

R2 –WEEKLY BULLETIN

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TIP of the Week

How Your Mailbox Is Managed

By Yen Pan
IT Services Branch

To help reduce mailbox size, an automated mailbox manager process cleans your mailbox daily, and deletes messages based on the follow criteria:

- * **Inbox** - Messages over 90 days old are deleted
- * **Sent Items** - Messages over 30 days old are deleted
- * **Deleted Items** - Messages over 15 days old are deleted

You should know:

- You will not receive a warning that a message is about to be deleted.
- You cannot retrieve messages that have been deleted by this process.
- To avoid losing messages that meet these criteria, you must save them to your Personal Folders, or Auto Archive them.
- You can get instructions on how to setup your personal folders at [http://online.fema.net/neat/faqs.shtm#_Procedure to Create](http://online.fema.net/neat/faqs.shtm#_Procedure_to_Create)

ALL EMERGENCY MANAGERS



By Michael Moriarty, Acting Regional Administrator

In an earlier newsletter, I mentioned FEMA's determination to be the nation's pre-eminent emergency management agency. Implicit in that vision is that "everyone in FEMA is an emergency manager." Whether you are currently in the role of administrative assistant, property officer, part of the IT team or a Watchstander in the RRCC, emergencies are your business. That's the expectation – irrespective of your day-to-day duties.

Thus, it is incumbent upon each of us to manage our professional development and personal lives to be prepared for, and able to respond to, events on short notice. If we are to achieve FEMA's vision in a changing environment, we need the help of ALL HANDS.

This week, I participated in several Division meetings. The content of the discussions and the sharing of ideas -- all keyed toward improving the way we do our business, -- were very encouraging. By sharing Information between Branches and Divisions, we are actively working toward a better, more integrated Region II.

Remember, whatever you are working on, it will touch upon and have implications for other Regional programming. If we are aware of the work products – and challenges -- of other divisions, we can better integrate our efforts with theirs, making the Region both stronger and smarter, and ultimately better at what we do.

RISC-Y BUSINESS

Last week, the Regional Interagency Steering Committee (RISC) met in New Jersey. The two day conference, hosted by New Jersey OEM was attended by most federal Emergency Support Functions (ESF), our state and territorial partners and many private, volunteer groups.

The two-day conference offered 14 presentations on Regional emergency management issues, covering everything from contra flow and evacuation planning being done by New Jersey to available federal medical assets.

Requests for a CD of the conference's Power Point presentations, minutes, and agenda and attendees should be directed to John Kapsimalis at john.kapsimalis@dhs.gov

EXTERNAL AFFAIRS' INTERNAL FOCUS

Under the leadership of Regional Administrator Mike Moriarty and External Affairs Officer Kristina Simpson, Region II is working on a major new initiative to improve communication and transparency across all divisions.

Among its priorities is reinforcing the conviction in Region II employees that, in Administrator Moriarty's words, "emergency management is not a spectator sport." We are *all*, in our specific roles, emergency managers first and foremost.

The project will prepare the ground for the Division Managers/Branch Chief meeting scheduled for April 21 and new DAEs Alan Smith, Jay Jun, and Rob Ingraham are researching statutory requirements for the region and determining how these requirements are delegated to the various divisions.

In addition to statutory information, a thorough historic and demographic "snapshot" of the entire region is being developed which will include disasters, assistance provided, and current risks across every district---a "Region II at a Glance."

Complementing the research efforts, the April meeting will include a hypothetical disaster exercise where Division Directors and Branch Chiefs will have the opportunity to examine each division along several parameters, including regulatory requirements, response procedures, how divisions overlap, where our "gaps" are in terms of division roles and responsibilities and building transparency, integration, agreement, and understanding.

With a clearer grasp of how, and why, our divisions work together and the long-term importance of integrating our various roles and responsibilities, Region II will work smarter, respond faster and more efficiently to any emergency, and become an even stronger component of the larger FEMA mission nationwide.



FACES OF REGION II



Laura Forrest (left) and Pat Mason (right) are Technological Hazards Program Specialists in the Radiological Emergency Preparedness Program (REP). They review and evaluate offsite radiological emergency response plans, and evaluate off-site power plant exercises. They also report to the Nuclear Regulatory Commission (NRC) on the adequacy of offsite emergency planning and preparedness in connection with the licensing of commercial nuclear power plants.

Laura comes to FEMA after seven years working with the Department of Defense, where she served as an Engineer, and later as a member of a Chemical Brigade. While there she responded to several natural disasters, took part in base planning for emergency operations, exercise evaluation and several Homeland Security Coordination missions. She has a B.A. in Sociology and a MPA with a specialization in Homeland Security Policy and Coordination. She is currently working on a doctorate in emergency management.

Patricia came to FEMA from NYSEMO where she worked in the REP program. Prior to that, Pat worked for Yates County's Office of Emergency Management. Pat has a BA in psychology from Keuka College and a BS in Human and Community Services, with a concentration in Fire and Emergency Services Administration from Empire State College. She is currently working on a Masters degree. A mother of three, and grandmother to eight, Pat's youngest son is currently serving in Iraq.

