State Connecticut
State Response Framework (SRF)

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Resource Management System
Support Annex

August 2014
PREFACE

Since 2010, Connecticut has experienced six Presidential Major Disaster Declarations. These disasters along with less severe local and statewide emergencies have provided Connecticut with the opportunity to identify needs, analyze gaps and address resource requirement shortfalls. Through strategic planning and regional collaboration efforts, Connecticut’s emergency management communities work together to minimize the impact of emergencies on the state’s residents and visitors by maximizing local, regional, tribal, state and federal resources through the development of a comprehensive resource management system.

The methods developed to manage resources in Connecticut can be found in many different documents, procedures, statutes and plans. This Resource Management System Support Annex to the State Response Framework (SRF) is intended to draw those many existing threads together into one document for ease of reference particularly in times of crisis.

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# State Connecticut
## Resource Management System Framework
### August 2014

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EXECUTIVE SUMMARY

Most incidents begin and end locally and are managed at the local level. These incidents typically require a unified response from local agencies, the private sector, and non-governmental organizations (NGOs). Some may require additional support from neighboring jurisdictions or state governments. Fewer incidents require Federal support. As incidents change in size, scope, and complexity, response efforts must adapt to meet evolving requirements. The number, type, and sources of resources must be able to expand rapidly to meet the changing needs associated with a given incident and its cascading effects.

The State of Connecticut resource management system is a framework for managing resources and logistics before, during and after emergency events which affect the State. This system presents a strategy encouraging resource sharing and mutual aid, and optimizes resource acquisition, allocation, and deployment through increased communication, collaboration, and standardization.

Part I of the Resource Management Support Annex presents the overall concept of operations for resource management in the State of Connecticut. It describes roles and responsibilities of local, state and federal government and includes support from the private sector and non-governmental organizations. It describes the establishment of an Emergency Support Function (ESF) 7 organizational structure that when activated can manage and execute State disaster logistics operations in coordination with the State EOC.

Part II of the Resource Management Support Annex contains the policies, procedures and general guidance documents that are used to carry out resource management in the State. Included in Part II is the general guidance for the Logistics and Finance/Administration Sections of the SEOC, the ESF 7 Resource Support and Logistics Annex to the State Response Framework with specific task force standard operating procedures, a listing of currently available state resources, the Intrastate, Interstate, and International Mutual Aid Compacts and other procedures used in the planning for and managing of resources necessary to respond and recover from an emergency impacting Connecticut.
PART I.

SECTION 1: PURPOSE

The resource management system describes the roles and responsibilities for resource management at all levels. Outlined here is the resource management process for requesting, allocating, transporting, tracking and demobilizing resources when an incident’s complexity or duration exceeds the capacity of local emergency response processes and capabilities. This guidance works with and supports individual jurisdictions’ emergency management plans and aligns with and reinforces the resource management processes.

SECTION 2: SCOPE

The State of Connecticut develops and refines a number of threat and hazard analysis and assessment tools, including a Hazard Identification and Risk Assessment (HIRA) which provides a comprehensive approach for identifying and assessing risks, hazards and associated consequences and impacts affecting the State. The HIRA identifies threats and concerns to the State including natural hazards, technological hazards and human-caused hazards. The HIRA enables risk-based decision-making and strategic planning to assist in reviewing resource needs, prioritizing resources, and identifying gaps in resources to address the hazards impacting the State.

This Support Annex addresses the resource management objectives for the identification, prioritization, location, acquisition, distribution and accounting for services and material assets for use during all emergencies. This guidance pertains particularly to the Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security (DESPP/DEMHS), including the State Emergency Operations Center (SEOC), and its state agency and nongovernmental partners that staff the SEOC and the State Emergency Support Functions (ESFs) as described in the State Response Framework during SEOC activations, as well as local municipal partners including the five DEMHS Regional Emergency Planning Teams (REPTs).

SECTION 3: RESOURCE MANAGEMENT SYSTEM OBJECTIVES

The objective of the State’s resource management system is to ensure that Connecticut has access to necessary assets to support local jurisdictions in implementing a timely and effective response to all emergency situations identified in the State’s Hazard Identification and Risk Assessment (HIRA). Including:

- Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering.

- Provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for
emergency responders, and access to community staples and fire and other first response services.

- Mobilize and deliver governmental, nongovernmental, and private sector resources within and outside of the affected area to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.

SECTION 4: ROLES AND RESPONSIBILITIES

4.1 Local Government

The primary responsibility for resource management when responding to local emergencies rests with local governments. Municipalities should first exhaust their own channels of support before turning to the state for resource support. If local resources have been fully committed to an incident and additional assistance is required, a local government may request assistance through their DEMHS Regional Coordinator. The State is divided into five emergency planning regions and each region has a DEMHS regional office with a DEMHS Regional Coordinator. Assistance is available through the DEMHS Regional Coordinator or Duty Officer on a 24/7 basis.

4.2 Regional Support

Regional Emergency Planning Teams (REPT)

Each DEMHS Region has a Regional Emergency Planning Team (REPT) and a Regional Emergency Support Plan (RESP). The REPTs include Chief Executive Officers from each of the municipalities and tribal nations in the DEMHS Region, as well as local emergency management discipline representatives that serve on RESFs (Regional Emergency Support Functions). The REPT makes recommendations on how the region should best allocate its emergency management and homeland security federal grant dollars, including purchasing equipment and resources necessary to address hazards identified within the region. The REPTs also maintain and use an RESP to support mutual aid among regional communities in emergencies.

4.3 State Government

A primary role of state government is to supplement and facilitate local efforts before, during and after incidents. The State provides direct and routine assistance to its local jurisdictions through emergency management program development and by routinely coordinating and collaborating with federal officials. Under the Stafford Act, the State is responsible for requesting federal emergency assistance for communities and, at their request, for tribal nations. Recognizing the criticality of a standardized and coordinated emergency management system, the Governor has directed the State to adopt the National Incident Management System [NIMS and the Incident Command System (ICS)] through his Executive Order 34.
4.3.1 Governor

The public safety and welfare of a state’s residents are the fundamental responsibilities of the Governor. The Governor coordinates state resources and provides the strategic guidance for response to all types of incidents through the State Emergency Operations Center (SEOC). This includes supporting local governments as needed and coordinating assistance with other states and the Federal Government.

4.3.2 Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS)

The mission of the Division of Emergency Management and Homeland Security of DESPP is to direct and coordinate all available resources to protect the life and property of the citizens of Connecticut in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery and public education. DEMHS works under the broad authority of Titles 28 and 29 of Connecticut General Statutes. DEMHS is led by the Deputy Commissioner of the Department of Emergency Services and Public Protection (DESPP) with authority over the state’s emergency management and homeland security programs. The State Emergency Management Director oversees the Office of Emergency Management and directs staff and operations regarding emergency management, including coordination with state, federal, local, and private sector entities. The Deputy Commissioner and the State Emergency Management Director are responsible for ensuring the state is prepared to deal with large-scale emergencies and coordinating the statewide response to any such incident. In this capacity this includes supporting local and tribal governments as needed, coordinating assistance with other states and the Federal Government, and, in some cases, with NGOs and private sector organizations.

4.3.3 State Emergency Operations Center (SEOC)

The overall coordination of the State’s response to a situation for which the State Emergency Operations Center (SEOC) is fully activated resides within the Governor’s Unified Command. This Unified Command is part of the National Incident Management System (NIMS), as is the Multi-Agency Coordination (MAC) System under which the SEOC is run. In Connecticut, the Unified Command is populated by DEMHS, and includes, depending on the emergency, various other state or federal agencies, non-governmental organizations, Task Force leads, private sector and/or other entities’ representatives with decision making authority whose responsibility it is to provide policy direction and prioritize critical resource allocations.
4.3.4 Other State Agencies

All Connecticut State agencies support emergency operations as specifically directed by the Governor’s Office or through DEMHS. State department and agency heads and their staffs develop, plan, and train on internal policies and procedures to meet response and recovery needs. They are vital to the state’s overall emergency management program, as they bring expertise spanning various response functions and serve as core members of the state emergency operations center (SEOC). Many of them provide accessible and vital services during response operations. State departments and agencies work in close coordination with their Federal counterpart agencies during joint state and Federal responses, and under some Federal laws, they may request assistance from these Federal partners. In addition to their own agency specific mission assignments, agencies may staff the SEOC, lead or support Emergency Support Functions (ESFs) and participate in work groups and Task Forces.

4.4 Federal Government

When an incident is anticipated to exceed state resources or when the Federal Government has unique capabilities needed by Connecticut, the Governor may request Federal assistance. In such cases, the affected local jurisdiction and the state, tribal, and Federal governments coordinate to provide the necessary assistance. The Federal Government may provide assistance in the form of funding, resources, and services.

4.5 Non-Governmental Organizations (NGOs)

Government agencies are responsible for protecting the lives and property of their residents and promoting their well-being. However, the government cannot, and does not, do this work alone. In many facets of an incident, government agencies work with non-governmental organizations (NGOs) and private-sector groups as partners in emergency management. In Connecticut, many of these NGOs belong to the organization known as Connecticut Volunteer Organizations Active in Disaster or CT VOAD. A number of NGOs have agreements with the State of Connecticut to supply various types of assistance before, during and after an incident. Under the State Response Framework, United Way 211 and the Red Cross routinely occupy seats at the SEOC during activations, helping to coordinate and resolve resource requests. The State of Connecticut has memoranda of agreement with both organizations.

NGO responsibilities may include but are not limited to:
- Identifying shelter locations and needed supplies in cooperation with local Emergency Management Directors.
- Identifying and coordinating emergency food supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, or assistance with post-emergency cleanup.
- Providing counseling services to disaster victims.
• Providing support services to the response and recovery of the incident.
• Providing communications links to and from residents on emerging needs and how to obtain necessary resources

4.6 Private Sector

Many private sector entities are responsible for operating and maintaining portions of local, state and national critical infrastructure/key resources, which are publicly or privately controlled resources essential to the operation of the economy and government. Before an incident occurs, during emergency planning, the private sector should collaborate with emergency management personnel to ascertain what assistance may be necessary and how they can help. During an incident, key private sector partners should be involved in the local crisis decision making process or at least have a direct link to key local emergency management directors. The private sector is represented on the state’s ESF 7 Resource Support group through a number of groups, including Infragard. The ESF 7 Private/Public Sector working group is a standing committee of the DEMHS Statewide Emergency Management and Homeland Security Advisory Council, established by the Commissioner of DESPP pursuant to Conn. Gen. Stat. Section 4-8.

When an incident escalates to require state involvement, key private sector partners, such as public utilities, are engaged by DEMHS to participate in the Multi- Agency Coordination (MAC) system virtually or at the SEOC itself. Under the Energy and Utilities All-Hazards ESF-12 Annex to the State Response Framework, for example, utilities, state agencies, and local partners work together to resolve power and other critical resource shortages. Private sector representatives also serve on various mission-centric ESF Task Forces that may be convened at the SEOC in response to a large scale emergency.

SECTION 5: CONCEPTS OF OPERATIONS

While recognizing most emergencies are handled by individual jurisdictions using their own emergency operations plans and standard operating procedures, there is a need for a state resource and logistics coordination when an incident affects multiple jurisdictions or when the capabilities of a jurisdiction are exceeded. During an incident in which jurisdictional and regional resources are overwhelmed by the demand for assistance, surrounding jurisdictions and the state and federal governments may play a critical coordination and response role. Under Governor’s Executive Order 34, the state operates under the National Incident Management System (NIMS and the Incident Command System (ICS) overall communication and information sharing will be the foundation for resource and logistics coordination. Emergency management officials within the impacted jurisdictions will participate in regular communication before, during and after an incident to ensure effective and uniform communication of resource and logistical needs can be fulfilled by the state. Standard communication and information sharing can be accomplished through conference calls or through Web EOC or other situational awareness tools. The expectation is timely and accurate information will be shared and used to make good decisions.
Resources will be coordinated or provided through the following processes:

5.1 Local Mutual Aid Resources

Under the Connecticut Intra-state Mutual Aid System, codified in Connecticut General Statutes §28-22a, any city/town in Connecticut can provide any municipal asset to any other city/town, even if they do not have an existing written mutual aid agreement. The system does not affect any existing agreements, and is not limited in its effect to traditional mutual aid assets such as police and fire, but instead can be used to provide, for example, public works or other municipal assets to assist in an emergency response or recovery effort.

5.2 Regional Coordination

The Regional Emergency Support Plan (RESP) in each region lays out an overarching town-to-town emergency support structure. Each DEMHS region has approached the development of the RESP system in its own way. This structure conforms to and is aligned with the National Incident Management System (NIMS) and the Incident Command System (ICS). A local CEO or incident commander (IC) may activate the RESP when he or she determines more assistance is needed than usual mutual aid may provide. In this situation, the following process may be followed:

1. The IC informs the appropriate notification point to activate the RESP.
2. The notification point alerts the Regional Duty Officer, if the towns in the region have one, and the DEMHS Regional Coordinator.
3. The Regional Duty Officer or the local IC or Emergency Management Director then contacts the appropriate RESF Committee Chairs and tells them the IC’s needs. The Regional Duty Officer may also activate a Regional Coordination Center if one exists.
4. The RESF Chairs may call upon municipal, regional, or private resources as requested by Incident Command.
5. The Regional Duty Officer also contacts the DEMHS Regional Coordinator and requests any needed State resources.

The RESP is “municipal based”, meaning the plan relies primarily on municipal-decision making and utilizing available municipal and regional resources. In any situation, local officials decide which of their resources are available. The Plan is synchronized with the four other DEMHS regions, so if sufficient resources are not available within one Region’s towns, neighboring regions may contacted through their similar RESF support capability. The RESP provides for integration of State and Federal support resources through the Regional Coordinator and DEMHS. The RESP does not usurp local Incident Command or operational aspects of existing plans. Like traditional mutual aid, the RESP is another support tool for the local CEO and IC and does not interfere with local management of an emergency.
5.3 DEMHS and the State EOC

5.3.1 Requesting Assistance from the State

In the event that local governments’ resources and capabilities are overwhelmed, the State’s ESF-7 Resource Support Task Force may be activated to respond to requests for state assistance. ESF-7 supports all emergency functions and is fundamental in the response to and recovery from, every emergency. In order to identify and move resources as they are needed, ESF-7 operations are scalable and adaptable. Requests for resources will be submitted through the DEMHS Regional Coordinator or DEMHS Duty Officer when the SEOC is not activated and through the DEMHS regions to the SEOC during SEOC activations. During an emergency, when resources are currently not available within a municipality, the municipality may request assistance from the State through the DEMHS Regional Office. Requests may be for specialized teams/personnel or equipment, commodities, or additional mutual aid.

For at least 72 hours after a catastrophic disaster occurs, residents and municipal governments will be expected to provide for themselves, without State or Federal assistance. Thereafter, residents and local governments will be provided necessary and appropriate assistance through a coordinated Federal-State-Local disaster assistance delivery system. Depending on the scope of the emergency, the Operations Section Chief may designate staff to the Resource Management Unit, including designating a Resource Request Manager for one or more DEMHS Regions. The Resource Management Unit at the State SEOC is responsible for receiving and processing incoming information and requests for assistance. The Resource Request Management Unit Leader will maintain an awareness of the overall process and handle any requests that do not come from a municipality or fall into an easily identified category.

The Governor, DESPP/DEMHS Deputy Commissioner, the State Emergency Management Director, or their designee, will stand up Task Forces, including the Commodities Task Force, the Fuel/Generator Task Force and the Donations Management Task force under ESF 7, as appropriate.

The initial source of personnel, equipment, materials and supplies will come from existing state or local agency resources. The Logistics Section and the Finance/Admin Section of the SEOC will assist ESF-7 to obtain support which cannot be provided from existing state resources through direct procurement, mutual aid (e.g., EMAC or IEMAC), donations management, and/or federal assistance (e.g., FEMA).
5.4 State to State Assistance

5.4.1 Interstate Mutual Aid - Emergency Management Assistance Compact (EMAC)

The Emergency Management Assistance Compact (EMAC) provides form and structure to interstate mutual aid. Currently, all states are members of EMAC. In Connecticut, the provisions of EMAC can be found in Title 28, Conn. Gen. Stat. §28-23a. It establishes procedures whereby a disaster-affected state can request and receive assistance from other member states quickly and efficiently. It resolves two key issues up front: liability and reimbursement.

- The requesting state agrees to assume liability for out-of-state workers deployed under EMAC.
- The requesting state agrees to reimburse assisting states (once proper, EMAC-specific documentation is provided) for all deployment-related costs.
- Self-dispatching responders are not entitled to any protections under Title 28.
- States may only request EMAC interstate assistance or respond to a request for EMAC assistance with the permission of the Governor.
- Each member state has a number of authorized contacts who can implement the EMAC process for their state.

If a state suffers or expects to suffer a major disaster and needs assistance from another state, the State Emergency Management Director or other authorized representative of the affected state may request the deployment of an EMAC advance team, which will coordinate EMAC request/assistance. DEMHS has established a team of EMAC officers in Connecticut to receive requests and request services when needed.

5.4.2 International Emergency Management Assistance Compact

Working with the New England states and the eastern Provinces of Canada, the State of Connecticut, through DEMHS, is a member of the International Emergency Management Group (IEMG), which operates under the International Emergency Management Assistance Compact (IEMAC) to provide mutual aid to one another in times of emergency. The IEMAC is found in Connecticut General Statutes §28-22d.

5.5 NGOs Supporting Connecticut

5.5.1 CTVOAD

The Connecticut Voluntary Organizations Active in Disaster (CTVOAD) is an organization whose purpose is to coordinate the interaction between voluntary disaster relief agencies and government disaster response activities in accordance with the local, state, and federal disaster response plans. The CTVOAD is an affiliate of the National Voluntary Organizations Active in Disaster (NVOAD). Members of the CTVOAD include
the major organizations on possession of resources, developed plans and implemented preparatory actions to provide assistance in disasters which may occur in Connecticut. The capabilities of these organizations include sheltering; mobile and fixed feeding; repair and reconstruction of homes; clean-up; counseling; storage and distribution of bulk food; clothing and household goods; child care and many other services.

The CTVOAD contact communicates with the State EOC and reports to the State EOC if necessary. Member organizations maintain resource lists to respond to requests from the liaison at the State EOC. Each member organization coordinates the response of its services and provides status reports to the liaison at the State EOC. The CTVOAD collects, compiles and reports information on the status of activities and resources of CTVOAD member organizations in accordance with the SEOC requirements. When there is no government disaster declaration, the CTVOAD continues to assist member organizations which provide additional assistance in meeting disaster-caused needs beyond the resources of the individual disaster victims. When the President declares a major disaster and the Federal Emergency Management Agency implements a range of assistance programs available to individuals and families, the CTVOAD will continue its liaison role with member organizations active in the disaster area.

