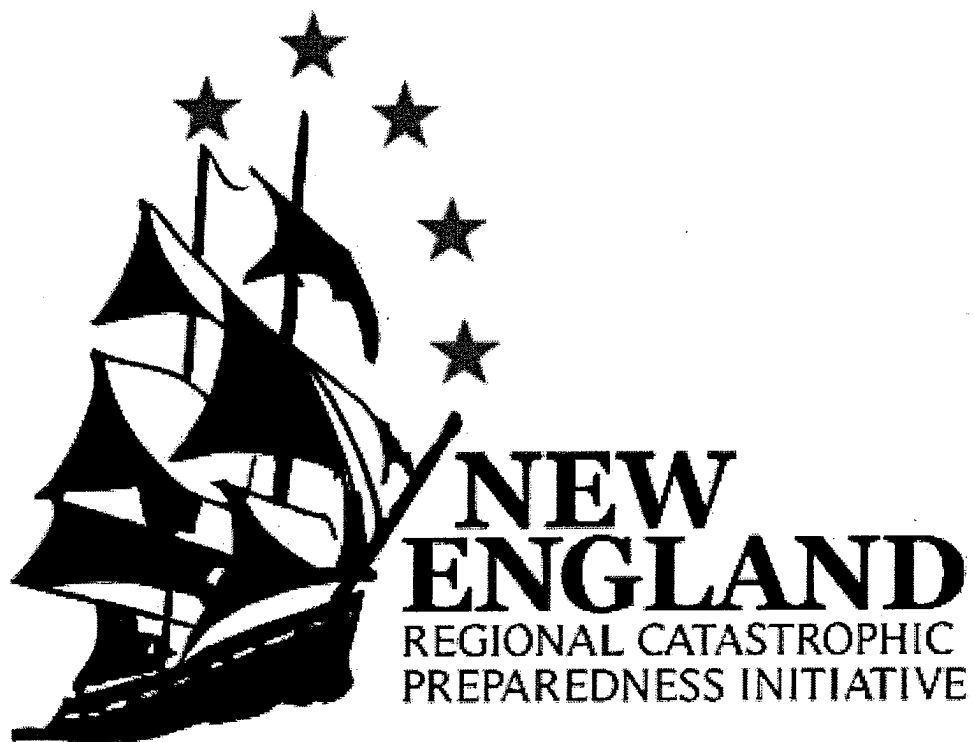


Regional Catastrophic Preparedness Grant Program (RCPGP)



New England Regional Catastrophic Preparedness Initiative

Organizational Charter

Version 3.0

April 4, 2011



Regional Executive Committee Signatory Designation

Jurisdiction:
Representative:
Name:
Title:

Signature: _____ Date: _____

Proxy/Alternate Representative Designation

The Proxy/Alternate Representative member(s) identified below has my authorization to cast votes during meetings of the RCPT Executive Committee in my absence. Higher ranking representative listed first.

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Title/Position: Click here to enter text.
Organization: Click here to enter text.
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I. Background & Site Information

In February 2008, the U.S. Department of Homeland Security (“DHS”) released information on the **REGIONAL CATASTROPHIC PREPAREDNESS GRANT PROGRAM (“RCPGP”)**, and identified a limited number of high-threat urban areas that were eligible for these funds. The Metro Boston Homeland Security Region (“MBHSR”) - to include the Boston-Worcester-Manchester, MA-RI-NH Combined Statistical Area - was among the regions identified. The Regional Executive Committee voted unanimously on July 20, 2010 to expand the Boston RCPGP Site to include the entirety of the States of New Hampshire and Rhode Island and the Commonwealth of Massachusetts, hereinafter referred to as the Regional Catastrophic Planning Area (RCPA).

The formal name of the program operated by the Boston RCPGP Site is the **New England Regional Catastrophic Preparedness Initiative (“NERCPI”)**.

II. Project Overview

The purpose of the **NERCPI** is to improve the RCPA capacity to prevent, protect against, respond to, and recover from a catastrophic event through the successful local implementation of the DHS RCPGP.

The RCPA has agreed to the following definition of the term “catastrophic:”

“A catastrophic incident is defined as any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, fatalities, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained regional or national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened.”

Preparing for and responding to catastrophic events requires collaboration within and among various levels of government, along with clearly defined roles and responsibilities. Catastrophic events may include, but are not limited to, the evacuation of residents to nearby states, sheltering and care of displaced citizens across the country, and the need to move resources quickly to, from or within the RCPA to support prevention, protection, response, and recovery actions. Common terminology and compatible systems, regional coordination, synchronized plans and consistency in information being disseminated by government officials are necessary to keep the public engaged, coordinate resources, expedite the decision-making process, and minimize confusion across the entire RCPA.

