

STATE EMERGENCY OPERATIONS CENTER (S.E.O.C)

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The State Emergency Operations Center (S.E.O.C.) is the State's coordination center for emergency services during any major emergency affecting the State of Connecticut. The S.E.O.C. is activated when ordered by the Governor, Commissioner of the Department of Emergency Management and Homeland Security (DEMHS), or one of their designated representatives.

The S. E.O.C. is located on the ground floor of the State Armory, 360 Broad Street, Hartford, Connecticut. Phone number 860-566-3180

Day-to-day operations are conducted from regional offices that are widely dispersed throughout the State. When a major emergency or disaster strikes, centralized emergency management is needed. This facilitates a coordinated response by the Governor, DEMHS representatives from State and Federal organizations who are assigned specific emergency management responsibilities.

The SEOC operates under the nationally-recognized National Incident Management System (NIMS).

An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are among those performed in the State of Connecticut EOC:

- Receiving and disseminating warnings.
- Developing policies.
- Collecting intelligence from and disseminating information to the various SEOC representatives and, as appropriate, to municipal, military and federal agencies.
- Preparing intelligence/information summaries, situation reports, operation reports and other reports as required.
- Maintaining general and specific maps, information display boards and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.

- Controlling and coordinating, within established policy, the operations and logistical support of the fire service resources committed to the emergency operations.
- Maintaining contact with support EOC's, be it regional or local, other jurisdictions and levels of government.
- Providing emergency information and instructions to the public utilizing the Governor's Press Desk. Making official releases to the media and the scheduling of press conferences as necessary in coordination with the Governor's Press Desk.

All requests for special assistance from the field and significant status information should be directed to S.E.O.C. Operations Chief. Frequent progress and status reports should be provided to the Operations Chief every hour or more frequently as requested.

ACTIVATION OF S.E.O.C.

The S.E.O.C. is activated only on orders of the Governor or Commissioner of DEMHS. Notification of the activation of S.E.O.C. will be made to the State Fire Administrator (SFA) or designee.

Upon notification that the S.E.O.C. has been activated the SFA will immediately notify all senior staff and designated Fire Academy personnel (FAP). Unless otherwise instructed by the SFA, the notification will advise all notified personnel to report to the SEOC to staff the fire service workstation. Selected FAP will be assigned to the S.E.O.C. and a shift schedule established when needed. Typically, the schedule is to work a 12-hour shift commencing at midnight and ending at noontime. The on coming shift should arrive at 1100 hours to be briefed by the SFA or a designated lead FAP. Parking is available at the Legislative Office Building parking garage located along side the east side of the State Armory.

The SFA or his designee will need to report to the S.E.O.C. A minimum of two additional personnel are required to operate the fire department position at the S.E.O.C. on a 24-hour basis during an active incident. Additional and relief personnel will be assigned as needed.

E.O.C EQUIPMENT NEEDED

Fire Academy Personnel assigned to the S.E.O.C. should take the following items:

- Cellular telephones
- Statewide Fire – Rescue Disaster Response Plan
- Fire Service Disaster Operations Manual
- Note pads
- Pencils, pens

Once in the SEOC FAP shall retrieve the Tupperware container stored in the SEOC. This container has support equipment needed during the activation

Additional items to consider:

- Personal toiletries
- Earplugs for Cellular
- Flip charts, felt tip pens, duct tape

FIRE SERVICE RESPONSIBILITIES IN E.O.C.

The fire service personnel assigned to the S.E.O.C. are responsible for:

- Obtaining and prioritizing resource needs for field incident commanders.
- Providing the Operations Chief information on field conditions.
- Interpreting directives from the Operations Chief (OPS Chief) or Operations Desk (OPS Desk) staff.
- Requesting policy direction from the OPS Chief when necessary.
- Communicating policy directives to field forces.
- Providing liaison with other involved agencies.
- Maintaining constant awareness of field conditions and deployment.
- Obtaining authorization for expenditures for requested resources needed to complete assigned functions.

All field deployed Fire/Rescue Plan Coordinators (FRPC) will keep the S.E.O.C. FRPC's informed of conditions, progress, level of commitment, resource requirements and situation urgency during a major emergency. The FAP S.E.O.C. staff will ensure that field command(s) (Incident Command Post) will establish an S.E.O.C. liaison with the FRPC deployed to the incident (s). All significant changes in conditions will be directed to the S.E.O.C. by telephone, radio, fax, or email. All requests for policy direction or additional resources (beyond normal levels) should be directed to the FAP in the S.E.O.C. (particularly state and federal resources).