5.5.2 Connecticut Infoline (United Way 211)
The Connecticut Infoline (211) provides a single point of contact for the general public to call and receive current, accurate information regarding a specific event or threat. 211 disseminates information by responding to requests from the public and gathers information by identifying trends, inaccurate information, misunderstandings, or misperceptions reported by the public or reflected by their inquiries. This information is provided to DEMHS to help inform the response and/or recovery efforts. During emergencies or disasters, residents can dial 2-1-1 or visit www.211ct.org to get information about the emergency/disaster and where and how to access the resources to assist residents to meet their basic needs, including food, clothing and emergency shelter locations. The State maintains a memorandum of agreement with United Way 2-1-1.

5.6 Donations

Effective management of donations and volunteers is a key component to recovery. Federal, State and local officials and representatives of private relief organizations work in the early stages of a catastrophic disaster to stem the influx of unsolicited and unneeded donated goods and volunteer workers into the disaster area. Since some types of donated goods and specialized volunteers may be needed by response organizations, the State has established a donations management system which allows response organizations to make effective use of such goods and services. The State maintains a memorandum of agreement with Adventist Community Services as well as with Aidmatrix to provide donations management structure.
SECTION 6: RESOURCE SUPPORT DURING STATE EOC ACTIVATIONS

The overall coordination of the State’s response to a situation for which the SEOC is fully activated resides with the Governor’s Unified Command. The Unified Command is part of a system known within NIMS as the Multi Agency Coordination (MAC) System. Under the MAC system, resource support and logistics is coordinated through the State Emergency Operations Center Multi Agency Coordinator, who, working under the direction of the State Emergency Management Director, coordinates the functions of the Logistics Section, Finance and Administration Section, Operations Section, and the Planning Section. In the event local governments’ resources and capabilities are overwhelmed, the appropriate ESF-7 Task Forces will be activated to respond to requests for state assistance.

SECTION 7: REFERENCES

These references contain policies and procedures supporting Connecticut’s Resource Management System within the State Response Framework but are not included in this document.

1. Finance/Admin Support Annex to the State Response Framework
2. State of Connecticut Debris Management Plan
5. The 5 DEMHS Regional Emergency Support Plans
PART II

RESOURCE MANAGEMENT SYSTEM POLICIES, PROCEDURES AND GUIDANCE

Attachment 1  State Emergency Operations Center (SEOC)  Logistics Section and Finance/Administration Section  General Guidance

Attachment 2  Resource Typing

Attachment 3  State Resources

Responder Asset Map

Resource List and Description

Attachment 4  State of Connecticut ESF 7 – Resource Support and Logistics Annex

Commodities Task Force – Commodities Distribution SOP

Fuel/Generator Task Force Guidance

Donations Management Task Force

Debris Management Task Force

Attachment 5  CGS Sec. 28-22a Intrastate Mutual Aid Compact


Attachment 7  CGS Sec 28-22d. International Emergency Management Assistance Compact (IEMAC)

Attachment 8  Emergency Management Assistance Compact (EMAC) SOP

Attachment 9  Credentialing Guide
State Emergency Operations Center (SEOC)

Logistics Section and Finance/Administration (Admin) Section

General Guidance

Resource Identification

The Department of Emergency Services and Public Protection /Division of Emergency Management and Homeland Security (DESPP/DEMHS) and the Department of Administrative Services (DAS) work together to identify appropriate resources required to perform necessary emergency support function activities. This process includes gathering applicable resource lists from primary, support and non-governmental entities.

The resource information compiled may include:

1. Deployable state assets (personnel, equipment, special teams, etc.);
2. Applicable contracts and/or MOUs with private sector for emergency work; and
3. Private sector entities currently without a contract/MOU, which could support emergency response/recovery

Upon completion of identifying resources, DEMHS houses this information in a resource database, to be updated regularly.

Resource Procurement

Emergency Contracting: Prior Authorization

When state assets are not available, the Finance/Admin Section can procure goods and services required for emergency response and/or recovery. Pursuant to CGS Chapter 58, Sec 4a-58, whenever an emergency exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the Commissioner of Administrative Services, or, in the case of purchases, leases and contracts for information systems, information technology personal property and telecommunication systems, the Chief Information Officer, may, if it is in the best interests of the state, waive the competitive bid or proposal requirements set forth in section 4a-57. If any such procurement is estimated to cost fifty thousand dollars or more, such waiver shall be subject to the approval.

This emergency contracting capability will be performed when:

a) Requested resources are not state owned assets
b) State has exhausted the requested assets
To support emergency contracting the Department of Administrative Services (DAS) developed the DAS Emergency Response Supplies, Services and Equipment: A Reference Guide to Statewide Contracts for the CT Department of Emergency Management & Homeland Security (June 3, 2014). This manual is a reference guide for DEMHS to obtain specific supplies, services and equipment for emergency situations. The manual contains DAS/Procurements Division 24-hour contact information, contract reference index and detailed listing and emergency purchasing card information.

**Payment of Emergency Contracts**

When contracts are required for emergency response and/or recovery activities, and have been tasked by the SEOC Logistics Chief, CT DESPP/DEMHS is the responsible party for contract payment. Payments are performed according to state law and regulations.

**Resource Coordination**

Function of the SEOC Logistics Section
- Receive resource requests from towns through Regional Coordinators and through SEOC intake, or WebEOC.
- Process and prioritize requests for resources, fulfill requests through state assets where possible.
- When/where state assets have been, or are about to be exhausted, work with SEOC Command, SEOC Operations and Planning Sections, and FEMA IMAT logistics to determine stand up of Commodities Task Force and State Staging area.
- Work with FEMA logistics to determine needs and ordering of federal assets.

**Facilities and Logistics**

Function of the SEOC Logistics Section
- Establish security at the SEOC and other areas of operations as required.
- Ensure SEOC has all equipment and supplies needed to operate.
- Direct IT to support any and all technology needs. Utilize DESPP IT staff and DAS/BEST for support.
- Issue and track equipment and office supplies during activations
- Recover all issued equipment and supplies at demobilization
- Coordinate food for staff at SEOC as necessary.
- Coordinate cots/sleeping areas for SEOC as necessary.

**Personnel Augmentation**

Function of the SEOC Logistics, Finance/Admin and Planning sections
- Track staffing, attendance and requests for staffing
- Issue credentials for use by SEOC and other state emergency workers.
Resource Typing

DEMHS, as the State Administrative Agent for the Homeland Security Grant Program (HSGP), subgrants funds to Regional Emergency Planning Teams. In order to further the goals and objectives of the State-wide Strategy and meet DHS priorities, DEMHS includes grant deliverables as part of the subgrant.

In accordance with DEMHS Advisory Bulletin 2010-6 (Issued October 26, 2010), the HSGP subgrants to REPTs include deliverables for resource typing.

Beginning with 2007 REPT Application, REPTs were assigned the task of working with towns and collecting resource typing data under the ESFs specified in the grant application. In addition, an update of all previous resource typing submissions is required annually.

Resource Typing Deliverables include equipment and teams as typed by DHS as well as items identified as key resources by DEMHS. Information on DHS typed can be found at: https://www.fema.gov/national-incident-management-system/national-integration-center-resource-management

Resource Typing Deliverables included in HSGP Regional Applications:

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<tr>
<td>2007</td>
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<td>EMS –Ambulance, teams Fire –pumpers, engines LE (SWAT teams)</td>
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<td>ESF 11 &amp; annual update</td>
<td>Animal Response</td>
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<td>2009</td>
<td>ESF 10 &amp; annual update</td>
<td>Haz Mat</td>
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<td>2010</td>
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<td>Transportation – buses etc.</td>
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<td>ESF 2</td>
<td>Communication/Command Vehicles/ Radio Cache</td>
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<td>ESF 3</td>
<td>Portable generators, Variable Message Systems</td>
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<td>ESF 6 &amp; annual update</td>
<td>Cots, mass care trailers, mass care supplies</td>
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<td>2013</td>
<td>Annual update</td>
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The collection of this information aids both towns, Regional Emergency Planning Teams and the State and provides situational awareness of the assets available state-wide.
Intentionally Blank
State Resources

Attachment 3. A. 2014 Responder Asset Map

Attachment 3. B. Resource List

Attachment 3. C. Resource Narrative/Description
State Resources List and Descriptions

RESOURCES - TEAMS

Urban Search and Rescue (USAR) CT Task Force 1 (CT-TF-1)
Community Emergency Response Teams (CERT)
Medical Reserve Corps (MRC)
Incident Management Team (IMT)
State Animal Response Team (SART)
Hazardous Material Response Team, (Haz Mat Team)
Bomb Squads

RESOURCES – EQUIPMENT

Mass Decontamination Trailers with Prime Movers
Mobile Field Hospital
Foam Trailers
Mass Casualty Trailers
Functional Needs Trailers/Mass Care Trailers

Communications Equipment:

Mobile Communication Vehicles (MCV)
Mobile Internet Communication Asset (MICA)
8Call90/8Tac Radios
UHF Radio Cache
State Tactical On-Scene Channel system (STOCS) Boxes
Strategic Technical Reserve

RESOURCES – SUPPLIES

Sandbags
Cots
Portable Cribs
Generators
Portable Pumps
Body Bags
STATE RESOURCE DESCRIPTIONS

The State has a number of resources that may be available if needed. Below is a description of these resources. Any resources not listed below but necessary for response and recovery efforts may be gotten through already established means (purchase or lease, statewide mutual aid, EMAC, Federal Assistance.) Access to these resources is through the appropriate DEMHS Regional Coordinator unless otherwise noted.

RESOURCES - TEAMS

Urban Search and Rescue (CT-TF-1)

It is the primary mission of USAR Connecticut Task Force One (CT-TF-1) to provide a coordinated effort of personnel and resources to locate, extricate and provide immediate medical treatment to victims trapped within collapsed structures.

To accomplish this mission, volunteer CT-TF-1 members can deploy efficient and effective rescue technologies in a planned and measured response that mirrors the FEMA’s guidelines on Urban Search & Rescue consistent with existing National Fire Protection Association Standards. Task Force capabilities include rapid mobilization to assist in natural or technical disasters.

Members of CT-TF-1 conduct search and rescue operations in a professional, ethical, and compassionate manner that will protect the dignity of the victims and the communities served.

Members of CT-TF-1 develop and maintain the highest level of skills and capabilities required when deployed to natural or technical disasters, including hurricanes, floods, conflagrations, explosions, earthquakes, or the use of weapons of mass destruction that result in events that are beyond the capability of local emergency service resources.

The USAR Team is based out of Brainard Airport located in Hartford, Connecticut.
USAR membership is a voluntary appointment, and that it is the policy of CT-TF-1 to accept and review all applications for team membership from all emergency service and related disciplines. More information on CT-TF-1 may be found at: www.ct.gov/demhs/cwp/view.asp?a=1916&q=452172.

**Community Emergency Response Teams (CERT)**

There are currently close to 7000 CT residents trained as CERT members. CERT members are trained volunteers who are available to provide certain basic disaster response assistance, including possible traffic management assistance, credentialing and light search and rescue. Each CERT team is organized under the auspices of a local emergency management or public safety official. CERT teams may be activated by DEMHS pursuant to the DEMHS standard operating procedure in order to receive CGS Title 28 protection.

For more information: http://www.ct.gov/demhs/cwp/view.asp?a=2610&q=318056&demhsNav=|

**Medical Reserve Corps**

The Medical Reserve Corps (MRC) provides teams of local volunteer medical and public health professionals who can contribute their skills and expertise throughout the year and during times of community need. There currently 17 MRC teams operating in each of the five DEMHS regions in Connecticut.

Under §28-1(5), the state Department of Public Health (DPH) and its local and intrastate regional health partners are responsible for establishing and tracking the professional qualifications of MRC members. In order to be eligible for Title 28 protections and benefits, an MRC member must also satisfy the loyalty oath requirements of §28-12.

The following is a summary of the flow of a request for MRC activation by DEMHS, which is described in more detail in the Standard Operating Procedure found on the DEMHS website. For purposes of Title 28 protection, “activation” means both training in preparation of, and response to, an emergency. It is not anticipated that Title 28 protection will be sought for routine, regularly-scheduled meetings of the MRC:

- The local Emergency Management Director, with MRC Unit Leader, submits request for activation to DEMHS Regional Coordinator. Request includes roster of MRC members likely to be activated;
- DEMHS Regional Coordinator reviews and if approval is recommended, submits request to DPH State MRC Coordinator;
- DPH State MRC Coordinator reviews and if approval is recommended, submits request to DEMHS Director of Emergency Management and Homeland Security;
• DEMHS Director of Emergency Management and Homeland Security reviews and approves or disapproves, and notifies the DEMHS Regional Coordinator, who notifies the requesting jurisdiction of approval or disapproval.

If the request is an imminent emergency, the local EMD and MRC Unit Leader may orally request the approval of the DEMHS Regional Coordinator, who will notify the DEMHS Director immediately. The local EMD and MRC Unit Leader must follow up with a written request as soon as possible, but not more than 48 hours after the initial request is made.

Standard Operating Procedures for MRC Activations are contained in the following documents: DEMHS Advisory Bulletin 2010-5 SOP for Activation of MRC Teams DEMHS Advisory Bulletining SOP for Approval of MRC Activities

**Incident Management Teams**

During complex or lengthy emergencies, the incident commander may request the assistance of a regional volunteer incident management team. These teams do not replace the incident commander, but they can provide support and expertise in the form of trained personnel who can assist in the management of the incident. Requests to activate the IMT go through the appropriate DEMHS Regional Coordinator. Regional IMTs are designed to provide personnel that are trained and organized to support emergency response and recovery efforts or planned event operations by providing the framework necessary to establish an incident command or unified command system as required by the National Incident Management System (NIMS). Each IMT can provide support and consultation to the Incident Commander/Unified Commander. DEMHS administers a standard operating procedure for activation of an IMT under CT General Statutes Title 28.

There are three teams in Connecticut they are:

- The Connecticut West Team (recently combined as DEMHS regions 1, 2, & 5) which is in the process of obtaining recognition by DEMHS as a Level III incident management team. They are based in New Haven, CT
- The Connecticut Capitol Region Team which was recognized by DEMHS in 2010 as a level III incident management team and which has been recognized by FEMA as a Level III incident management team. They are based in East Hartford, CT
- The Connecticut IMT 4 Team has been recognized as a Level III IMT by DEMHS and is based in New London, CT
Connecticut State Animal Response Team (CTSART)

The Connecticut State Animal Response Team (CTSART) program is a collaboration among government agencies, not-for-profit organizations, industry, and volunteers for preparing and responding to animal needs in disasters. The CTSART program is organized at the local level as Regional Animal Response Teams, which, within the overall regional planning and response structure in Connecticut, are the operational arms of each Regional Emergency Planning Team. CTSART missions include deployment of co-located companion animal evacuation shelters, building volunteer networks trained and state certified to assist with animal needs in disasters and public education. For more information go to http://ctsart.org/

Hazardous Materials Response Teams (Haz Mat Teams)

Hazardous Materials Response Teams protect life and the environment by responding to chemical emergencies and minimizing the dangers associated with them. There are 5 regional teams located statewide to provide response to hazardous materials incidents. The teams are:
Region 1 - Fairfield County Hazardous Materials Unit
Region 2 - New Haven Area Special Hazards Team
Region 3 - Capitol Region Hazardous Materials Response Team
Region 4 - Connecticut Eastern Regional Response Integrated Team
Region 5 - Northwest Regional Hazardous Materials Response Team

The State of Connecticut also has HAZMAT teams and capabilities in the Department of Energy and Environmental Protection, the Department of Emergency Services and Public Protection and the Connecticut National Guard Civil Support Team.

Bomb Squads

The objective of the State Bomb Squads is to respond to, stabilize and mitigate a situation to quickly control the short term danger to the public. This necessitates a high priority response. Deployment of the State Bomb Squad is through the Connecticut State Police Communications Center. The Regional Bomb Squads are deployed by contacting the communications centers known as Public Safety Answering Points (PSAP) for the agency (New Haven, Hartford, and Stamford). The four teams are trained and certified to the same FBI standards and for the most part have consistent equipment, making the use of two different teams at the same incident more seamless.

The Bomb Squads in the State of Connecticut are:
1) Connecticut State Police Bomb Squad-located at Troop K in Colchester, CT
2) Hartford Police Bomb Squad-located at 253 High St Hartford, CT
3) New Haven Bomb Squad Team- Located on Sherman Avenue. New Haven, CT
4) Stamford Bomb Squad- Located at Police Headquarters 805 Bedford Street Stamford, CT
Mass Decontamination Trailers with Prime Movers
There are approximately 30 mass decontamination trailers with prime movers located throughout the State of Connecticut owned and operated under Memoranda of Agreement with DEMHS by State, local and tribal response entities. All decontamination trailers are available upon request to respond anywhere within the State.

Mobile Field Hospital

The Ottilie W. Lundgren Memorial Field Hospital is a mobile hospital under the auspices of the Department of Public Health. The hospital is transportable and has the ability to provide safe shelter and medical care in the event of an emergency. The hospital can be activated in 25-bed units. In its full capacity, the mobile hospital can hold up to 100 hospital beds and is able to support medical equipment necessary to treat patients in a large-scale event.

Uses include:

- Isolation care or quarantine facility;
- Emergency care following a public health emergency;
- Surge capacity in the event of a public health emergency (e.g. plane crash that overwhelms the capacity within the existing healthcare infrastructure);
- Logistics support to a health care facility in response to mechanical failure (e.g. hospital fire or power loss);
- Preparation and triage of casualties (as appropriate) for ground and air evacuation in the event of a mass casualty and or public health emergency;
- Provision of a patient reception center for State and Federal public health emergencies;
- Mortuary service in conjunction with the Office of the Chief Medical Examiner and the Disaster Mortuary Team;
- Educational and training events with local, state, regional and federal entities (e.g. local emergency medical services, military drills and exercises in conjunction with the National Disaster Medical System;
- Other uses as deemed appropriate by the Governor, the Commissioner, and or their designees.
Entities requesting deployment must submit, in writing, a Request for Deployment (RFD) that describes the intended use for the MFH; documents coordination with and notification of the request to the local emergency manager; and contains contact information for the entity making the request. The RFD must be submitted to DPH Operations Branch for evaluation and approval; and in accordance with Title 28 of the Connecticut General Statutes, the Governor’s Office or the Commissioner of Public Health (DPH) and/or Deputy Commissioner of DESPP/DEMHS must approve deployment.

**Foam Trailers**
State of Connecticut Commission on Fire Prevention and Control In cooperation with Department of Environmental Protection Oil and Chemical Spill Response Division and the Host Fire Departments of Hartford, Norwich, New Haven, Fairfield, Waterbury maintain the State Regional Foam Trailer Program.

Capabilities:
- 500 Gallons of National Foam “Universal ® Gold” 1% / 3% Haz-Mat foam
- Elkhart 500 GPM fixed\portable monitor
- Two (2) 400’ 1 3/4” pre-connect lines
- One (1) 300’ 2 1/2” pre-connect line
- Electric transfer pump allows the supply of operating foam pumpers or refilling the trailer.
- Easy operation, just connect to a water source-use fresh or salt water.