The City of Boston and the MBHSR, the City of Providence, the Commonwealth of Massachusetts and the States of Rhode Island and New Hampshire have committed themselves to a long term regional

partnership with the purpose of improving catastrophic preparedness for all stakeholders. This charter codifies that commitment.

III. Goals and Objectives

The following represent the goals and objectives of the RCPI:

- Goal 1: Conduct periodic surveys or studies of existing catastrophic event preparedness efforts across the country to identify best practices and apply those that are determined to be applicable to this RCPA.
 - Objective 1.1: Synthesize local, state, federal, and other existing assessment efforts to determine commonalities and drive out best practices and capabilities.
 - Sub-Objective 1.1.1: Combine, condense, and refine the FEMA assessment tools to promote singular and simple capability and resource assessments in all participating jurisdictions
 - Objective 1.2: Review real-world events and exercises (internal and external to RCPA) to identify best practices and capabilities.

- Goal 2: Periodically review, conduct and validate behavioral studies to determine real world response to catastrophic events and inform catastrophic event planning framework development.
 - Objective 2.1: Upon identification of Regional hazard scenarios, enlist the academic and public health community to conduct periodic research regarding behavioral analysis.

- Goal 3: Develop a framework from which plans, policies, checklists etc., can be developed.
 - Objective 3.1: Refine catastrophic event planning framework and publish for interim approval.
 - Objective 3.2: Assess current planning guidance and review academia and corporate efforts in catastrophic preparedness to include best practices in the Regional effort.

- Goal 4: Identify regional capabilities and gaps.
 - Objective 4.1: From a Regional perspective, synthesize state, federal, and other existing assessment efforts within the context of catastrophic preparedness to determine commonalities and drive out best practices and capabilities.

IV. Roles and Responsibilities

1. Regional Catastrophic Planning Team

To accomplish a more comprehensive, coordinated effort regarding catastrophic event preparedness, a Regional Catastrophic Planning Team (“RCPT”) will be established to enhance regional preparedness efforts. By establishing this team, the RCPA will:

- Ensure future catastrophic event planning efforts are coordinated and inclusive among stakeholders in the RCPA,
- Contribute to standardization of definitions and problem statements,
- Identify gaps across the RCPA; that can assist in addressing shortcomings in existing plans,
- Generate mutually beneficial tools or systems that enhance the Regional common operating picture during or in preparation for a catastrophic event,
- Establish a Regional framework for future coordinated and synchronized catastrophic event planning to include resource allocation and investment justification,
- Identify Regional best practices and lessons learned,
- Identify other key state and regional entities involved in support of the process.

As this will be an inclusive multi-jurisdictional project, the RCPT will encompass federal, state, and local agencies, the private sector, academia, and non-government stakeholders working in partnership to improve catastrophic event planning.

The RCPT will include a Regional Executive Committee (“REC”) and Regional Working Groups (“RWG”). The RWGs will represent the individuals who will be tasked with addressing the items above, developing the framework and future long term catastrophic event planning.

2. Regional Executive Committee

The Regional Executive Committee (“REC”) will be comprised of the Homeland Security Directors or Emergency Managers from the Commonwealth of Massachusetts, the States of New Hampshire and Rhode Island, as well as the cities of Boston and Providence. In addition, FEMA leadership from Region I will be included on this committee as an advisory member.

The REC will appoint a Chair to serve as a single representative for the REC and the RCPT. The Chair will be elected at the first REC meeting of the calendar year and will serve a one-year term.

The REC will:

- Provide direction and collectively decide upon processes, requirements and procedures for Regional Catastrophic Preparedness Planning Coordination.
- States will provide planners to work on this effort. FEMA Region 1 will provide planning and logistical support through Technical Assistance. Planners will have sufficient time to meet and exchange ideas.

3. Regional Working Groups

The Regional Working Groups (“RWGs”) will be comprised of designated planning representatives/subject matter experts (“SMEs”) from the Commonwealth of Massachusetts, the States of New Hampshire and Rhode Island, as well as the cities of Boston and Providence and other appropriate parties, including but not limited to the Private Sector, NGOs (e.g. Red Cross), FEMA leadership from Region I, and other appropriate federal and state agencies. The RWGs will:

- Provide support and outreach to develop products (framework, information plan, templates, information sharing).
- Conduct outreach to component parts for information and assistance to accomplish tasks.
- Provide timely updates to the REC.

