Hours	43 Days	11/1/2010	12/6/2010			5%
5	Development of RFP	0%	40 hours	2 weeks	11/1/2010	11/15/2010			
6	Peer Review of RFP	0%	8 hours	1 week	11/15/2010	11/22/2010	4		
7	Incorporate Peer Review Comments	0%	10 hours	2 weeks	11/22/2010	12/6/2010	5		
8	RFP Released	0%	1 hour	1 day	12/6/2010	12/6/2010	6		
	Conduct Regional Evacuation Risk Assessment	0%	565 hours	74 days	1/17/2011	3/31/2011			10%
9	Identify and review existing evacuation planning efforts	0%	320 hours	30 days	1/17/2011	2/16/2011			
10	Identify opportunities for multi-agency coordination in existing plans	0%	30 hours	5 days	2/16/2011	2/21/2011	9		
11	Conduct planning conference	0%	40 hours	1 day	2/21/2011	2/21/2011			
12	Create draft of regional evacuation risk assessment	0%	120 hours	30 days	2/21/2011	3/23/2011	9,10,11		
13	Review of draft risk assessment by regional partners and independent peer review team	0%	40 hours	5 days	3/23/2011	3/28/2011	12		
14	Incorporate edits from regional partners and peer review	0%	10 hours	2 days	3/28/2011	3/30/2011	13		
15	Finalize evacuation risk assessment report	0%	5 hours	1 day	3/30/2011	3/31/2011	14		
	Create Regional Evacuation Plan	0%	215 hours	44 days	3/31/2011	5/14/2011			40%
16	Develop draft regional evacuation plan	0%	120 hours	30 days	3/31/2011	4/30/2011	15		
17	Review of draft evacuation plan by regional partners and independent peer review team	0%	40 hours	10 days	4/30/2011	5/10/2011	16		
18	Incorporate edits from regional partners and peer review	0%	10 hours	3 days	5/10/2011	5/13/2011	17		
19	Finalize evacuation plan	0%	5 hours	1 day	5/13/2011	5/13/2011	18		
	Conduct Regional Sheltering Assessment		845 Hours	92 days	5/16/2011	8/15/2011			10%
20	Develop capabilities assessment survey for site representatives of previously identified shelters within Region	0%	120 hours	10 days	5/16/2011	5/26/2011			
21	Administer capabilities assessment survey	0%	200 hours	15 days	5/26/2011	6/10/2011	20		