Dispatch Information:
To request the foam trailers for any large incident beyond the foam capabilities of the local fire department contact: Connecticut Department of Environmental Protection’s - 24 hour dispatch number: 860-424-3338 The 2 nearest trailers will be dispatched to respond to your scene.


**Mass Casualty Trailers**
There are 5 mass casualty trailers, one located in each DEMHS Region. These trailers contain backboards, splints and O2 manifolds, PPE, triage tags, body bags and other disposable supplies.
**Functional Needs Support Services Trailers – Mass Care**
DEMHS has 2 Functional Needs Support Services (Mass Care) Trailers containing accessible cots, wheel chairs, canes, walkers, crutches, commodes, privacy screens refrigerators for medication and other supplies.

**Communications:**

**Mobile Communications Vehicles (MCVs)**
DEMHS has procured six Mobile Communications Vehicles to be deployed throughout the state in order to provide enhanced on-scene and statewide communications during emergencies. These units will provide for the establishment of interoperable tactical networks, support the use of wireless data, assist with system surge, and provide the basis for restoration of damaged systems.

**Mobile Internet Communications Asset (MICA)**
DEMHS and Department of Administrative Services (DAS) Information Technology Services – on-scene communications for various situations and incidents. This asset gives the State a capability to set up a forward command post/operating center at any location where facilities are compromised. Serving as a:
- Incident Command Post (ICP)
- Regional Coordination Center (RCC)
- Joint Operations Center (JOC)
- Emergency Operations Center (EOC)

This asset is a transportable satellite uplink which connects to the State of Connecticut network. This unit is deployable to provide communications within 30 minutes of arrival on scene and includes:
- six (6) wireless access points
- mobile router
- satellite modem
- twenty (20) IP based telephones/tactical lines
- nineteen (19) ruggedized laptop computers
- video conferencing equipment
- other related communications equipment

**8Call90/8Tac Radios (Formerly known as Icall/I tac Radios)**
The Connecticut 8Call90/8Tac System provides command and control communications to support the incident management system at local and statewide events as required or requested by the local incident commander. Each local police, fire and EMS agency has been provided with a portable radio which will operate on these channels. The network operating on the FCC-allocated 800 MHz Interoperability channels consist of 38 transmitter sites spread throughout the State. In addition to the portable radios, control stations have been installed in each Public Safety Answering Point (PSAP) and CMED, giving local dispatch centers access to
these communications channels. The fixed network is supplemented by 34 mobile repeaters housed in the 34 Mass Decontamination Trailers distributed to fire service agencies statewide, and in each of the Connecticut State Police (CSP)/CTS Telecommunications Engineers’ vehicles. Non-government entities may request authorization to operate on the 8Call90/8Tac system by request to the State Public Safety Interoperable Communications Executive Committee which is administered by DEMHS. Coordination of the network is provided through the State Police Message Center based at DESPP Headquarters in Middletown. DESPP maintains a cache of 8Call/8Tac Portable Radios which may be deployed to support specific incidents or for specific situations. This system has been renamed in accordance with National DHS SAFECOM guidance and protocol.

UHF Radio Cache

DEMHS maintains a stockpile of UHF Portable Radios that are available for local government and responder agency use during emergencies. These radios are located at the State EOC. They are intended as a strategic reserve and as such are not deployed unless there is a real or anticipated need. To obtain this resource, municipalities should contact their DEMHS Regional Coordinator or the DEMHS Duty Officer. DEMHS will arrange for deployment with the municipality or requesting agency.

State Tactical On-Scene Channel System (STOCS) Boxes

Fire, Law Enforcement, EMS, Local, State and Federal Agencies in Connecticut operate two-way radio systems using a variety of frequency bands which can make on-scene tactical communications difficult if not impossible. To address this communications gap, DEMHS developed and deployed the State Tactical on-Scene Channel System (STOCS). The STOCS System is designed to utilize existing portable radio equipment, which these departments/agencies use daily, to communicate at an incident regardless of frequency band. The STOCS System allows individuals and groups of responders to communicate when working at the scene of an incident, using their existing portable radio equipment. The System consists of three (3) VHF frequencies, three (3) UHF frequencies and five (5) 800MHz frequencies combined into five (5) interoperability channel groups. DEMHS holds the statewide FCC License for all frequencies used in the STOCS System. The system also includes specific regional and national Interoperability channels. Its intended users include: Local, State, and Federal Fire, Law Enforcement, Emergency Medical Service, Health Departments, Public Works Departments and Emergency Management. Nongovernment entities may request authorization to operate on STOCS by request to the State Public Safety Interoperable Communications Executive Committee administered by DEMHS. The heart of the system is the STOCS Cross Band Repeater unit (CBR).
Using dedicated frequencies in the VHF-Hi, UHF, and 800 MHz band, this device connects all three bands together in a seamless network. The system is designed for tactical use so the STOCS Box range is limited to approximately two miles.

**Strategic Technical Reserve**

The Connecticut Strategic Technical Reserve consists of 6 800MHz, 5 UHF, 5 VHF and 12 Low Band Base Transmitters 2 UHF and 2 800MHz Tactical Repeaters, and 2 100 ft mobile tower trailers. This equipment is maintained as a reserve to restore Local, Regional, and State Public Safety Communications systems which may have been damaged due to a catastrophic event. In addition, it provides the capability to expand the capacity of local or regional radio systems to expand their capacity for unusual events. The reserve is managed by the State Public Safety Interoperable Communications Executive Committee which is administered by DEMHS. Coordination of deployment requests is provided through State ESF 2 Work Group.

**RESOURCES – SUPPLIES**

To obtain the resources below, municipalities should contact their DEMHS Regional Coordinator or the DEMHS Duty Officer.

**Sandbags**
DEMHS and DOT maintain a stockpile of sandbags that are available for local government use during flooding. These sandbags are located across the state at DOT garages in an unfilled state. It is expected that municipalities will pick up the sandbags at the nearest location able to meet the need. They are intended as a strategic reserve and as such are not deployed unless there is a real or anticipated need. To obtain this resource, municipalities should contact their DEMHS Regional Coordinator or the DEMHS Duty Officer. DEMHS will arrange for coordination between the municipality and DOT to have the sandbags made available from the nearest stockpile.

**Cots**
DEMHS has a stockpile of cots and blankets that are available for local government use during an event that requires shelter operations. These cots and blankets are located across the state. They are intended as a strategic reserve and as such are not deployed unless there is a real need.

**Portable Cribs**
DEMHS has a stockpile of portable cribs to provide for a safe sleeping environment for infants in emergency shelters. A supply of portable cribs was allocated for each DEMHS Region. They are intended as a strategic reserve and as such are not deployed unless there is a real need.
Generators
DEMHS has a stockpile of 5kw to 15kw generators for local government use during an emergency situation or event. They are intended as a strategic reserve and as such are not deployed unless there is a real need.

Portable Pumps
DEMHS has a stockpile of small portable pumps for local government use during an emergency situation or event. They are intended as a strategic reserve and as such are not deployed unless there is a real need.

Body Bags
DEMHS has a stockpile of body bags in the case of a mass casualty event.
Intentionally Blank
All-Hazards

Emergency Support Function (ESF) #7: Resource Support and Logistics

State of Connecticut
Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security
(DESPP/DEMHS)
in cooperation with the
ESF & Primary and Supporting Agencies and Organizations

August 2014
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Appendixes:
A. Commodities Task Force – Commodities Distribution Standard Operating Procedure
B. Fuel/Generator Task Force Guidance
C. Volunteer and Donations Management Task Force Guidance
D. Interagency Debris Management Task Force Guidance
CT-ESF-7 Members

CT-ESF-7 Coordinator/Primary Agencies:
- Department of Emergency Services and Public Protection (DESPP)/Division of Emergency Management and Homeland Security (DEMHS)—Coordinator
- Department of Correction (DOC)
- Department of Administrative Services (DAS)

CT Support Agencies:
- Connecticut Military Department/National Guard (CTNG)
- Department of Motor Vehicles (DMV)
- Department of Transportation (DOT)
- Department of Consumer Protection (DCP)
- Department of Energy and Environmental Protection (DEEP)
- Office of Policy and Management
- CT DESPP/CT State Police
- CT DESPP/Commission on Fire Prevention and Control
- CT DESPP/DEMHS—Volunteer Urban Search and Rescue Team

Federal ESF Coordinator/Primary Agency:
- Department of Homeland Security, including Federal Emergency Management Agency (FEMA)

Local Partners:
- Lead: DEMHS Regional Emergency Planning Teams RESF-7

Private and Public Sector Partners:
- Adventist Community Services
- CT VOAD
- CT Red Cross
- United Way 2-1-1
- Energy, Water, and Communications Utilities
- Infragard
- CT Food Association
- CT Retail Merchants Association
- CT Business and Industry Association
- CT Motor Transport Association
- CT Hospital Association
- State Approved Vendors list
1.0 PURPOSE

The Emergency Support Function 7 – Resource Support and Logistics Annex describes in detail the Multi-Agency Coordination that will take place under the Connecticut State Response Framework, specific to resource support and logistics.

2.0 SCOPE

In the event that local governments’ resources and capabilities are overwhelmed, ESF-7 will be activated to respond to requests for state assistance. ESF-7 Resource Support supports all emergency functions and is fundamental in the response to and recovery from, every emergency. In order to identify and move resources as they are needed, ESF-7 operations are scalable and adaptable. Requests for resources will be submitted through the DEMHS Regional Coordinator or Duty Officer when the SEOC is not activated and through the SEOC intake desk during SEOC activations. The initial source of personnel, equipment, materials and supplies will come from existing state agencies and resources. Support that cannot be provided from existing state resources may be secured through direct procurement, mutual aid (EMAC or IEMAC), donations management, and/or federal assistance (FEMA).

Support agencies furnish resources to help meet ESF-7 requirements; including procurement personnel and task force and SEOC staff necessary to establish operations effectively. Such support is terminated at the earliest practical time. Department of Administrative Services (DAS) participation, in particular, is critical and ensures all procurement is in accordance with current state laws and administrative regulations.

3.0 INTRODUCTION

A. ESF-7 supports the resource and logistics needs of all emergency functions of the Connecticut State Emergency Response Framework and the operations of the State Emergency Operations Center (SEOC) by obtaining both internal and external resources during all incident phases.

B. ESF-7 operations are flexible, scalable and adaptable; and ESF-7 operations are responsive through all levels of Incident Command, including Multi-Agency Coordination systems (MACs) to Unified Command, and to Incident Command Posts (ICP) that are established at the site of an emergency.

C. ESF-7 manages the supply chain process with a focus on:
   1. Identifying requirements in the Preparedness Phase.
   2. Providing resources, materials, services, etc. during the response phase of a disaster.
   3. Sustaining efforts from initial action through recovery.
D. ESF-7 performs the following functions with regards to resource support and logistics:
   1. Resource planning
   2. Resource identification and location
   3. Resource Procurement (Acquisition)
   4. Facility Activation
   5. Resource tracking and accounting
   6. Resource mobilization, activation and dispatching
   7. Resource delivery
   8. Resource staging
   9. Resource warehousing and storage
   10. Resource distribution
   11. Resource maintenance and testing
   12. Resource, operation and facility demobilization/deactivation
   13. Credentialing of commodities and utilities providers

4.0 SITUATION

A. The Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security (DEMHS) is the Primary Coordinating Agency for ESF-7, with the Department of Correction and the Department of Administrative Services as the lead agencies for state-level emergency logistics activities.

B. Local resources may be quickly depleted during emergencies, requiring support from other municipalities through the Intrastate Mutual Aid Compact, state agencies, the federal government, private providers, from other states through the Emergency Management Assistance Compact (EMAC), or from other jurisdictions outside of the United States through the International Emergency Assistance Compact.

C. ESF-7 operations include activating the following Task Forces:
   • Commodities Task Force (CTF)
   • Fuel/Generator Task force (FTF)
   • Donations Management Task Force (DMFT)
   • Interagency Debris Management Task Force (IDMTF)

D. Resources may be “pulled” to the site by local level requests to the state. CT DEMHS and FEMA may also decide to proactively “push” or pre-position resources to or near an emergency or disaster site without specific local requests during catastrophic incidents.

E. During catastrophic incidents, it is possible that some needed private industry resources may be under exclusive contract to FEMA. In such events, ESF-7 will coordinate through the Federal Coordinating Officer to get a portion of those resources.

F. For information on the process for acceptance, management and distribution of donated materials, services, personnel, monetary, facilities, etc. (either solicited or unsolicited) refer
G. ESF-7 covers the scope of activities required for the range of most likely-to-catastrophic events. Although some level of resource support and logistics will be required for the State’s response to most emergencies, only a catastrophic event would require most of the capabilities of ESF7.

5.0 ASSUMPTIONS

A. The need for resource support and logistics increases as the scope, complexity, intensity and duration of an emergency increases.

B. Local jurisdictions will exhaust their resources and capabilities, including mutual aid, before requesting assistance from the state.

C. Subject to federal and state declarations and authorizations, the federal government will provide funds and assistance when requirements exceed our capability.

D. Responses to two separate disasters could be required simultaneously.

6.0 CONCEPT OF OPERATIONS

A. Planning and preparedness objectives are established through periodic gap analysis which addresses identified hazards. Shortfalls are systemically prioritized and addressed through a variety of means including budgeting, contracts, mutual aid, EMAC, MOUs, Statewide Fire Response Plan, Regional Emergency Response Plans, contracts, public-private partnership, etc.

B. Overview of ESF-7 within the Activation System

1. Situation Awareness & Monitoring
   a. DEMHS will evaluate information, and coordinate with personnel in order to determine the extent of ESF-7 support projected to be needed.
   b. If it is assessed that the situation will escalate, contact will be established with federal resource and logistics personnel at FEMA Region I to determine timetables and configurations for emergency activities.

2. Partial Activation Response Operations
   a. DEMHS will notify/activate ESF-7 personnel as needed for State EOC operations.
b. ESF-7 will maintain coordination with State EOC personnel in order to identify and address ESF-7 missions and determine the potential need to activate ESF-7 Task forces.

c. ESF-7 will maintain contact with federal resource support and logistics personnel at FEMA Region I in order to coordinate state/federal operations as needed.

d. ESF-7 will coordinate state ESF-7 activities with local emergency managers in affected municipalities through the DEMHS Regional Coordinators.

e. ESF-7 will activate state-level logistics facilities and assign ESF-7 Teams as needed.

3. Full Activation Response Operations

a. Continue activities listed in Partial Activation.

b. FEMA may “push” the following Execution Schedule resources to a Federal Operations Staging Area (FOSA), a State Staging Area or a State/Local Receiving and Distribution Center as determined by ESF-7.

- Food
- Water
- Tarps/Plastic Sheeting
- Cots/Blankets
- Personal Hygiene Kits
- Generators

C. Resources Fulfillment Cycle

1. Under the Resource Fulfillment Cycle, ESF-7 monitors the rise, decline and evolution of requested deployed and demobilized resources throughout the operational periods of the emergency.

2. Specific actions for the Resource Fulfillment Cycle may be documented in the Incident Action Plan (ICP) developed at the State EOC for each operational period of state-level response.

3. Resource requirements at the site of an emergency can alter rapidly and unexpectedly. In order to anticipate and fulfill these requirements, ongoing communications and interaction between the local emergency management, personnel
at state logistics facilities, ESF-7 personnel at the SEOC and MAC must be constantly maintained.

4. State and Federal logistics personnel coordinate to ensure capabilities are mobilized and deployed over time as needed.

D. Demobilization

1. As state-level response and recovery operations diminish, state capabilities can be reduced in the field in coordination with local, state and federal personnel at the site of the emergency and with ESF-7 personnel in the State EOC.

2. State-owned capabilities used for emergency response and recovery that are not expendable and must be returned to the state following an emergency will be recovered by or in coordination with the state agencies that own the property. State agencies may coordinate with the State EOC for support to recover and transport the resources from the site and return them to their original location or a location agreed upon among the coordinating state agencies.

4. State ESF-7 will work with local emergency management officials to document issues related to the delay of returnable equipment and/or repairs needed or lost equipment.

5. ESF-7 after-action activities include identifying shortfalls, developing corrective action plans and capturing best practices to improve state resource management and logistics.

6. State ESF-7 will work with local emergency management officials to document issues related to the delay of returnable equipment and/or repairs needed or lost equipment.

7. ESF-7 after-action activities include identifying shortfalls developing corrective action plans and capturing best practices to improve state resource management and logistics.

7.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. ESF-7 Support Agencies will work together during response to state-level emergencies as a coherent, functional team to integrate and facilitate resource identification, procurement, tracking, mobilization, delivery, staging, warehousing, distribution, maintenance, demobilization and recovery to support the expeditious completion of response missions.

2. The Logistics Section and the Finance/Admin Section of the SEOC will assist ESF-7 to obtain support which cannot be provided from existing state resources through direct
procurement, mutual aid (e.g., EMAC), donations management, and/or federal assistance (FEMA).

B. Assignment of Responsibilities

1. Connecticut Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) – Primary Coordinating Agency working in conjunction with the Department of Correction, which is the lead of the Commodities Task Force, and the Department of Administrative Services, which is the lead procurement agency. DEMHS may perform these functions, or assign them to the Commodities Task Force:

   a. During emergencies, review resource requests from state departments and municipalities and identify state, private or volunteer providers of resources.

   b. Stand up the Resource Request Management Unit under the Operations Section at the EOC. Depending on the scope of the emergency, the Operations Section Chief may designate staff to the Resource Management Unit, including designating a Resource Request Manager for one or more DEMHS Regions. The Resource Management Unit at the State SEOC is responsible for receiving and processing incoming information and requests for assistance. Most requests will be assigned to a state agency or to one of the established ESF Task Forces (e.g., Commodities, Generators and Fuel, Mass Care, Utilities Restoration.) The Resource Request Management Unit Leader will maintain an awareness of the overall process and handle any requests that do not come from a municipality or fall into an easily identified category.

   c. Act as the Point of Contact when federal resources are “pushed” into the state and coordinate these activities with State EOC, state ESF-7 agencies and personnel, local emergency management directors and Incident Commanders as needed.

   d. Provide personnel as needed to support emergency operations in the State EOC and the Joint Field Office (JFO) as necessary, including possible activation of volunteer Urban Search and Rescue Team to provide logistics support.

   e. Provide training and drills/exercises for ESF-7 staff.

   f. Ensure that ESF-7 remains compliant with NIMS and other federal guidance as required.

   g. Ensure that information on the appropriate credentialing procedures is disseminated to state and local law enforcement as well as to commodities and utilities providers.
2. Connecticut Department of Administrative Services (DAS)—Lead Procurement
   a. Provide procurement staff to the Finance/Admin Section to support ESF-7.
   
b. Provide personnel as needed to support emergency operations in the State EOC
   
c. Approve suspension of purchasing and contracting requirements as defined in Chapter 58, Sec 4a-57 of the Connecticut General Statutes.
   
d. Develop and maintain the Department of Administrative Services (DAS)
     Emergency Response Supplies, Services and Equipment: A Reference Guide to
     Statewide Contracts for the CT Department of Emergency Services and Public
     Protection, Division of Management & Homeland Security (June 3, 2014). This
     manual is a reference guide for DESPP/DEMHS to obtain specific supplies,
     services and equipment for emergency situations. The manual contains
     DAS/Procurements Division 24-hour contact information, contract reference
     index and detailed listing and emergency purchasing card information.