V. Management and Administration

The City of Boston Mayor's Office of Emergency Management (“OEM”), in coordination with the Massachusetts Executive Office of Public Safety and Security (“EOPSS”), is responsible for the management and administration of the RCPGP grant. Up to three percent (3%) of the grant funds will be used to support management and administration functions. OEM, in conjunction with EOPSS, in its role as the State Administrative Agency (“SAA”), will be responsible for providing updated obligation and expenditure information on a semi-annual basis through the Biannual Strategy Implementation Reports (BSIR).

Grant funds will be allocated in accordance with laws and policies applicable to the City of Boston (e.g., state and city procurement laws and regulations).

The RCPA will meet its 25 percent cost share requirement of non federal funds, using in kind contributions, including personnel match. Signatories and stakeholders will be responsible for respective contributions.

VI. Decision-Making

The RCPT and REC shall hold meetings in person and by teleconference. Decisions shall be made by a vote of the REC, after consultation with the full RCPT. A quorum is achieved when four of the five REC members are present.

1. Voting

Voting rights will be apportioned to each member of the REC, providing a single vote for the Commonwealth of Massachusetts, the States of New Hampshire and Rhode Island, and the cities of Boston and Providence. Depending on meeting type, voting may be by voice vote or by electronic mail. A record of voting outcome will be included in meeting minutes.

A consensus will be required for all decisions. Consensus requires a majority vote, with either the Commonwealth of Massachusetts or City of Boston, as members with fiduciary responsibility to the RCPGP, being in the majority. Voting is required for the adoption, modification or implementation of plans, strategies, assessments, procedures, approval of meeting minutes, and the establishment of project priorities. Initial priorities will be in accordance with those identified in the RCPGP Investment Justification.

Decisions will be documented in regularly produced Meeting Minutes. Meeting Minutes will be made available electronically to all members of the RCPT within 30 days of each meeting.

2. Role of Boston Urban Area Working Group

As set forth by DHS in its March 2008 RCPT Guidance, the Boston Urban Area Working Group (UAWG) will be responsible for the administration of the RCPGP, will serve as the primary decision making authority for the RCPGP, and will oversee the RCPT.

3. Coordination with External Organizations

Coordination with external organizations and other groups will be initiated by the REC and transferred to the respective working group for follow-up and plan development.

VII. Charter Revisions

This charter must be approved by a unanimous vote of the REC members and may be amended at any regular meeting by a majority vote of the members, provided that at least fourteen days' notice of proposed amendments has been given to the RCPT.

VIII. Sunset Clause

This charter will remain in effect until 8/31/2012 unless extended for necessity (e.g., due to a grant period extension or subsequent RCPGP award) or an agreement by the REC.

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REGIONAL CATASTROPHIC PLANNING TEAM MEMBERS

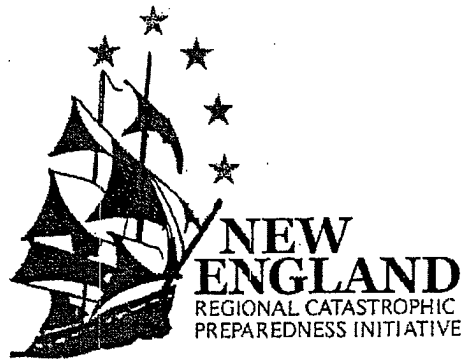
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Regional Executive Committee Signatory Designation

Jurisdiction: City of Boston, MA / Boston Urban Area Security Initiative (UASI) Region
Representative: Boston Mayor's Office of Emergency Management (OEM)
Name: Donald McGough
Title: Director, OEM

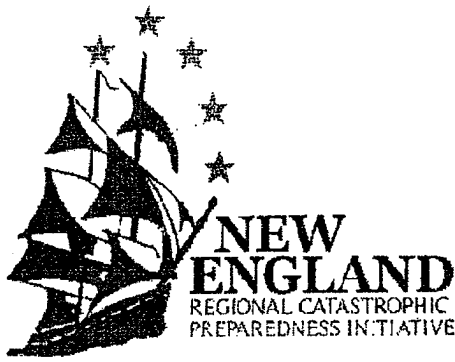
Signature: Donald S. McGough **Date:** 9/14/10

Proxy/Alternate Representative Designation

The Proxy/Alternate Representative member(s) identified below has my authorization to cast votes during meetings of the RCPT Executive Committee in my absence. Higher ranking representative listed first.