The FAP staff assigned to the S.E.O.C. will maintain a log of all major decisions by the FAP staff, the SFA, Governor or Commissioner of DEMHS.

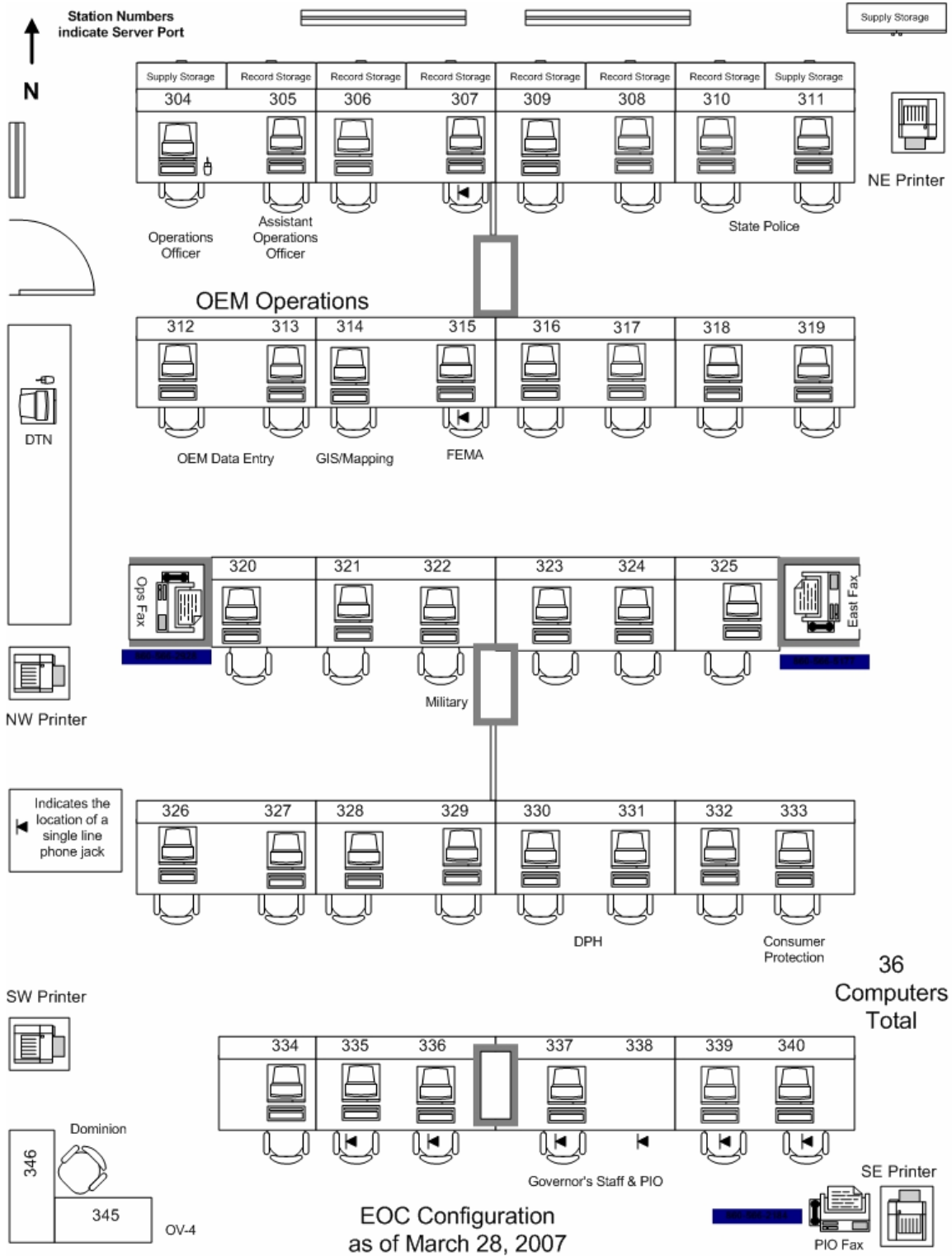
The log will indicate the time, the decision, and who made the decision. The S.E.O.C. staff should utilize the S.E.O.C. *Agency Log form* for this purpose.

FIRE SERVICE STAFF

The SFA, or his designee, is a member of the Governor's policy advisory staff in the S.E.O.C., responsible for emergency management of statewide fire rescue operations. The Governor's Command Staff (State Agency Commissioners) interprets incoming information, makes management decisions, issues policy statements and directives and coordinates the efforts of all state agencies.

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SEOC IMS AND LAYOUT CHART



AGENCY LOG [Fire Rescue Plan\Agency Log.xls](#)

ORGANIZATIONAL CHART