3. Connecticut Department of Motor Vehicles—Lead F/G TF
   a. Provide personnel and supervision for the Fuel/Generator Task force

4. Connecticut Department of Correction—Lead CTF
   b. Provide personnel and supervision for the Commodities Task force
   
c. Provide personnel and equipment as needed to support ESF-7 functions.

5. Connecticut Military Department/CT National Guard
   a. Provide personnel and equipment as needed to support ESF-7 functions,
      including the operations of the Commodities Task Force including the State
      Staging Area and commodities distribution and transportation.

6. Connecticut Department of Transportation (DOT)
   a. Provide recommendations, briefings and maps on routes identified for the
      delivery of capabilities.
   
b. Identify issues that will or could affect routes and impact delivery of
      capabilities.
   
c. Provide personnel and supervision for the Interagency Debris Management
      Task Force.

7. CT DESPP Division of Connecticut State Police
   a. Provide assistance re safe transport of commodities

8. CT DESPP Division of Fire Prevention and Control
   a. Provide logistics support as needed.
   Lead for IDMTF
   a. Provide personnel and supervision for the Interagency Debris Management
      Task Force

10. Connecticut Department of Consumer Protection
    a. Provide personnel for the Interagency Fuel/Generator Task force

C. ESF-7 Task Forces

1. Commodities Task Force
   DOC leads this Task Force with support of the CTNG and other private and public
   sector partners. Among other duties, the Commodities Task Force may be
   activated to promote timely delivery of material and equipment into the disaster
   area, including establishing and operating the State Staging Area.

   See the Commodities Task Force – Commodities Distribution SOP attached.

2. Fuel and Generator Task Force

   Department of Motor Vehicles leads this task force, which is made up of DMV,
   DEMHS, DOT, DAS, CTNG, DCP, and other fuel partners including the
   Independent Connecticut Petroleum Association, the Connecticut Chapter of the
   National Propane Gas Association, the Motor Transport Association of
   Connecticut and the Connecticut Petroleum Council. Its mission is the
   restoration and provision of emergency fuel, and generators for power needs.

   See the Fuel/Generator Task Force Guidance attached.

3. Volunteer and Donations Management Task Force

   Function of the SEOC Finance/Admin section. The purpose of Donations and
   Volunteer Management is to assign responsibilities and organize activities
   associated with funds, goods, services, time, and/or talent offered by a variety of
   sources in response to an emergency or disaster, and to make the best use of
   these offered items if, and when, they are received. The State of Connecticut has
   an agreement with Adventist Community Services to assist with large scale
   donations management within Connecticut. Working with FEMA, the State also
   has an agreement with Aidmatrix to provide a computer-based tracking system.

   See the Volunteer and Donations Management guidance attached.

4. Interagency Debris Management Task Force (IDMTF)
DEEP leads this Task Force, with DESPP/DEMHS and DOT assisting with leadership responsibilities. CTNG, Northeast Utilities and United Illuminating support the IDMTF and other agencies/organizations may be requested to participate on the Task Force as necessary (DPW, DOL, DESPP/CSP, DMV, DPH, FEMA and others). The IDMTF works to facilitate the removal, management, collection and disposal of all debris generated from a catastrophic natural hazard event such as a Category 3 hurricane.

Information on the IDMTF can be found:
Attachment 1

National Incident Management System (NIMS) - Managing Resources

1. **Identify Requirements:** When an incident occurs, personnel who have resource management responsibilities should continually identify, refine, and validate resource requirements. This process includes identifying:
   - What and how much is needed.
   - Where and when it is needed.
   - Who will be receiving or using it.

   Resource availability and requirements constantly change as the incident evolves. Coordination among all response partners should begin as early as possible, preferably prior to incident response activities.

2. **Order and Acquire:** Standardized resource-ordering procedures are used when requests for resources cannot be fulfilled locally. Typically, these requests are forwarded first to an adjacent locality or region and then to the State. Decisions about resource allocation are based on organization or agency protocol and possibly the resource demands of other incidents. Mutual aid and assistance resources will be mobilized only with the consent of the jurisdiction that is being asked to provide the requested resources. Discrepancies between requested resources and those available for delivery must be communicated to the requestor. Incident resources mobilize as soon as they are notified through established channels.

3. **Mobilize:** Mobilization notifications should include:
   - The date, time, and place of departure.
   - Mode of transportation to the incident.
   - Estimated date and time of arrival.
   - Reporting location (address, contact name, and phone number).
   - Anticipated incident assignment.
   - Anticipated duration of deployment.
   - Resource order number.
   - Incident number.
   - Applicable cost and funding codes.
   - When resources arrive on scene, they must be formally checked in.

4. **Track and Report:** Resource tracking is a standardized, integrated process conducted prior to, during, and after an incident to:
   - Provide a clear picture of where resources are located.
   - Help staff prepare to receive resources.
   - Protect the safety and security of personnel, equipment, and supplies.
   - Enable resource coordination and movement.
   - Resources are tracked using established procedures continuously from mobilization through demobilization.

5. **Recover and Demobilize:** Recovery involves the final disposition of all resources, including those located at the incident site and at fixed facilities. During this process, resources are rehabilitated, replenished, disposed of, and/or retrograded.
Demobilization is the orderly, safe, and efficient return of an incident resource to its original location and status. Demobilization planning should begin as soon as possible to facilitate accountability of the resources. During demobilization, the Incident Command and Multiagency Coordination System elements coordinate to prioritize critical resource needs and reassign resources (if necessary).

Nonexpendable Resources (such as personnel, trucks, and durable equipment) are fully accounted for both during the incident and when they are returned to the providing organization. The organization then restores the resources to fully functional capability and readies them for the next mobilization. Broken or lost items should be replaced through the appropriate resupply process, by the organization with invoicing responsibility for the incident, or as defined in existing agreements. It is critical that fixed facility resources also be restored to their full functional capability in order to ensure readiness for the next mobilization. In the case of human resources, such as Incident Management Teams, adequate rest and recuperation time and facilities should be provided. Important occupational health and mental health issues should also be addressed, including monitoring the immediate and long-term effects of the incident (chronic and acute) on emergency management/response personnel.

Expendable Resources (such as water, food, fuel, and other one-time-use supplies) must be fully accounted for. The incident management organization bears the costs of expendable resources, as authorized in financial agreements executed by preparedness organizations. Restocking occurs at the point from which a resource was issued. Returned resources that are not in restorable condition (whether expendable or nonexpendable) must be declared as excess according to established regulations and policies of the controlling jurisdiction, agency, or organization. Waste management is of special note in the process of recovering resources, as resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) are handled according to established regulations and policies.

6. **Reimburse:** Reimbursement provides a mechanism to recoup funds expended for incident-specific activities. Consideration should be given to reimbursement agreements prior to an incident. Processes for reimbursement play an important role in establishing and maintaining the readiness of resources. Preparedness plans, mutual aid agreements, and assistance agreements should specify reimbursement terms and arrangements for:
   - Collecting bills and documentation.
   - Validating costs against the scope of the work.
   - Ensuring that proper authorities are secured.
   - Using proper procedures/forms and accessing any reimbursement software programs.

7. **Inventory:** Resource management uses various resource inventory systems to assess the availability of assets provided by jurisdictions. Preparedness organizations should inventory and maintain current data on their available resources. The data are then made available to communications/dispatch centers, Emergency Operations Centers, and other organizations within the Multiagency Coordination System. Resources identified within an inventory system are not an indication of automatic availability. The jurisdiction and/or owner of the resources have the final determination on availability.
ESF 7 – Resource Support and Logistics

Appendix A.

Commodities Task Force

Commodities Distribution – Standard Operating Procedures

Prepared By:
State of Connecticut SESF # 7
Commodities and Resource Support Group
Department of Emergency Services and Public Protection/
Division of Emergency Management and Homeland Security

Rev 2014.
# ESF 7 – Resource Support and Logistics

**Commodities Task Force - Commodities Distribution – Standard Operating Procedures**

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Commodities Task Force - Commodities Distribution
Standard Operating Procedures

Section 1. Situation and Assumptions

Situation
A significant storm or man-made threat has struck the State of Connecticut and its approximately 3.5 million residents. There are widespread power outages. Estimates from utility providers indicate it may take weeks if not a month to restore power, even longer in some areas. As a result of prolonged power outages, destruction of residences and property, and/or disruptions to some public water supply systems, it is estimated that over one million residents will require assistance with commodities. Depending on the level of state and federal involvement, the commodities may be as follows:

- Food
- Bottled Water
- Tarps/Plastic Sheeting
- Cots/Blankets

Assumptions
1. The Governor has declared a state of emergency, under Section 28-9 of the Connecticut General Statutes (CGS).

2. A Presidential major disaster or emergency declaration is being considered, is imminent, or has been made. (Note: Federal fiscal disaster reimbursement assistance is not available until a Presidential Disaster is declared, and that there are different thresholds for different programs.)

3. The State Emergency Operations Center (SEOC) is activated and staffed.

4. The Governor, DESPP/DEMHS Deputy Commissioner, the State Emergency Management Director, or their designee, has activated the Commodities Distribution Standard Operating Procedure and the Commodities Task Force (CTF) and State Staging Area (SSA) Team have been stood up.

5. The Governor’s Office has ordered, through DEMHS, the establishment and operation of an SSA, i.e., Rentschler Field in East Hartford (or some other adequate facility) and is available for use for as long as necessary for distribution of commodities as listed above to assist the residents in need of life-sustaining emergency supplies.

6. The State has initiated its emergency commodities procurement process.
7. The State has requested federal assistance from FEMA; and the request has been approved, for direct support in the form of food, water, and other commodities and services that might be required by the State.
   • **NOTE:** These will not be provided for at least 72 hours after the disaster has occurred.

8. DEMHS regional offices have been activated and staffed.

9. Local authorities are establishing Local Commodities Points of Distribution throughout the disaster-affected areas and have activated Local Emergency Operations Centers.

**SECTION 2. Commodities Task force (CTF) & SEOC Operations / Ordering**

For at least 72 hours after a catastrophic disaster occurs, residents and municipal governments will be expected to provide for themselves, without State or Federal assistance. Thereafter, residents and local governments will be provided necessary and appropriate assistance through a coordinated Federal-State-Local disaster assistance delivery system.

Establishment of the Commodities Distribution Task Force (CTF) and State Staging Area (SSA) Operations:

The SSA Team is responsible for receiving, offloading, and staging of commodities from FEMA at the SSA. Once they receive orders from the CTF at the State Emergency Operations Center (SEOC), they fill the order, load trucks, and deliver to town local commodities points of distribution.

At the SEOC, the CTF receives orders for commodities, transmits orders to the SSA team, receives fulfillment information from the SSA team, and reports back to requestors. The SEOC process includes a Commodities Liaison in each affected DEMHS Regional Office, as well as a Regional Information Manager for each affected DEMHS Region at the SEOC. The Commodities Liaisons will be trained DOC employees who are deployed by the DOC as requested by DEMHS. The Commodities Liaisons will be members of the CTF.

Upon activation of the Commodities Distribution SOP, the CTF will establish a daily communications rhythm for commodities ordering, delivery, and status reporting. The CTF reports to the SEOC Operations Section on fulfillments at an established time each day. At the end of the day, the CTF leader is responsible for two (2) reports:

1. **Work Assignment Sheets (e.g., ICS 204)** – The CTF leader is responsible for coordinating with the SSA Team Leader for the work assignment sheets for both teams which details the who, what, and where of work assignments for the next day’s IAP.

2. A report of how many commodities have been ordered and delivered and to how many towns. (May be obtained from Web EOC).
Upon receipt of this information from the CTF Leader, the SEOC Operations Section Chief is responsible to bring this information to the Incident Action Plan (IAP) planning and tactical meetings for inclusion in the IAP and to the Situation Assessment Unit of the Planning Section for inclusion in Situation Reports.

Life-sustaining commodities, specifically food and water, are a priority. Local governments will communicate requirements for food, water and other commodities, using the Municipal Commodities Request Form to their applicable DEMHS Region Office who will then compile requirements and send to the SEOC. As needed and requested by the State Emergency Management Director or his designee, DOC will provide a CTF Liaison to staff each DEMHS Regional Office.

DEMHS, in conjunction with FEMA and other appropriate organizations represented at the State Emergency Operations Center, will work with DEMHS Regional Offices to determine quantities of life-sustaining commodities required state-wide. FEMA will provide life-sustaining commodities that the State is not able to provide for itself. FEMA-provided commodities will arrive at a State Staging Area (SSA) and will be re-directed by state officials to Local Commodities Points of Distribution operated by local authorities. (See Commodities Distribution Information Flow at Figure A).

Upon activation of the CTF, the CTF, in consultation with representatives of FEMA, representatives of the 2 major electric utility companies (Northeast Utilities and United Illuminating) and the Department of Public Health Drinking Water Supply Unit will determine the initial order of food, water, ice and tarps based on the Army Corps of Engineers (USACE) “needs requirement” model. (See the website at http://www.englink.usace.army.mil/igp/index.html.) This model projects that 40% of persons without power statewide will require food and water and perhaps ice and tarps.

Model results will be tailored in accordance with the practical experience of FEMA representatives and other factors related to the disaster. It is anticipated that commodities orders may be reduced from the numbers indicated in the USACE needs requirement model based on FEMA’s experiences in previous catastrophic disasters around the country.

The initial order of commodities by the state will be enough for a three-day period. The order will be written on a FEMA Action Request Form (ARF) (See Attachment 1) by the CTF and signed by the Governor’s Authorized Representative (GAR), the Alternate GAR (AGAR), or a DEMHS representative in possession of an appropriate letter of authorization from the Governor or GAR/AGAR.

The aforementioned individuals will be authorized to complete and submit Action Request Forms to FEMA and to sign as the “State Approving Official”, obligating the State to pay any required cost share for commodities.

**Daily Regional Commodities Orders**
After commodities have begun arriving at the SSA, and upon direction from the CTF, each affected DEMHS Regional Office will collect commodities orders each morning from its municipal EOCs to determine requirements for food and water. Remember that orders submitted each day should indicate the next day’s requirements.

A regular schedule for the placement of commodities orders will be determined at the beginning of the incident. Each municipality will indicate the number and type of Local Commodities Points of Distribution (Local C-PODs) that will be operating during the upcoming operational period (e.g., 0800 to 2000 for public distribution).

Municipalities requiring commodities for the upcoming operational period must communicate their commodities requirements to the appropriate DEMHS Regional Office through the Municipal Commodities Request Form via Web EOC by a specified time each morning. Other methods of communication may be necessary if Web EOC is not operating, such as fax, email, or phone. Requests received by the DEMHS Regional Office after the daily deadline, will be noted as a “late order.”

**NOTE: The State will only attempt to fill late orders if there are sufficient supplies of commodities available.**

After the initial order, local officials will order commodities daily based on the amount of remaining commodities and on the demands/needs of the public for additional commodities such as ice and tarps. Requests for generators will be forwarded to the Fuel Task Force.

The CTF will communicate the status of commodities requests back through the DEMHS Regional Office to municipalities on a regular schedule, which will be established upon the activation of the CTF. The CTF will provide the municipalities with information on the size of the order, so that the municipalities can make the proper arrangements at their Local C-PODs. The Regional Coordinator may communicate with the municipalities through the Commodities Liaison deployed to the DEMHS Regional Office. (See Commodities Distribution Information Flow at Figure A).

The attached *Municipal Commodities Request Form* can be used to determine needed commodities, and to track orders:
Each day, DEMHS Regional Office will collect requirements for food and water. Each municipality will indicate the number and type of Local Distribution Points (LDPs) that will be operating during the upcoming operational period (i.e. 0800 to 2000 for public distribution). Municipalities requiring commodities for the upcoming operational period must communicate their commodities requirements to the appropriate DEMHS Regional Office through this form via Web EOC, or other means of communication by a specified time each morning, if requested to do so. Requests received by the DEMHS Regional Office after the normally scheduled conference call will be passed to the State EOC Operations Group orally or via fax or email and noted as a “late order.”

NOTE: The State will only attempt to fill late orders if there are sufficient supplies of commodities available.

Town ______________________________________________________

Requestor ___________________________________________________

Point of Distribution Contact
Name _______________________________________________________

Phone_____________________________________________________

Location ___________________________________________________

Food and Water - Provide the number of people and the anticipated number of days (check if needed):

☐ Food  # people _____  # days _____ dates requested: initial date ______ thru ______

☐ Water  # people _____  # days _____ dates requested: initial date ______ thru ______

Ice (medical use only) - Provide the number of bags needed.

The Unit of Measure is 8 lbs. each:   # bags _____

Cots - Provide the number of cots, with or without blankets and/or the number of blankets.

☐ Cots # ____ with blankets Yes ☐ No ☐    ☐ Blankets only # ____ each

Tarps - Provide the number of tarps needed.

Tarps size is 20’ x 25’   # _____ each
SECTION 3 – State Staging Area (SSA) Operations

See Appendix B for the Connecticut National Guard Standing Operating Procedure for the Commodities State Staging Area (SSA). Appendix D contains the Suggested List of Equipment for the SSA and Appendix E is the Checklist for the SSA Command Post Administration Area.

SECTION 4 – Inventory Management

Food and water will be distributed to a Local Commodities Points of Distribution (Local C-POD) from the time it commences operation until it ceases operations.

Donations Management

The procedure for accepting donated water only is as follows:

1. Shipments of donated water arriving at the State Staging Area (SSA) will be moved out of line by Access Control Point personnel, and staged in a separate area.
2. The SSA manager will contact the CTF leader at the SEOC, who will request an inspection from the Department of Public Health (DPH).
3. Once inspected and cleared, the water will be moved back into regular inventory for distribution.

If donated commodities other than water arrive at the State Staging Area, they will not be accepted unless specifically authorized on a case by case (i.e., truck by truck) basis by the CTF in coordination with DEMHS, the Military Department, the SEOC Donations Management Task Force and any appropriate state regulatory agency (e.g., DPH, the Department of Consumer Protection.)

SECTION 5. Establishment and Operation of Local Commodities Points of Distribution (Local C-PODs)

The Division of Emergency Management and Homeland Security (DEMHS) will notify local authorities statewide or in appropriate areas of the State if a decision is made by the State to obtain and provide commodities for distribution to local authorities.

Local authorities will determine whether and when to begin commodities distribution operations in their respective municipalities and will be responsible for activating, staffing, equiping and operating pre-identified Local Commodities Points of Distribution (Local C-POD) in accordance with guidance provided by the U.S. Army Corps of Engineers. (See Supplement or the website at http://www.englink.usace.army.mil/jgp/index.html )
A municipality must have at least one Local C-POD staffed and equipped before the State will direct commodities to the municipality. See Appendix C for a List of Local Commodities Points of Distribution.