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Title/Position: Click here to enter text.
Organization: Click here to enter text.
Phone: Click here to enter text.
Email: Click here to enter text.



Regional Executive Committee Signatory Designation

Jurisdiction: Commonwealth of Massachusetts
Representative: Massachusetts Emergency Management Agency (MEMA)
Name: Kurt Schwartz
Title: Acting Director, MEMA

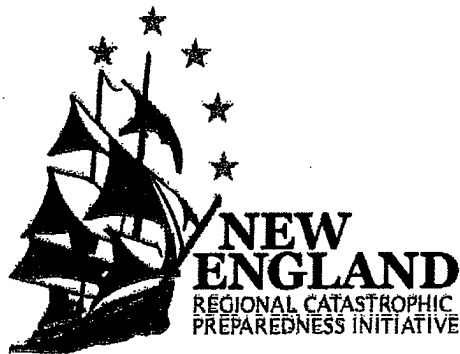
Signature: Kurt M. Schwartz **Date:** 10/27/10

Proxy/Alternate Representative Designation

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Name: Click here to enter text. John Giarrusso
Title/Position: Click here to enter text. Chief, Planning + Preparedness
Organization: Click here to enter text. MEMA
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Email: Click here to enter text. John.Giarrusso@state.MA.US



Regional Executive Committee Signatory Designation

Jurisdiction: State of New Hampshire
Representative: New Hampshire Homeland Security & Emergency Management (HSEM)
Name: Christopher Pope
Title: Director, HSEM

Signature:

A handwritten signature in black ink, appearing to read "Christopher Pope", written over a horizontal line.

Date:

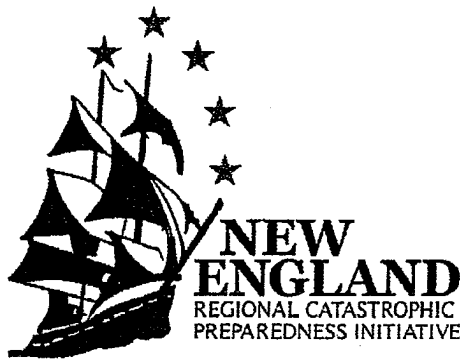
1 October 2010

Proxy/Alternate Representative Designation

The Proxy/Alternate Representative member(s) identified below has my authorization to cast votes during meetings of the RCPT Executive Committee in my absence. Higher ranking representative listed first.

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Organization: Click here to enter text.
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Regional Executive Committee Signatory Designation

Jurisdiction: State of Rhode Island
Representative: Rhode Island Emergency Management Agency (RIEMA)
Name: J. David Smith
Title: Executive Director, RIEMA

Signature:

A handwritten signature in black ink, appearing to read "J. David Smith", written over a horizontal line.

Date:

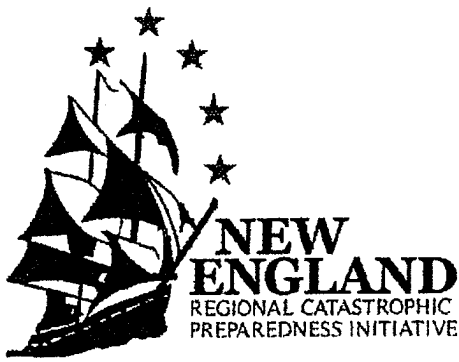
10/7/10

Proxy/Alternate Representative Designation

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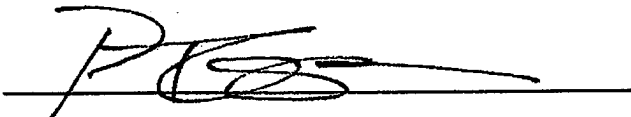
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Regional Executive Committee Signatory Designation

Jurisdiction: City of Providence, RI / Providence Urban Area Security Initiative (UASI) Region
Representative: Providence Emergency Management Agency (PEMA)
Name: Peter Gaynor
Title: Director, PEMA

Signature:  **Date:** 16 SEP 2010

Proxy/Alternate Representative Designation

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Regional Executive Committee Signatory Designation

Jurisdiction: Federal Emergency Management Agency (FEMA) – Region 1
Representative: Federal Preparedness Coordinator
Name: William "Russ" Webster
Title: FPC

Signature: Wm R Webster **Date:** 10/22/10

Proxy/Alternate Representative Designation

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