Local Emergency Operations Centers (EOC) will communicate requirements for commodities via a conference call with the appropriate DEMHS Regional Office at a regular established time each day. Other methods of communication may be necessary, such as Web EOC, fax, or satellite phone.

Towns must operate Local C-POD in support of their residents, which must be opened, staffed, and ready to receive commodities as necessary to support operations, including possible 24 hour/7 day a week operations.

A local official at the Local C-POD will be required to receive shipments by signing a *Property Transfer Report* and any other required paperwork provided by the driver.

Local C-POD will immediately notify their local EOC when shipments are received. A CTF member will notify local EOCs of when their shipments are to be expected. A CTF member will also contact local EOCs and confirm receipt of commodities. The CTF member may be a Commodities Liaison stationed at the DEMHS Regional Office.

**SECTION 6. Additional Resources**

US Army Corps of Engineers – Commodity Distribution Planning Guidance

FEMA – Point of Distribution (POD) Training

State Response Framework (SRF)
FIGURE A – Commodities Distribution Information Flow

Commodities Ordering – Communication Flow

Commodities Taskforce
- Node Daily
- Require status.
- Work with DAS if applicable
- Complete ARF
- Call back to town to confirm order / make corrections
- Call towns to inform of delivery date / time
- Daily EOC Rep. reporting if of people served / towns concerned

State Staging Area (SSA)
- Daily
- Receive EOC Report
- Order issues
- Lead Delivery
- Communicate with staging / Distribution Center
- Order issues

FEMA
- 2 p.m. Daily
- Receive ARF
- Complete ARF
- Call back to town to confirm order / make corrections
- Call towns to inform of delivery date / time
- Daily EOC Rep. reporting if of people served / towns concerned

Regions
- 11 a.m. Daily
- Each region - submit completed order to EOC via ARF
- Synchronized for exchange region by town completion by DAS Liaisons
- # of people served
- # of anticipated days needing food / water
- Contact Name
- Town

Towns
- 7:30 a.m. Daily
- Please order with Regional Office via Town Order Form / WEB EOC

Communication Modes
- WEB EOC
- Cell Phone
- Landline
- Radio
- Fax

Commodities Taskforce Members
- EOC based team – DOC / DESPP
- 5 Region Liaisons – DOC / DESPP
- DAS contract sourcing staff
- DESPP Procurement / Finance staff
- CT National Guard Chairperson - DOC
### ATTACHMENT 1 – FEMA Action Request Form

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#### I. REQUESTING ASSISTANCE (To be completed by Requestor)
1. Requestor’s Name (Please Print)
2. Title
3. Phone No.
4. Requestor’s Organization
5. Fax No.
6. Email Address

#### II. Requested Assistance (Completed by Requestor)
1. Description of Requested Assistance:
2. Quantity
3. Priority: □ High □ Medium □ Normal
4. Date and Time Needed
5. Delivery Site Location:
6. Site Point of Contact (POC):
7. 24 Hour Phone No.
8. Fax No.
9. State Approving Official Signature
10. Date

#### III. Sourcing the Request - Review/Coordination (Operations Section Only)
1. OPS Review:
   - OPS Review:
   - Other Coordination by:
   - Other Coordination by:
   - Other Coordination by:
2. □ Donations
   - Other (explain)
   - Requisition
   - Procurement
   - Interagency Agreement
   - Memorandum
3. Immediate Action Required: □ Yes □ No
4. Date
5. Time Assigned
6. Action Request: ESF# Other
7. Assigned to

#### IV. STATEMENT OF WORK (Operations Section Only)
1. OFA Action Officer:
2. 24 Hour Phone No.
3. Fax No.
4. FEMA Project Officer:
5. 24 Hour Phone No.
6. Fax No.
7. Justification/Statement of Work:
8. Estimated Completion Date:
9. Cost Estimate:

#### V. Action Taken (Operations Section Only)
- □ Accepted
- □ Rejected
- □ Accountable Property Coordinated with APO
- Disposition:

**TRACKING INFORMATION (FEMA USE ONLY)**
- ECaps/NEMIS Task ID: Action Request No.
- Program Code/Event #: □ Originated a verbal
- Received by (Name and Organization):
- State:
- Date/Time Submitted:

FEMA Form 96-136, NCV 04 (This particular form has been updated for compatibility with DART)
APPENDIX A

Field Communications

If necessary and requested, DEMHS may provide a low-band radio and a radio-equipped DEMHS agency vehicle with low-band radio and satellite radio to the State Staging Area (SSA) Command Post for communications with the State EOC. The low-band radio in the Command Post will operate on DEMHS low-band Frequency 2 and will communicate with a dedicated DEMHS low-band radio at the EOC specifically assigned to communicate with the SSA Command Post.

FEMA will provide communications between and among its management team representatives and other FEMA representatives and staff.

DEMHS will arrange for Amateur Radio support, if necessary, at the SSA Command Post through the Civil Air Patrol.

If necessary, DEMHS may request AT&T to provide a mobile cell tower and cell phones to provide cellular communications at the SSA.
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Appendix B

CT NATIONAL GUARD STANDING OPERATING PROCEDURE (SOP)

FOR THE

COMMODITIES STATE STAGING AREA (SSA)

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6. MATERIAL RELEASE ORDER FLOW CHART

7. REPORTS AND TRACKERS

   a. PERSONNEL

   b. TRANSPORTATION

   c. MATERIAL MANAGEMENT

   d. TOC (BATTLE CAPTAIN/MESSAGE CENTER)
1. **PURPOSE:** This SOP outlines the responsibilities and resource requirements of HQ, 143rd CSSB while performing Commodity Distribution at a State Staging Area (SSA) in support of civil authorities.

2. **APPLICABILITY:** This SOP applies to all personnel assigned, attached or under the operational control of HQ, 143rd CSSB.

   a. **CONCEPT OF SUPPORT:** HQ, 143rd CSSB establish a central SSA in support to civil authority.
      
      i. Receives, offloads, stores, accounts for, and distributes commodities ICW CT-DOC.
      
      ii. Provides a centralized/semi-centralized commodity pick up point for affected municipalities.
      
      iii. Provides a scalable force capable of delivering supplies to severely affected areas on a limited basis

3. **ACTIONS UPON RECEIPT OF MISSION**

   a. **MISSION ANALYSIS:** The staff will analyze WARNO/OPORD for site suitability, trafficability and manning requirements and the Officer in Charge (OIC) will report capabilities and shortcomings to headquarters.

   b. **ALERT ROSTER:** Entity chosen to complete mission will call all members to gauge initial staffing capabilities.

   c. **CONTRACTING REQUESTS AND STAFFING:** OIC will request support for both equipment and manpower that the organic entity cannot sustain on its own to headquarters.

   d. **SITE OCCUPATION:** Advanced Party will coordinate and prepare the site for occupation by main body effort. Main body falls in and is prepared to officially activate the SSA and distribute commodities by times dictated within the Operations Order.

   e. **ESTABLISH INITIAL OPERATING CAPABILITY**

   f. **ATTAIN FULL OPERATING CAPABILITY**

4. **RESOURCE REQUIREMENTS**

   a. **Basic Site Requirements** (to establish and run Commodity Distribution Operations) the site should be at a minimum:
      
      - a relatively open area approx. 500m x 2000m
      - contain a strip of paved road 1500’ long
- provide sufficient onload/offload and transfer areas
- centrally located to the affected towns and municipalities
- provide adequate access to major roadways (i.e. Interstates 91, 84 and 95) without causing significant congestion

b. Basic Manpower Requirements

i. Tactical Operations Center (TOC) Staff

1. **Battalion Commander/OIC (SSA Supervisor):** Exercises Command and Control (C2) over all personnel assigned to the mission while advising headquarters on the status of external logistical support.

2. **Executive Officer:** Serves as the Chief of Staff, directing and supervising the staff on site. Oversees the coordination between headquarters and subordinate units.

3. **Battalion Command Sergeant Major/NCOIC:** Supervises all enlisted personnel and responsible for the execution of all orders issued by OIC.

4. **Support Operations Officer (SPO):** Develops the Sustainment Plan and Integrates external support.

5. **Battle Captain (BC):** Is responsible for managing the Operations Center distributes Warning, Operations and Fragmentary Orders as they are published.

6. **Message Center Monitor:** Responsible for managing correspondence. Ensures messages are directed to the correct individuals and keeps a running log of all correspondence, to include RFIs.

7. **S1 OIC and NCOIC (Personnel):** Provides administrative/personnel support to SM called to duty on the SSA (process payroll information, awards, and medical care, etc.)

8. **S3 OIC and NCOIC (Operations):** Manages current operations, advises the BC to any change in mission, and delivers reports to HHQ headquarters as needed. Works hand-in-hand with the Battle Captain to ensure all orders are properly produced and distributed in a timely manner.

9. **S4 OIC and NCOIC (Supply):** Responsible for managing the internal logistic of the unit to sustain operations. Accounts for all equipment, tracks usage, ensures mess and maintenance service operations are completed. Prepares analysis of organic equipment in order to process requests for necessary
resources from outside organizations. Manages fuel consumption as well as contracting of equipment not organic to the operation.

10. S6 OIC and NCOIC (Communications Support): Develops and executes the communications plan to ensure the unit has all required capabilities, provides on-site technical support and assistance.

11. Transportation OIC/NCOIC: Assists the SPO in planning and coordinating transportation (distribution) support missions, analyzes internal assets to determine capabilities, designates routes, assesses and advises the trafficability of routes.

12. Material Management OIC/NCOIC: Receives external municipality requests from Material Management Cell and processes them in conjunction with the Transportation section. Issues reports of on hand and delivered commodity quantities and creates Material Release Orders (MROs) to be signed by Department of Corrections and Town representatives.

13. Distribution Representative: Reports all internal transportation capabilities directly to the Transportation section. Assigns vehicles and drivers for missions based on MROs. Tracks missions as they depart the SSA, complete download and return to the SSA and reports status to Battle Captain.


15. Fuelers: Responsible for ensuring all vehicles are fueled and reports usage to the S4. Oversees all refueling operations, to include fueling organic vehicles and rental equipment (if required).

ii. Commodity Distribution (Yard) Staff

1. Officer in Charge/NCO in Charge: Oversees all loading and unloading operations within the Distribution Point. Enforces all safety regulations/shift changes and interacts with TOC personnel as needed in order to manage the flow of traffic in/out of the SSA.

2. Commodity Upload OIC: Oversees the loading of commodities into vehicles. Ensures the correct count and signs off on MROs prior to any mission leaving the SSA.

3. Commodity Download OIC: Oversees the offloading of all commodities into the yard. Provides Material Management with an exact count by pallet. Interacts with the Yard OIC and reports capabilities as needed.
4. **Forklift Operators:** Licensed personnel capable of operating both military and commercial forklifts for both Upload/Download operations within the SSA.

5. **General Workers:** Provide site support as required.

6. **MRO NCOIC:** Provides Upload OIC with a copy of the MRO and works with forklift/pallet jack operators to load a truck for shipment.

7. **FEMA Order Representative:** Works with CT-DOC representative and FEMA driver in order to ensure the proper paperwork is completed prior to downloading commodities from a FEMA truck into the SSA.

8. **Truck Drivers:** Licensed personnel capable of operating vehicles designated to deliver commodities to municipalities per MRO request.

9. **Assistant Drivers:** Personnel (preferably licensed on the designated vehicle) who serve as chief navigator and inspector of all loads. Ensures vehicle is properly serviced and maintained in case it is designated for a shipment on a moment’s notice.

10. **Security Personnel:** Responsible for directing the flow of traffic in and out of the SSA at points designated by the SPO. Security OIC will report to the SPO and provide reports to security breaches and concerns as necessary.

11. **Runners:** Responsible for relaying messages and MROs to and from the TOC.

### iii. Basic Equipment Requirements

(Quantities of Equipment dependent on size of chosen site and scale of operation and determined once the unit has completed a recon of the site). Initially identified requirements are listed below.

- *Light Sets*
- *Portable Toilets/Latrines (Port-o-Lets)*
- *Yard Ramp, 36’, portable, 20,000lb capacity*
- *Tentage [Drash] (Operations Center, Warming/Break, Mess, Sleep, etc.)*
- *Portable or fixed loading ramps (facility dependent)*
- *Trailer, 48’, single-drop 2/beavertail load rams*
- Command Trailer
- *Forklifts (to include Propane Tanks for immediate fuel resupply)*
- Water Buffalos
- *Pallet Jacks*
- Handheld Radios (For internal communications between TOC, Yard and Security Personnel)
- Laptops
• Mi-Fi/Wi-Fi Connectivity Cards (Internet Access)
• Plug-and-Play Printers
• Fueler (HEMTT M978 with Environment Spill Kit)
• Engineer/Caution Tape
• *Traffic Cones
• M915 Tractors with flatbed Semi-Trailer
• 15-PAX Vehicle
• 7-PAX Vehicle
• Gators
• *Traffic Signs
• Cell phones
• Field Ambulance (for Medics)
• Tactical Vehicles (for Entry Control Points/Security Detail) w/comms

*Note: State contract support required

iv. External Staffing Requirements

1. Material Management Cell (MMC): Directly coordinates with DEMHS and FEMA representation in Hartford and higher headquarters to processed and vet incoming commodity requests from municipalities. MMC calculates town needs and provides MROs to SSA.

2. Department of Corrections Signature Authority: Accept all incoming FEMA commodities on behalf of the State of Connecticut and accounts for all outgoing commodity shipments delivered to municipalities.

3. Entry Control Point/Security Detail: Provides SSA security by ensuring only approved vehicles and personnel enter/leave the SSA. Directs flow of traffic, provides guidance on possible choke points/unsafe areas and reports incidents to the TOC.
5. **BATTLE RHYTHM**

This battle rhythm is based on three, nine-hour shifts, to include reports due to HHQ headquarters.

*ALL REPORTS AND TIMES ARE SUBJECT TO CHANGE BASED ON MISSION ANALYSIS, HIGHER HEADQUARTERS (HHQ) INTENT AND THE SITE OIC’S RECOMMENDATIONS.*

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTION</th>
<th>METHOD/LOCATION</th>
</tr>
</thead>
<tbody>
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<td>GREEN ONE REPORT DUE</td>
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<td>VIA EMAIL TO HHQ</td>
</tr>
<tr>
<td>0400</td>
<td>STORM REPORT DUE</td>
<td>VIA EMAIL TO HHQ</td>
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<tr>
<td>0400</td>
<td>COMMODITIES DISTRIBUTION REPORT DUE</td>
<td>VIA EMAIL TO HHQ</td>
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<td>0700</td>
<td>TOC SHIFT CHANGE BRIEF</td>
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<td>1500</td>
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<td>2300</td>
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<td>2330</td>
<td>TOC SHIFT CHANGE</td>
<td>TOC</td>
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</tbody>
</table>
6. MATERIAL RELEASE ORDER FLOW CHART

MMC Issues MRO to Message Center

Message Center receives MRO from MMC (HARTFORD)
1 Responsible to contact town/confirm availability for receipt
2 Gives copy of MRO to Material Management

MM processes and logs MRO places MRO in into MRO outbox for Truck master

Yard Master w/ Truck Master coordinate loading procedure Verify load and brief

Transportation builds trip ticket, route and updates mission board

Trip ticket to Battle Captain Trip ticket to Truck Master
Mission SP

Mission report stops and any incident to TOC Phone

Mission Complete: Driver give MRO to Truck Master

Truck Master give complete MRO to Battle Captain. Battle Captain Loads.

Battle Captain give complete MRO to MM Section to accountability/closeout

Mission Complete
7. REPORTS AND TRACKERS

All Reports and Trackers can be found via AKO/GKO by following this link: TBD.

a. S-1 (Personnel)
   i. Green One (Daily Personnel Strength Report)
   ii. Green Two (Daily Sick Call/Injury Report)

b. TRANSPORTATION SECTION
   i. Cult/Deadline Report
   ii. Mission Board Tracker
   iii. Trip Ticket Format

c. MATERIAL MANAGEMENT SECTION
   i. Commodity Distribution Report
   ii. On-Hand Quantity Tracker

d. TOC REPORTS (BATTLE CAPTAIN/MESSAGE CENTER)
   i. Toc Duty Officer Log
   ii. RFI Log/Tracker
   iii. Sitrep Format for Shift Change
   iv. S-4 (Supply)
   v. Commodities Tracker
   vi. Reports/Trackers for HHQ Headquarters
   vii. Commodities Executive Summary (for MMC)
   viii. Material Management Cell Contact Roster
## APPENDIX C

### List of Local Commodities Points of Distribution

<table>
<thead>
<tr>
<th>Town</th>
<th>Local C-POD Name &amp; Address</th>
<th>Local C-POD Type</th>
<th>Region #</th>
</tr>
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<tbody>
<tr>
<td>6/11/08</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Andover</td>
<td>Andover Elementary School 35 School Rd, Andover</td>
<td>III</td>
<td>3</td>
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<tr>
<td>Ansonia</td>
<td>Ansonia Public Works North Division St, Ansonia</td>
<td>II</td>
<td>2</td>
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<tr>
<td>Ashford #1</td>
<td>Ashford Senior Center 25 Tremko Lane, Ashford</td>
<td>III</td>
<td>4</td>
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<tr>
<td>Ashford #2</td>
<td>Cedar Hollow Shoppes Plaza 141 Nott Highway, Ashford</td>
<td>III</td>
<td>4</td>
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<tr>
<td>Avon</td>
<td>Avon Public Works 11 Arch Rd, Avon</td>
<td>II</td>
<td>3</td>
</tr>
<tr>
<td>Barkhamsted</td>
<td>Barkhamsted Elementary School 65 Ripley Hill Rd, Barkhamsted</td>
<td>III</td>
<td>5</td>
</tr>
<tr>
<td>Beacon Falls</td>
<td>Beacon Falls Fire House 35 North Main St, Beacon Falls</td>
<td>III</td>
<td>5</td>
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<tr>
<td>Berlin</td>
<td>Sage Park 1517 Berlin Turnpike, Berlin</td>
<td>II</td>
<td>3</td>
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<tr>
<td>Bethel #1</td>
<td>Bethel High School Parking Lot 3000 Whittlesey Drive, Bethel</td>
<td>III</td>
<td>5</td>
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<tr>
<td>Bethel #2</td>
<td>Bethel Municipal Center 1 School Street, Bethel</td>
<td>III</td>
<td>5</td>
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<tr>
<td>Bethlehem</td>
<td>Bethlehem Elementary School 92 East St, Bethlehem</td>
<td>III</td>
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<tr>
<td>Bloomfield</td>
<td>Bloomfield High School 5 Huckleberry Lane, Bloomfield</td>
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<tr>
<td>Bolton</td>
<td>Notch Rd Municipal Center/Bolton Center School 104-108 Notch Rd, Bolton</td>
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<td>Bozrah</td>
<td>Bozrah Dept. of Public Works 227 Fitchville Rd, Bozrah</td>
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<td>Branford</td>
<td>Wal-Mart Lot 120 Commercial Parkway, Branford</td>
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<td>Bridgeport #1</td>
<td>Food World Parking Lot 345 Huntington Turnpike, Bridgeport</td>
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<td>Bridgeport #10</td>
<td>Shaw's Supermarket Parking Lot 500 Sylvan Ave, Bridgeport</td>
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<td>Bridgeport #11</td>
<td>General Electric Parking Lot 1285 Boston Ave, Bridgeport</td>
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<td>Bridgeport #12</td>
<td>United Technologies Sikorsky Aircraft Parking Lot 1043 South Ave, Bridgeport</td>
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<td>Bridgeport #13</td>
<td>Stop &amp; Shop Supermarket Parking Lot 2600 Madison Ave, Bridgeport</td>
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<td>Bridgeport #2</td>
<td>Veterans Park 4450 Park Ave, Bridgeport</td>
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<td>Bridgeport #3</td>
<td>Brookside Shopping Center 4537 Main St, Bridgeport</td>
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<td>Bridgeport #4</td>
<td>Bullard Havens Technical Vocational School Athletic Field Parking Lot 500 Palisade Ave, Bridgeport</td>
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<td>Bob's Discount Furniture Parking Lot 815 Lafayette Blvd, Bridgeport</td>
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<td>Harbor Yard Parking Lots corner of Broad &amp; Allen Sts, Bridgeport</td>
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<td>Bridgeport #7</td>
<td>Shoreline Star Parking Lot 165 Kossuth St, Bridgeport</td>
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<td>Sikorsky Memorial Airport Parking Lot 1000 Great Meadows Rd, Bridgeport</td>
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<td>Bridgeport #9</td>
<td>Captain's Cove Marina/Seaport 1 Bostwick Ave, Bridgeport</td>
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<td>Bridgewater Fire Dept. 100 Main St South, Bridgewater</td>
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<td>Bristol</td>
<td>Bristol Senior Citizens Center 240 Stafford Ave, Bristol</td>
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<td>Brookfield</td>
<td>Brookfield High School 45 Longmeadow Hill Rd, Brookfield</td>
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<td>Brooklyn</td>
<td>Brooklyn Fairgrounds Canterbury Rd (RT 169), Brooklyn</td>
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<td>Burlington</td>
<td>Burlington Town Hall 200 Spielmen Highway, Burlington</td>
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<td>Canaan</td>
<td>Canaan Municipal Offices 108 Mains St, Canaan</td>
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<td>Location</td>
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<td>Canterbury</td>
<td>Brom's Restaurant Parking Lot 180 Westminster Dr (RT 14) between Municipal Dr and Knollwood Dr, Canterbury</td>
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<td>Canton</td>
<td>Mill Pond Recreation Center 10 East Hill Rd, Canton</td>
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<td>Chaplin</td>
<td>Chaplin Town Hall 495 Phoenixville Rd (RT 198) Chaplin</td>
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<td>Morgan High School Killingworth Turnpike, Clinton</td>
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<td>Colchester Recreation Complex 215 Old Hebron Rd, Colchester</td>
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<td>Bacon Academy High School 611 Norwich Ave, Colchester</td>
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<td>Colebrook Senior/Community Center 562 Colebrook Rd, Colebrook</td>
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<td>Columbia DPW Highway Garage 89 RT 6, Columbia</td>
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<td>Old Fire House 166 RT 66, Columbia</td>
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<td>John Winthrop Jr. High 1 Winthrop Rd, Deep River</td>
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<td>Brookside Park Sadds Mill Rd (RT 140), Ellington</td>
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<td>Enfield</td>
<td>Henry Barnard Elementary School 27 Shaker Rd, Enfield</td>
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<td>Essex</td>
<td>Lee Company 55 Bokum Rd, Essex</td>
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<td>Fairfield #1</td>
<td>Fairfield University 1073 North Benson Rd, Fairfield</td>
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<tr>
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<td>Fairfield Ludlowe High School 785 Unquowa Rd, Fairfield</td>
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<td>Farmington</td>
<td>West Woods Upper Elementary School 50 Judson Lane, Farmington</td>
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<td>Franklin</td>
<td>Petrowsky Auctioneers 275 RT 32, Franklin</td>
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<td>Glastonbury Town Garage Physical Services Dept. 2380 New London Turnpike, Glastonbury</td>
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<td>Granby Memorial High School 315 Salmon Brook St, Granby</td>
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<td>Greenwich High School 10 Hillside Dr, Greenwich</td>
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<td>Groton City</td>
<td>City of Groton Municipal Bldg. 295 Meridian St, Groton</td>
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<td>Our Lady of Mt. Carmel Church 2819 Whitney Ave, Hamden</td>
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<td>Walgreen’s - Spring Glen 1697 Whitney Ave, Hamden</td>
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<td>Hyde School (Blessed Sacrament) 322 Circular Ave, Hamden</td>
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<td>Salvation Army 1359 Dixwell Ave, Hamden</td>
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<td>West Hartland Fire Dept 152 Center St, Hartland</td>
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<td>Hebron Lions Fair Grounds 347 Gilead St (Lions Club Park)</td>
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<td>Wamogo VoAg 101 Russell St, Litchfield</td>
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<td>Elmer Thienes/Mary Hall Elementary School 25 School Drive, Marlborough</td>
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<td>Hubbard Park (near swimming pool lot) West Main St (near Southington Town Line), Meriden</td>
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<td>Quassapaug Amusement Park 2132 Middlebury Rd, Middlebury</td>
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<td>Macdonough School</td>
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<td>Grade</td>
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| Middletown #3   | mojo School  
300 Country Club Rd, Middletown                                      | III   | 3        |
| Middletown #4   | Snow School  
299 Washington St, Middletown                                          | III   | 3        |
| Middletown #5   | South Fire District  
445 Randolph Rd, Middletown                                               | III   | 3        |
| Milford         | Platt Technical High School  
600 Orange Ave, Milford                                                    | III   | 2        |
| Mohegan Tribe   | Mohegan Sun Casino  
1 Mohegan Sun Blvd, Uncasville 06382                                      | II    | 4        |
| Monroe          | Masuk High School  
1014 Monroe Tpke (RT 111), Monroe                                         | III   | 1        |
| Montville       | Fair Oaks Complex  
836 Old Colchester Rd, Montville                                           | III   | 4        |
| Morris          | Morris Firehouse, 15 South St, Morris                                      | III   | 5        |
| Naugatuck #1    | City Middle School  
441 City Hill St, Naugatuck                                                | II    | 5        |
| Naugatuck #2    | Naugatuck High School  
543 Rubber Ave, Naugatuck                                                    | II    | 5        |
| New Britain #1  | Willow Brook Park/New Britain High School  
S.Main St, New Britain                                                      | III   | 3        |
| New Britain #2  | Chesley Park  
Wildwood St, New Britain                                                   | III   | 3        |
| New Britain #3  | Wal Mart Store  
Farmington Ave, New Britain                                                 | II    | 3        |
| New Britain #4  | Stop & Shop Car Park  
677 W. Main St, New Britain                                                 | II    | 3        |
| New Britain #5  | Central CT State University (CCSU)  
CCSU Kaiser Drive Parking Lot                                                | III   | 3        |
| New Britain #6  | New Brite Plaza Car Park  
60 E. Main St, New Britain                                                  | III   | 3        |
| New Canaan #1   | Saxe School  
468 South Ave (RT 124), New Canaan                                         | II    | 1        |
| New Canaan #2   | St Luke’s School  
377 North Wilton Rd, New Canaan                                              | III   | 1        |
| New Canaan #3   | New Canaan Country Day School  
545 Ponus Ridge Rd, New Canaan                                               | III   | 1        |
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<th>Location</th>
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<td>54 Gillotti Rd, New Fairfield</td>
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<td>Bakerville School</td>
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<td>Cedar Lane, New Hartford</td>
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<td>New Haven #1</td>
<td>East Shore Park</td>
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<td>250 Woodward Ave, New Haven</td>
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<td>Hillhouse High School</td>
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<td>480 Sherman Parkway, New Haven</td>
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<td>Southern CT State University Athletic Fields</td>
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<td>501 Crescent Dr, New Haven</td>
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<td>Sports Haven</td>
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<td>John Pettibone Elementary School</td>
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<td>6 John J. Curtiss Rd, Norfolk</td>
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<td>650 Washington Ave, North Haven</td>
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<td>11 Norden Place, Norwalk</td>
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<td>South Windsor #2</td>
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<td>Mystic Aquarium 55 Logan Blvd, Stonington</td>
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<td>Stratford #2</td>
<td>DeLuca Hall of Fame Field 1000 Main St, Stratford</td>
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<td>Suffield</td>
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<td>Thomaston Center School Thomas Ave, Thomaston</td>
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<td>Torrington High School Major Bess Dr, Torrington</td>
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<td>Torrington Armory 153 South Main St, Torrington</td>
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<td>Madison Middle School 4630 Madison Ave, Trumbull</td>
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<td>Trumbull #2</td>
<td>Unity Park Unity Park, RT 127 near RT 15, Trumbull</td>
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<td>Union</td>
<td>Union Town Office Building 1043 Buckley Highway, Union</td>
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<td>Vernon</td>
<td>Vernon Center Middle School 777 Hartford Turnpike, Vernon</td>
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<td>Voluntown Firehouse RT 165, Preston City Rd, Voluntown</td>
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<td>Lyman Hall High School 70 Pond Hill Rd, Wallingford</td>
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<td>Sheehan High School/Moran Middle School 141-142 Hope Hill Rd, Wallingford</td>
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<td>Municipal Stadium 1200 Watertown Ave, Waterbury</td>
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<td>Crosby High School 300 Pierpont Rd, Waterbury</td>
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<td>Kennedy School 4222 Highland Ave, Waterbury</td>
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<td>West Hartford Public Works Dept. 11 Brixton ST, West Hartford</td>
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<td>West Hartford Town Hall 59 South Main ST, West Hartford</td>
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<td>West Haven</td>
<td>Municipal Parking Lot 355 Main St (City Hall) Civil Preparedness, West Haven</td>
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<td>Westbrook</td>
<td>Tanger Outlets 314 Flat Rock Place, Westbrook</td>
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<td>Weston Intermediate School 95 School Rd, Weston</td>
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<td>Westport #1</td>
<td>Bedford Middle School 88 North Ave, Westport</td>
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<td>Kings Highway Elementary School 125 Post Rd West, Westport</td>
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<td>Willington Town Office Building 40 Old Farms Rd, Willington</td>
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<td>Hall Memorial School 111 River Rd (RT 32), Willington</td>
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<td>Center School 24 Old Farms Rd, Willington</td>
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<td>Winchester</td>
<td>Mary P. Hinsdale School Hinsdale Ave, Winsted</td>
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<td>Access Agency 1315 Main St, Willimantic CT</td>
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<td>25 Sage Park Rd, Windsor</td>
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<td>590 Windsor Ave, Windsor</td>
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<td>Mototown</td>
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<td>58 South Elm St, Windsor Locks</td>
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<td>24 Todd Road, Wolcott</td>
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<td>Woodbridge #1</td>
<td>Alegi Soccer Field</td>
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<td>160 Pease Rd, Woodbridge</td>
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<td>Jewish Community Center (JCC)</td>
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<td>Nonnewaug High School</td>
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<td>5 Minertown Rd, Woodbury</td>
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<td>Crabtree &amp; Evelyn</td>
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<td>Peake Brook Rd, South Woodstock 06281</td>
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## APPENDIX D

### Suggested List of Equipment for State Staging Area (SSA)

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<th>ITEM</th>
<th>QUANTITY</th>
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<td>Trailer, 48’, single-drop 2/beavertail load rams</td>
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<td>Yard Ramp, 36’ portable, 20,000 lb. capacity</td>
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<td>Loading Ramps</td>
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<td>Forklift, 4,000 lb. w/side shift, propane</td>
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<td>Forklift, 6,000 lb. w/side shift, - Propane</td>
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<td>Pallet Jacks, 27’ x 48’, 5,000 lb. capacity</td>
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<td>Rope, 3/8” poly 500 ft roll</td>
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<td>Pallet Puller</td>
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<td>Fire Extinguisher</td>
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<td>Chain, 100 ft drum</td>
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<td>Chain sling</td>
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<td>Chain Hooks</td>
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<td>Wheel Chocks</td>
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<td>Portable Light Sets</td>
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<td>Portable Generators</td>
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<td>Passenger Vans (8-12 passengers)</td>
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<td>4-Passenger Cars</td>
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<td>Pick Up trucks</td>
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<td>Parking, Outside Storage Area, 30,000 sq. ft</td>
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<td>Covered/Inside storage, 20,000 sq. ft</td>
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<td>Telephones</td>
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<td>Cellular/Satellite Phones</td>
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<td>Computer Work Stations</td>
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<td>Computers</td>
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<td>Computer Printers</td>
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<td>Copy Machines</td>
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<td>FAX Machines</td>
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<td>TV/VCR w/cable connection</td>
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<td>Radio Base Station</td>
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<td>Radio, portable, 2-way, Motorola JT1000 (w/batteries and chargers)</td>
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<td>Hand-held Radios</td>
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<td>Fluorescent Duct Tape Rolls</td>
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<tr>
<td>Banding machine</td>
<td>1</td>
</tr>
<tr>
<td>Tensioner, strapping</td>
<td>1</td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Cutters, strapping</td>
<td>1</td>
</tr>
<tr>
<td>Stretch Wrap, cases</td>
<td>6</td>
</tr>
<tr>
<td>Hard Hats</td>
<td></td>
</tr>
<tr>
<td>Rain gear</td>
<td></td>
</tr>
<tr>
<td>Leather Gloves</td>
<td></td>
</tr>
<tr>
<td>Ear Plugs</td>
<td></td>
</tr>
<tr>
<td>Safety Kits</td>
<td></td>
</tr>
<tr>
<td>Safety Fluorescent Vests</td>
<td></td>
</tr>
<tr>
<td>Flashlights &amp; Batteries</td>
<td></td>
</tr>
<tr>
<td>Glow Sticks</td>
<td></td>
</tr>
<tr>
<td>Clipboards</td>
<td></td>
</tr>
</tbody>
</table>

RH - 2xCP tent with ECU

RH 2x warming tents/sun shelters

RH - 2xmess/snack area
### Checklist for SSA Command Post Administrative Area

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>radio chargers/ extra radios</td>
<td></td>
</tr>
<tr>
<td>20 Hand-held low band radios</td>
<td></td>
</tr>
<tr>
<td>Extension cord</td>
<td></td>
</tr>
<tr>
<td>Power strip</td>
<td></td>
</tr>
<tr>
<td>Duct Tape</td>
<td></td>
</tr>
<tr>
<td>Printer (s)</td>
<td></td>
</tr>
<tr>
<td>Road maps</td>
<td></td>
</tr>
<tr>
<td>Aerial photos for Rentschler Field</td>
<td></td>
</tr>
<tr>
<td>Easels – Easel Pads</td>
<td></td>
</tr>
<tr>
<td>SOPs</td>
<td></td>
</tr>
<tr>
<td>CDs</td>
<td></td>
</tr>
<tr>
<td>Digital Camera</td>
<td></td>
</tr>
<tr>
<td>PA System/microphones – email Jay Martyn – Need to Test</td>
<td></td>
</tr>
<tr>
<td>Binoculars</td>
<td></td>
</tr>
<tr>
<td>Radio headsets</td>
<td></td>
</tr>
<tr>
<td>File cabinets</td>
<td></td>
</tr>
<tr>
<td>Bullhorns for outside</td>
<td></td>
</tr>
<tr>
<td>Copiers – (May be able to move UCONN Copier from upstairs at Rentschler)</td>
<td></td>
</tr>
<tr>
<td>Carbon paper</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Quantity</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Clipboards</td>
<td></td>
</tr>
<tr>
<td>Sequence Number stickers</td>
<td></td>
</tr>
<tr>
<td>Truck Receiving and Assignment Forms - TRAFS</td>
<td></td>
</tr>
<tr>
<td>Table signs</td>
<td></td>
</tr>
<tr>
<td>Whiteboards</td>
<td></td>
</tr>
<tr>
<td>Erasable Markers</td>
<td></td>
</tr>
<tr>
<td>Magnets</td>
<td></td>
</tr>
<tr>
<td>Large Corkboard with thumbtacks/push pins</td>
<td></td>
</tr>
<tr>
<td>Wireless LAN router and toughbooks - # needed = 13 minimum – up to 16</td>
<td></td>
</tr>
<tr>
<td>Computer Mouses and Computer Mousepads</td>
<td></td>
</tr>
</tbody>
</table>
### Suggested List of Equipment for Type III Local Points of Distribution

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklifts, conventional, 6,000 lbs.</td>
<td>1-2</td>
</tr>
<tr>
<td>Pallet Grabbers and Chain Sets</td>
<td>1/1</td>
</tr>
<tr>
<td>Pallet Jacks, hand-operated</td>
<td>2</td>
</tr>
<tr>
<td>Traffic Cones</td>
<td>40</td>
</tr>
<tr>
<td>Barricade Tape (rolls) 1000’</td>
<td>4</td>
</tr>
<tr>
<td>Barricades</td>
<td>12</td>
</tr>
<tr>
<td>Shade Tent, 10’x10’</td>
<td>4</td>
</tr>
<tr>
<td>Electrical Boxes, spider</td>
<td>2</td>
</tr>
<tr>
<td>Lights, portable, 4,000 watt Light Tower</td>
<td>2</td>
</tr>
<tr>
<td>Extension Cords 12/3 GA. 100’</td>
<td>5</td>
</tr>
<tr>
<td>Portable Toilets, self-contained, with daily service contract</td>
<td>6</td>
</tr>
<tr>
<td>Fans, Warehouse, 36”</td>
<td>1</td>
</tr>
<tr>
<td>HazMat spill kit</td>
<td>1</td>
</tr>
<tr>
<td>Dumpsters</td>
<td>1</td>
</tr>
<tr>
<td>Cellular Phones</td>
<td>5</td>
</tr>
<tr>
<td>Motorola Talkabout or equivalent (optional)</td>
<td>6</td>
</tr>
<tr>
<td>Megaphone, 25 watt, w/remote mike</td>
<td>1</td>
</tr>
<tr>
<td>Flashlights, “D” Cell (2), Industrial</td>
<td>12</td>
</tr>
<tr>
<td>Eye Protection, Safety Glasses</td>
<td>25</td>
</tr>
<tr>
<td>Hearing Protection, plugs, disposable</td>
<td>100</td>
</tr>
<tr>
<td>Safety Vests</td>
<td>50</td>
</tr>
<tr>
<td>Hard Hats, conventional</td>
<td>30</td>
</tr>
<tr>
<td>Work gloves (pair)</td>
<td>10</td>
</tr>
</tbody>
</table>
APPENDIX F
Acronyms and Abbreviations

ADD       Automated Deployment Database. A FEMA system.
AGAR      Alternate Governor’s Authorized Representative. Individual designated by the Governor in the FEMA/State Agreement to exercise the same powers as the Governor’s Authorized Representative (GAR) in the administration of Federal disaster assistance on behalf of the State and local governments and other grant and loan recipients.
APO       Accountable Property Officer. FEMA position title for a Logistical staff member.
ARES      Amateur Radio Emergency Service
ARF       Action Request Form. A FEMA-required form.
CERT      Community Emergency Response Team
CFR       Code of Federal Regulations
C.G.S.    Connecticut General Statutes
COTR      Contracting Officer Technical Representative. FEMA position title for a Logistical staff member.
CP        Command Post
CSP       Connecticut State Police
CTNG      Connecticut National Guard
DAS       Department of Administrative Services (State of Connecticut)
DCO       Defense Coordinating Officer. Designated on-scene military official who coordinates Requests for Assistance and Mission Assignments with the FCO and forwards Mission Assignments to the appropriate military organizations.
DCT       Donations Coordination Team. A Donations Coordination Team is made up of representatives of voluntary organizations and State and local governments who have a vested interest in the effective management of unsolicited donated goods and voluntary services. The DCT is managed by the Department of Emergency Management and Homeland Security. Its mission is to implement the State Donations Management Plan, with the aim of keeping unneeded goods and services out of the disaster area.
DEMHS     Division of Emergency Management and Homeland Security (State of Connecticut)
DEEP      Department of Energy and Environmental Protection (State of Connecticut)
DESPP     Department of Emergency Services and Public Protection (State of Connecticut)
DHS       Department of Homeland Security (U.S.)
FEMA      Federal Emergency Management Agency
EMAC      Emergency Management Assistance Compact. A Congressionally-sanctioned interstate mutual aid compact to which almost all states, including
Connecticut, belong.

| **EOC** | **Emergency Operations Center.** Protected site from which State and local government officials coordinate, monitor, and direct emergency response activities during an emergency. |
| **EST** | **Emergency Support Team** |
| **FCO** | **Federal Coordinating Officer.** The Federal officer who is appointed by FEMA to manage and coordinate Federal Resource support activities and disaster assistance programs related to Stafford Act disasters and emergencies. |
| **GAR** | **Governor’s Authorized Representative.** Individual designated by the Governor in the FEMA/State Agreement to administer Federal disaster assistance programs on behalf of the State and local governments and other grant and loan recipients. |
| **GIS** | **Geospatial Information System** |
| **GPS** | **Global Positioning System** |
| **GSA** | **General Services Administration(U.S.)** |
| **ICS** | **Incident Command System.** A standardized organizational structure used to command, control, and coordinate the use of resources and personnel responding to the scene of an emergency. ICS concepts and principles include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management. |
| **JFO** | **Joint Field Office.** The primary field location for the coordination of response and recovery operations in a Presidentially-declared disaster or emergency. The JFO houses the Principal Federal Official (PFO) and staff comprising the Federal Emergency Response Team (ERT). The JFO operates with a schedule (up to 24 hours per day) sufficient to sustain Federal response operations. The State Coordinating Officer (SCO) usually maintains a staff at the JFO. |
| **JIC** | **Joint Information Center.** An intergovernmental public information center established to ensure the coordinated release of information by Federal, State and local officials to the media and the public regarding disaster-related activities and recovery programs. |
| **JOC** | **Joint Operations Center.** Established by the FBI. |
| **Local C-POD** | **Local Commodities Point of Distribution.** A center established and operated by local authorities to distribute federally- and state-provided food and other commodities to disaster victims. |
| **MA** | **Mission Assignment** |
| **MERS** | **Mobile Emergency Response Support.** A FEMA detachment that deploys to a disaster area to support the initial federal responders with communications, |
data processing, food, water, shelter, etc. Designed to be self-supporting for at least 72 hours.

**MHE**  
Material Handling Equipment

**NGO**  
Non-Governmental Organization. A nonprofit entity serving a public purpose.

**NIMS**  
National Incident Management System. As directed by the President and administered by the US DHS, this is a system that includes a standardized approach to incident management and response, training, credentialing, communications, equipment, and technologies. The NIMS system provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations (NGOs) to work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS includes a core set of concepts, principles, and terminology – the Incident Command System (ICS). The NIMS includes, and is in the process of developing, multi-agency coordination systems; training; identification and management of resources; qualification and certification of personnel; and the collection, tracking, and reporting of incident information and resources.

**NRF**  
National Response Framework. Promulgated by U.S. DHS in January 2008, the NRF is a guide to how the nation conducts an all-hazards response. The NRF describes how federal agencies will coordinate with each other to provide support and assistance to state, local, and tribal governments; non-governmental organizations; and the private sector.

**OIC**  
Officer-In-Charge

**OPM**  
Office of Policy and Management (State of Connecticut)

**OSHA**  
Occupational Safety and Health Administration (U.S.)

**PAR**  
Personnel Accountability Report

**PFA**  
Primary Federal Agency.

**PIO**  
Public Information Officer. Designated spokesperson for a public or private organization in dealing with the media. Also, a position appointed by the Incident Commander or Unified Command to coordinate all public information released from the incident scene.

**PTR**  

**RACES**  
Radio Amateur Civil Emergency Services

**RETCO**  
Regional Emergency Transportation Coordinator. Designated U.S. Department of Transportation Regional representative for providing and coordinating emergency transportation resources.

**RRCC**  
Regional Response Coordination Center. Located in Maynard, Massachusetts, the Region I RRRC is a Federal interagency operations center for coordination of Federal support to states in disasters and emergencies. The RRCC houses the Federal Emergency Response Team (ERT) prior to the establishment of the Joint Field Office (JFO) in the disaster-affected State.

**SSAMST**  
State Staging Area Management Support Team
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAO</td>
<td>State Approving Official. This could be the Governor’s Authorized Representative [GAR] or an Alternate GAR who provides final approval on requests for Federal assistance.</td>
</tr>
<tr>
<td>SCO</td>
<td>State Coordinating Officer. State official designated by the Governor in the FEMA-State Agreement following a Presidentially declared disaster or emergency to coordinate State and local response and recovery activities with those of the Federal government. The SCO is usually the State Emergency Management Director.</td>
</tr>
<tr>
<td>SLO</td>
<td>State Liaison Officer. A FEMA official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency.</td>
</tr>
<tr>
<td>SSA</td>
<td>State Staging Area</td>
</tr>
<tr>
<td>TAG</td>
<td>The Adjutant General</td>
</tr>
<tr>
<td>TAV</td>
<td>Total Asset Visibility. System for accountable property tracking.</td>
</tr>
<tr>
<td>TRAF</td>
<td>Truck Receiving and Assignment Form</td>
</tr>
<tr>
<td>UC</td>
<td>Unified Command</td>
</tr>
<tr>
<td>UCS</td>
<td>Unified Command System. Multi-agency, multi-jurisdictional command system in which operational goals and response strategies are jointly determined by the various responding organizations.</td>
</tr>
<tr>
<td>USC</td>
<td>United States Code</td>
</tr>
<tr>
<td>USDOT</td>
<td>United States Department of Transportation</td>
</tr>
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</table>
ESF 7 – Resource Support and Logistics

Appendix B.

Fuel/Generator Task Force

Guidance

Prepared By:
State of Connecticut SESF # 7
Fuel/Generator Task Force
Department of Emergency Services and Public Protection/
Division of Emergency Management and Homeland Security

Rev 2014.
Fuel/Generator Task Force

The Fuel Task Force (FTF) is made up of the Department of Motor Vehicles (DMV), DEMHS, Department of Transportation (DOT), Department of Administrative Services (DAS), Connecticut National Guard (CTNG), Department of Consumer Protection (DCP), and other fuel partners including the Independent Connecticut Petroleum Association, the Connecticut Chapter of the National Propane Gas Association, the Motor Transport Association of Connecticut and the Connecticut Petroleum Council. Its mission is the restoration and provision of emergency fuel, and generators for power needs, including:

1. Priority restoration of power to all of the DOT Service Plazas along I-95, I-395 and Rte. 15;
2. The monitoring of the supply of the state’s eight (8) fuel terminals;
3. Establishing communications with municipalities to determine fuel and generator needs for emergency responders and critical infrastructures, in coordination with the CTF;
4. Establishing communications with utilities to determine status of their back-up power sources to aid in restoration efforts;
5. Coordinating with FEMA to obtain generators when demand exceeds supply (size and/or number) and the US Army Corps of Engineers to assess installation requirements;
6. Providing information to the public concerning open retail fuel outlets;
7. Communicating with public service companies and emergency responders regarding fuel needs and availability;
8. Coordinating fuel access at state DOT locations for municipal vehicles involved in the emergency effort.

The Fuel Task Force (FTF) will be led by the DMV, with possible co-leadership by DEMHS or the CT National Guard. At the SEOC, the FTF receives fuel issues from the SEOC intake process, transmits requests for assistance to the appropriate state agency representative, receives fulfillment information, and reports back to requestors. Upon activation of the Commodities Distribution Standard Operating Procedure, the FTF will establish a daily communications rhythm for information gathering, ordering, delivery, and status reporting.

If the FTF is unable to fulfill the request with state agency assets, then a request for federal assistance will be made through FEMA. The FTF reports to Operations Section on fulfillments at a regular, established time each day, assuming that fuel supplies will be “restocked” overnight. At the end of the day, the FTF leader is responsible for two (2) reports:

1. Work Assignment Sheet (e.g., ICS 204 form) – The FTF leader is responsible for the work assignment sheet, which details the who, what, and where of work assignments for the next day’s Incident Action Plan (IAP).
2. A report of how many fuel issues have been received, what municipality or other facility has been assisted, and how they have been resolved.

The Operations Section Chief is responsible to bring this information to the IAP planning and tactical meetings for inclusion in the IAP and to the Situation Assessment Unit of the Planning Section for inclusion in Situation Reports.
Fuel Generator Task Force Check List

Actions to Ensure Adequate Fuel Supply:

Pre-Storm

1) All State Agencies
   - Insure that all Vehicles are topped off with the appropriate Fuel
   - Insure that all standby generators are topped off with the appropriate fuel
   - Insure all building fuel supplies are topped off with the appropriate fuel.
   - Insure that all State vehicle fueling stations are topped off with appropriate fuel.
   - Institute a 24 hour report to Fuel Task Force on amount of fuel remaining at all State fueling stations
   - Institute a 24 hour report to Fuel Task Force on amount of fuel used for heating remains in all State Buildings.
   - Contact Fuel wholesalers located in State and recommend that they insure that sufficient fuel supplies are available at all their customer locations.
   - Contact Fuel Wholesalers and request a report on product availability to the Fuel Task Force every 24 hours
   - Contact Fuel Retailers and suggest that they insure that all of their product storage tanks are topped off prior to the arrival of the storm.
   - Contact State Fuel contractors request that they provide a number of Fuel Trucks to be staged at appropriate State facilities, pre-loaded with product to be used to fuel State Vehicles, fixed generators or buildings.

2) Discuss possible actions which may need to be implemented in a State of Emergency
   - Travel Bans
   - Fuel Rationing
   - Possible purchase of available Fuel Supplies by the State
   - Other Fuel Conservation Measures

3) Request Municipalities to;
   - Insure that all Vehicle are topped off with the appropriate Fuel
   - Insure that all standby generators are topped off with the appropriate fuel
   - Insure all building fuel supplies are topped off with the appropriate fuel.
   - Insure that all Municipal vehicle fueling stations are topped off with appropriate fuel.
**Post Storm**

1) State Agencies
   
   - State agencies test their stored fuel supplies to insure they are not contaminated
   
   - Contact Fuel Wholesalers and determine if they are able to supply product and determine if they have any issues which may prevent them from delivering, damage, loss of power etc.
   
   - Contact Fuel Retailers and determine if they are able to supply product to the public, and determine if they have any issues which may prevent them from delivering, damage, loss of power, etc.
   
   - Based on information received establish a fuel distribution plan to include providing fuel to critical State and Local, Public Safety, EMS, Hospitals, Public Works, Power Restoration, Shelters, Communications assets.

2) Fuel/Generator Task Force
   
   - Implement actions as directed by Unified Command

3) Request Municipalities to;
   
   - Test their stored fuel supplies to insure they are not contaminated
   
   - Contact their fuel contractors to insure they are able to deliver product.
   
   - Report any actual or potential fuel shortfalls to the Fuel Task Force through the DESPP/DEMHS Regional Office every 24 hours.

**Actions to respond to requests for Emergency Generator Support:**

**Pre-Storm**

1) State Agencies
   
   - Test Fixed and Portable Generators on load.
   
   - Correct any problems discovered

2) Fuel/Generator Task Force
   
   - Obtain an Inventory from The Military Dept, and DESPP/DEMHS regarding Generator assets available to be deployed.
   
   - Alert State Generator Contractor and determine the number, and size of Generators they have available in State for Lease, and human assets available to install and maintain.
   
   - Consider requesting FEMA pre-stage a Prime Power Team and Generator Pack for deployment upon Presidential Declaration.
   
   - If FEMA assets are desired initiate an ARF through Logistics Section Chief

3) Discuss possible actions which may need to be implemented in a State of Emergency
• Deployment Priority
• Deployment for critical private infrastructure
• Criteria for denial of request

Post Storm

1) Fuel/Generator Task Force

• Receive Requests from SEOC
• Arrange for deployment of generators from State Generator Contractor.
• Arrange for deployment of generators in accordance with priorities set by Unified Command through the Department responsible for the Generator.
• Coordinate Assessments by USACE Prime Power and assist as required with coordination of deployment of FEMA Generators.
• Coordinate recovery of Generator assets when the need for the deployment is past.
ESF 7 – Resource Support and Logistics

Appendix C

Donations Management Task Force

Standard Operating Procedures (SOP)

Prepared By:
State of Connecticut ESF # 7
Department of Emergency Services and Public Protection/
Division of Emergency Management and Homeland Security

Rev 2014.
Purpose of the Donations Management System

Federal Donations Policies

State of Connecticut Donations Policies:

State Donations Coordinator (SDC)/Donations Management Task Force (DMTF)
Donations Coordination Center (DCC)
Donations Call Center and Aidmatrix
Donated Goods Warehouse

Acceptance/Use of Donated Goods/Services by Response Agencies:

Interdiction of Unsolicited Donated Goods:

Cash Donations

Management of Unsolicited Volunteers

References:

1. Aidmatrix MOA
2. Salvation Army MOA
3. Connecticut United Way/211 MOA
4. Adventist Community Services Disaster Response MOA
Intentionally Blank
A. **Purpose of the Donations Management System**

Federal, State and local officials and representatives of private relief organizations should do everything possible in the early stages of a catastrophic disaster to stem the influx of unsolicited and unneeded donated goods and volunteer workers into the disaster area. Management of unsolicited donated goods and volunteers presents a tremendous burden to emergency managers at all levels.

Since some types of donated goods and specialized volunteers may be needed by response organizations, the State must establish a donations management system that allows response organizations to make effective use of such goods and services. **But a primary goal of the donations management system** will be to keep unwanted donations as well as unneeded volunteer workers from spontaneously arriving in the disaster area in large quantities/numbers.

B. **Federal Donations Policies:**

1) Full use of existing voluntary donations management resources is encouraged before the help of Federal or State governments is sought.

2) The role of the Federal Government is always in support of the disaster-affected State and local governments. State and local governments, in coordination with voluntary organizations active in disaster, are ultimately in charge of donations management.

3) Federal and State governments look principally to those voluntary organizations with established donations structures already in place to receive and deliver appropriate donated goods to disaster victims.

4) Necessary response activities for donations management that may be undertaken by the Federal Emergency Management Agency (FEMA) before a Presidential declaration will be closely coordinated with State officials.

5) The Federal Government encourages cash donations to recognized nonprofit voluntary organizations with disaster experience.

C. **State Donations Policies:**

1) Residents are encouraged to give cash donations to recognized nonprofit voluntary organizations with disaster experience.

2) The State shall work with disaster relief organizations and affected jurisdictions to determine what types of donated goods and volunteer services, if any, are needed in the disaster area.

4) The DEMHS Public Information Officer will work with the Governor’s Communications Staff and United Way 211 and others to ensure that State policies regarding donations and volunteers are promptly, clearly, and repeatedly announced through the mass media and other appropriate
means (e.g. State of Connecticut website). Such announcements shall also specify what goods and services, if any, are needed.

D. State Donations Coordinator (SDC)/Donations Management Task Force (DMTF)

1) Composition of the Donations Management Task Force - DMTF: The State Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security Deputy Commissioner will designate a State Donations Coordinator from DEMHS to work with the FEMA Voluntary Agency (VOLAG) Liaison in managing the Donations Management Task Force. The DMTF shall consist of representatives from some or all of the following:

- Adventist Community Services Disaster Response
- American Red Cross
- Connecticut Food Bank
- Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security
- Connecticut Department of Social Services
- FoodShare
- The Salvation Army
- United Way of Connecticut/2-1-1 Infoline
- CT VOAD

Many of the organizations listed above are recipient organizations and are best suited to provide guidance on the use of donated goods and services. These organizations are members of the CT VOAD (Volunteers Active in Disaster).

2) Determination of Goods and Services Needed in Disaster Area: The State Donations Coordinator shall work with partners to ascertain whether certain goods or services are needed in the disaster area. Following consultation with the State Coordinating Officer (SCO), appropriate messaging will be put out from the SEOC.

3) Aidmatrix: In 2008, CT DEMHS entered into a contract with Aidmatrix wherein Aidmatrix will supply computer software products designed to handle unsolicited in-kind donations, warehouse operations, spontaneous volunteers and cash donations. This web-based system will allow the Donations Management Task Force to more effectively coordinate donations functions. People with offers will be able to register their projected donations directly on the CT Aidmatrix site. The DMTF will be able to evaluate and allocate those donations.

5) Summary of Offers of Donations: The DMTF shall keep a comprehensive summary of all offers of donations and shall make information regarding offers of donations available to response organizations represented in the State EOC or other agencies/organizations inquiring about the availability of goods/services through the donated goods system.

F. Offers of Assistance
Infoline, operated by the United Way of Connecticut in Rocky Hill, shall serve as the central location for receiving telephone offers of donations and services. If Aidmatrix is activated, Infoline will provide the CT Aidmatrix website address to any caller with internet access. Registration of donations on the website is the most efficient method. Infoline operators will take the donation information from callers without internet access, and will enter the required information directly into the Aidmatrix system. The State PIO will publicize the Infoline number and the CT Aidmatrix website address. All offers of donations and services should be referred to the Infoline number and/or the CT Aidmatrix website address.

G. **Donated Goods Warehouse**

1) **Description of Need:** To the greatest extent possible, response agencies which accept donated goods offers will direct those goods to be shipped to a facility under their agency’s control (e.g. an ARC warehouse) or directly to a local distribution center for distribution to disaster victims.

However, some donors may send needed commodities to the disaster area without receiving specific instructions from a response agency regarding a shipment destination. It is therefore imperative that the State designate a warehouse facility for receiving needed donated goods and that this facility be operational as soon as possible, ideally within 24 hours of a catastrophic disaster.

In 2008, CT DEMHS entered into a contract with Adventist Community Services to manage, sort, and inventory donations shipments at the multi-agency distribution warehouse. This agreement was used as recently as 2012.

2) **Establishment of Donated Goods Warehouse:** When requested by the State Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security Deputy Commissioner, either prior to or following a catastrophic event, the Commissioner Administrative Services shall confer with the Secretary of the Office of Policy and Management to identify, secure, equip, staff and operate a donated goods warehouse with at least 100,000 square feet of cold storage available.

The warehouse should be located approximately 25-50 miles outside the area of major disaster impacts.

Consideration should be given to utilizing either:

- An adequate State-controlled facility, managed by Adventist Community Services,
- An established commercial warehouse operation, supplemented with trained donations management volunteers from Adventist Community Services.

Contracting for warehouse space and services shall be the responsibility of the Department of Administrative Services.

H. **Acceptance/Use of Donated Goods/Services by Response Agencies:**
Preliminary Coordination with the Donations Management Task Force (DMTF): Response agencies interested in obtaining donated goods/services to support their relief operations should contact the Donations Management Task Force at the State EOC. If goods (as opposed to services) are required by the response agency, the DMTF shall advise the inquiring agency as to whether the needed goods can be obtained from the multi-agency distribution warehouse. If so, the DMTF shall instruct the Adventist Community Services warehouse management team to release the goods to the requesting agency. Transportation of donated goods from the warehouse shall be the responsibility of the requesting agency, unless transportation is available through the DMTF.

If goods are not available through the donations warehouse, the DMTF shall advise the response agency of any potential donors who have made offers through the Donations Call Center or through the CT Aidmatrix website. Response agencies accepting donations shall coordinate directly with the offering entity.

I. Interdiction of Unsolicited Donated Goods:

1) Description of Need: Despite public appeals by government officials and administrators of private relief organizations, truckloads of unsolicited donated goods from around the country may arrive at State borders. It is imperative that truck traffic be interdicted at truck weigh stations near the State border or at selected points outside the disaster impacted area, to determine the nature of the cargo being carried and its intended destination. All unwanted, unneeded cargos should be turned away.

2) Interdiction Point Operations: If assigned, state law enforcement personnel manning truck weigh stations or other interdiction points will determine if trucks entering Connecticut may be carrying unwanted donated goods.

The State Donations Coordinator (through the CSP Desk in the State EOC) will keep truck interdiction points advised of needed commodities which should be allowed to proceed to the State-designated donations facility.

J. Cash Donations

The State of Connecticut’s donation management policy is to recommend that those wishing to make cash contributions should do so to recognized voluntary agencies. The DEMHS Public Information Officer (PIO) will disseminate information to encourage people to use the State’s Aidmatrix webpage to make their donations to these organizations. Connecticut’s Aidmatrix site should include links to members of both the CT VOAD and National VOAD.

K. Management of Unsolicited Volunteers

Individuals wanting to volunteer their services will be directed to United Way 211, which will direct individuals to organizations active in disaster response and recovery such as the CT VOAD.
ESF 7 – Resource Support and Logistics

Appendix D

Interagency Debris Management Task Force

Guidance – Summary

Prepared By:
State of Connecticut
Department of Emergency Services and Public Protection/
Division of Emergency Management and Homeland Security

Rev 2014.
Interagency Debris Management Task Force (IDMTF)

a. In the event of a disaster, the Governor will activate the state contracts and will authorize the IDMTF members (DESPP/DEMHS, DEEP, DAS, and ConnDOT) to participate in all preparedness activities, to serve as operational representatives when debris management and monitoring activities are undertaken, and to assign work for the State Debris Management and Monitoring Contractors by developing task orders.

b. The State IDMTF will be represented at the State EOC. Operationally, the IDMTF may be located at the State EOC, DEEP in Hartford, and/or Conn DOT in Newington. The core membership of the IDMTF includes: DESPP/DEMHS, DEEP, DAS, and ConnDOT, and the State debris contractors. CTNG, Northeast Utilities and United Illuminating will provide continuing participation throughout the event. Other agencies/organizations may be requested to participate on the Task Force as necessary (DPW, DOL, DESPP/CSP, DMV, DPH, FEMA and others).

c. DESPP/DEMHS, DEEP, and ConnDOT will share leadership responsibilities for the IDMTF.

d. The IDMTF will assign work for the contractors by developing Task Orders. Task Orders will be issued (i.e., approved and executed) by DESPP/DEMHS (to AshBritt) for debris removal and by DEEP (to SAIC for debris monitoring). DEEP and DESPP/DEMHS IDMTF members are authorized by the Governor to execute and sign the task orders. For the purposes of documentation and data management, SAIC documentation will be used.

e. The IDMTF will be under the direction and supervision of the Alternate Governor’s Authorized Representative (AGAR) and/or the State Coordinating Officer (SCO). The AGAR/SCO or an IDMTF representative will report to the Unified Command, as needed.

f. The IDMTF will disseminate debris management information periodically to the towns through the DESPP/DEMHS Regional Coordinators, CCM, COST, and UCONN TTC. DEEP will provide debris management information on their website: www.ct.gov/deep/disasterdebrismanagement.

g. DESPP/DEMHS, ConnDOT, DMV, and CSP will coordinate on waiver and permitting issues for contracting equipment. This can include overweight trucks, wide loads, and extensions on working hours. The IDMTF (DESPP/DEMHS, DEEP, ConnDOT, DMV, and CSP) will confer with the Governor’s office for coordination with the Governor’s civil preparedness declaration, the contemplated termination of the declaration, and the possible need for extension of the Governor’s declaration, specifically concerning the contractor equipment waivers.

The State Disaster Debris Management Plan, June 2013 (Annex to the State Natural Disaster Plan) establishes the framework for proper management of debris generated by a natural disaster, with the goal of facilitating prompt and efficient recovery that is cost effective, eligible for FEMA reimbursement, and protective of the environment.

The Plan is an important planning document for all levels of government – federal, state and local. The Plan describes the State contracts that are in place to use in response to a catastrophic natural disaster; the contracts are for both debris removal operations and the monitoring of these types of operations (see below for more information on the State Contracts).
The Plan outlines the planning and operation functions for Temporary Debris Storage and Reduction Sites and the two phases of clean-up. The Plan includes a number of appendices that provide references to a number of waste management resources.

The **State Concept of Operations Plan (ConOps) for Disaster Debris Management, Activation and Use of the State Debris Removal and Monitoring Contracts** is a companion document to the State Disaster Debris Management Plan, June 2013. This Plan details the steps that will be taken by the State, its contractors, and other parties to facilitate the removal, management, collection and disposal or recycling of all debris generated from a catastrophic natural disaster, such as a Category 3 hurricane. This ConOps is tied to the activation and use of the State contracts for disaster debris removal and monitoring.

The debris management strategy for the State is divided into four major operational time periods: pre-landfall phase; phase 1; phase 2; and post-recovery. Phase 1 and Phase 2 are major focus areas. Phase 1 is the initial response, typically occurring during the first 24 to 70 hours following an event, and consists primarily of “pushing” the debris along major roadways to the right-of-way shoulders that would otherwise hinder immediate life-saving actions and that poses an immediate threat to public health and safety. Phase 2, which can last up to a year or longer, consists of removing, segregating, and disposing or recycling of the debris that hinders the orderly recovery of the community and poses less immediate threats to health and safety. The State contracts may be initiated as early as Phase 1 if it is determined that the storm event may overwhelm State and local emergency response resources.

The **Guidance for Connecticut Municipalities-Overview of Disaster Debris Management Planning, 2006** was prepared by the DEEP for the purpose of providing to municipal officials a brief and useful guide to the key elements for planning, mobilizing, organizing, and controlling a large-scale debris clearance, removal and disposal/recycling operation.

A **State Contract** for the monitoring of the disaster debris removal operations was executed, June 2014 and a contract for the removal of disaster debris was executed July 2014. These are pre-need and pre-event contracts that can assist the state in disaster debris recovery operations. These contracts:

- assure the immediate availability of coordinated debris removal support following a debris producing incident.
- will be used on an as-needed basis; and,
- will be activated on a statewide basis only by the Governor, typically in the context of an emergency declaration.

**Municipal use of state contracts**

If a FEMA major disaster declaration is received, then towns could seek 75% reimbursement for additional work beyond the 70 hours.

- Debris Removal DAS Contract Award #14PSX0060 "AshBritt" provides for clearing, collecting and transporting debris, establishing and operating temporary debris management sites, and ensuring ultimate recycling or disposal of debris.
  - Direct contact: John Noble or 954-725-6992
• Debris Monitoring (Reimbursement Documentation) DAS Contract Award #14PSX0059 "Leidos, Inc." provides for monitoring of debris removal operations and debris site management. The monitoring contract also provides comprehensive oversight, guidance and documentation services. This monitoring is required to receive potential federal reimbursement for disaster debris management expenditures under Federal Emergency Management Agency (FEMA) Public Assistance programs, as applicable.
  o Direct contacts: Betty Kamara 321-441-8518
  o DAS Contract 14PSX0059 Debris Monitoring and Documentation
Intentionally Blank
Section 28-22a. Intrastate Mutual Aid Compact.

Article I. Purposes

This compact shall be known as the Intrastate Mutual Aid Compact and is made and entered into by and between the participating political subdivisions of this state. The purpose of this compact is to create a system of intrastate mutual aid between participating political subdivisions in the state. Each participant of this system recognizes that emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential for the protection of lives and property and for best use of available assets. The system shall provide for mutual assistance among the participating political subdivisions in the prevention of, response to, and recovery from, any disaster that results in a declaration of a local civil preparedness emergency in a participating political subdivision, subject to that participating political subdivision's criteria for declaration. The system shall provide for mutual cooperation among the participating subdivisions in conducting disaster-related exercises, testing or training activities.

Article II. General Provisions

(1) For purposes of this compact: (A) "Participating political subdivision" means each political subdivision of the state whose legislative body has not adopted a resolution withdrawing from this compact in accordance with the provisions of this article; and (B) "chief executive officer" means the elected or appointed officer granted the authority to declare a local civil preparedness emergency by the charter or ordinance of his or her political subdivision.

(2) On and after October 1, 2007, each political subdivision within the state shall automatically be a participating member of this compact. A participating political subdivision may withdraw from this compact by adopting a resolution indicating its intent to do so. The political subdivision shall automatically be deemed to have withdrawn from this compact upon adoption of such a resolution. The chief executive officer of such political subdivision shall submit a copy of such resolution to the Commissioner of Emergency Management and Homeland Security not later than ten days after the adoption of the resolution. Nothing in this article shall preclude a participating political subdivision from entering into a supplementary mutual aid agreement with another political subdivision or affect any other inter-local municipal agreement, including any other mutual aid agreement, to which a political
subdivision may be a party or become a party.

(3) In the event of a serious disaster affecting any political subdivision of the state, the chief executive officer of that political subdivision may declare a local civil preparedness emergency. The chief executive officer of such political subdivision shall notify the Commissioner of Emergency Management and Homeland Security of such declaration not later than twenty-four hours after such declaration. Such a declaration shall activate the emergency plan of operations of that political subdivision, as established under subsection (a) of section 28-7, and authorize the request or furnishing of aid and assistance, including any aid and assistance provided under the intrastate mutual aid system described in this section. No immunity, rights or privileges shall be provided for any individual who self-dispatches in response to a declaration, without authorization by such individual's participating political subdivision.

Article III. Responsibilities
of the Local and Joint Organizations
of Participating Political Subdivisions

The participating political subdivisions shall ensure that the duties of their local or joint organizations, as described in subsection (a) of section 28-7, include the following:

(1) Identifying potential hazards that could affect the participating political subdivisions using an identification system common to all participating jurisdictions;

(2) Conducting of joint planning, intelligence sharing and threat assessment development with contiguous participating political subdivisions, and conduct joint training at least biennially;

(3) Identifying and inventorying the current services, equipment, supplies, personnel and other resources related to planning, prevention, mitigation, response and recovery activities of the participating political subdivisions; and


Article IV. Implementation

Any request for assistance made by the chief executive officer of a participating political subdivision who has declared a local civil preparedness emergency shall be made to the chief executive officers of other participating political subdivisions or their designees. Requests may be oral or in writing, and shall be reported to the Commissioner of Emergency Management and Homeland Security not later than twenty-four hours after the request. Oral requests shall be reduced to writing not later than forty-eight hours after the request.
Article V. Conditions

A participating political subdivision's obligation to provide assistance in the case of a declared local civil preparedness emergency is subject to the following conditions:

(1) A participating political subdivision shall have declared a local civil preparedness emergency;

(2) A responding participating political subdivision may withhold or recall resources to the extent it deems necessary to provide reasonable protection and services for its own jurisdiction;

(3) Personnel of a responding participating political subdivision shall continue under the command and control of their responding jurisdiction, including emergency medical treatment protocols, standard operating procedures and other protocols, but shall be under the operational control of the appropriate officials within the incident management system of the participating political subdivision receiving assistance; and

(4) Assets and equipment of a responding participating political subdivision shall continue under the control of the responding jurisdiction, but shall be under the operational control of the appropriate officials within the incident management system of the participating political subdivision receiving assistance.

Article VI. Licenses, Certificates and Permits

(1) If a person or entity holds a license, certificate or other permit issued by a participating political subdivision or the state evidencing qualification in a profession, mechanical skill or other skill, and the assistance of that person or entity is requested by a participating political subdivision, such person or entity shall be deemed to be licensed, certified or permitted in the political subdivision requesting assistance for the duration of the declared local civil preparedness emergency, subject to any limitations and conditions as may be prescribed by the chief executive officer of the participating political subdivisions, by executive order or otherwise; or by the person or entity's sponsor hospital.

(2) The officers, members and employees of the responding political subdivision, including, but not limited to, public works, firefighting, police or other assigned personnel rendering aid or assistance pursuant to the compact and this section shall have the same duties, rights, privileges and immunities as if they were performing their duties in the responding political subdivision.

Article VII. Reimbursement

(1) Participating political subdivisions shall maintain documentation of all assets provided. In the event of federal reimbursement to a requesting political subdivision, any political subdivision providing assistance under the compact and this section shall receive its
appropriate share of said reimbursement.

(2) A participating political subdivision may donate assets of any kind to a requesting participating political subdivision. Unless requested in writing, no reimbursement shall be sought by a responding political subdivision from a requesting political subdivision that has declared a local civil preparedness emergency. Any written request for reimbursement must be made not later than thirty calendar days after the response, except that notice of intent to seek reimbursement shall be given at the time the aid is rendered, or as soon as possible thereafter.

(3) Any dispute between political subdivisions regarding reimbursement shall be resolved by the parties not later than thirty days after written notice of the dispute by the party asserting noncompliance. If the dispute is not resolved within ninety days of the notice of the claim, either party may request that the dispute be resolved through arbitration. Any such arbitration shall be conducted under the commercial arbitration rules of the American Arbitration Association.

Article VIII. Liability

For the purposes of liability, all persons from a responding political subdivision under the operational control of the requesting political subdivision are deemed to be employees of the responding political subdivision. Neither the participating political subdivisions nor their employees, except in cases of willful misconduct, gross negligence or bad faith, shall be liable for the death of or injury to persons or for damage to property when complying or attempting to comply with the intrastate mutual aid system.
Department of Administrative Services

Emergency Response Supplies, Services and Equipment

A Reference Guide to Statewide Contracts for
The CT Department of Emergency Services and Public Protection/Division
of Emergency Management & Homeland Security (DESPP/DEMHS)

Department of Administrative Services, Procurement Division
5th Floor South
860-713-5095
165 Capitol Avenue
Hartford, CT 06106

June 3, 2014
Revised 6/3/2014

This manual is intended as a reference guide for the Department of Emergency Services and Public Protection, Division of Emergency Management & Homeland Security, to obtain specific supplies, services and equipment for emergency situations. The following information is provided in this manual:

I. DAS/Procurement Division Contact Information

II. Contract Reference Index and Detailed Listing

III. Emergency Purchasing Card Information

IV. Disaster Debris Response Activation

For after hours emergency information inquiries, please contact the DAS Procurement Staff referred to below:

**Carol Wilson**  
DAS Procurement Director  
Home: 860-684-6517  
Cell: 860-306-2251

**Paul Greco**  
Contract Specialist  
Home: 860-347-8883  
Cell: 860-343-3361

DAS staff who are interested in serving at the EOC, if needed, to lend sourcing assistance to DESPP/DEMHS in the event of an emergency:

<table>
<thead>
<tr>
<th>Name</th>
<th>Home #</th>
<th>Cell #</th>
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<tr>
<td>Joann Bellamo</td>
<td>860-344-1587</td>
<td>860-301-4965</td>
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<td>Noreen Camara</td>
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<td>860-543-0859</td>
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<tr>
<td>Mark Carroza</td>
<td>860-289-5556</td>
<td>860-951-5853</td>
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<td>Janet DelGreco Olson</td>
<td>860-788-2730</td>
<td>860-301-2080</td>
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<td>Lynn Peccherillo-Hills</td>
<td>860-295-9000</td>
<td>860-543-1161</td>
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<td>Arlene Watson-Paulin</td>
<td>860-965-6205</td>
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<td>Marcie Wilson</td>
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<tr>
<td>Kris Wohlgemuth</td>
<td>860-739-4454</td>
<td>860-823-0710</td>
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<td>Marquez, Devin*</td>
<td>Manager of Procurement Programs &amp; Services (Contracting &amp; Legal)</td>
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<td>Yetishefsky, Meg*</td>
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<td>Prequalification Main: 713-5280</td>
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<td>Procurement Services Fax # 860-713-7484</td>
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**Mailing Address:**

165 Capitol Avenue
Hartford, CT -06106

**Results for Construction Services Bids**

- [www.ct.gov/dcs](http://www.ct.gov/dcs)
- Core Help Desk: 860-622-2300

**Website:**


**Voice Mail – Local Call – 713-5200, Long Distance – (800)611-2931 use 4-digit phone number then * during greeting**

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*Part II - Attachment 6

DAS Emergency Response
Supplies, Services & Equipment Guide

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### Section II

#### Contract Reference Index and Detailed Listing

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<thead>
<tr>
<th>Contract Description</th>
<th>Contract Specialist</th>
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<tbody>
<tr>
<td>Ammunition</td>
<td>Marcie Wilson: 860-713-5622</td>
<td>7</td>
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<tr>
<td><strong>Bakery</strong></td>
<td>Ann Simeone: 860-713-5051</td>
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<td>Bar Oil for Chain Saws</td>
<td>Robert Zalucki: 860-713-5139</td>
<td>Pg. 7 &amp; 20</td>
</tr>
<tr>
<td><strong>Blankets ok checked</strong></td>
<td>Ada Rivera: 860-713-5048</td>
<td>7</td>
</tr>
<tr>
<td>Body (Deceased) Transportation Service</td>
<td>Arlene Watson-Paulin: 860-713-5237</td>
<td>8</td>
</tr>
<tr>
<td>Clothing: Uniforms, Socks, Raincoats and Foul Weather Gear, Safety Apparel and Accessories, Footwear</td>
<td>Ada Rivera: 860-713-5048</td>
<td>8, 9</td>
</tr>
<tr>
<td><strong>Commissary Services</strong></td>
<td>Ann Simeone: 860-713-5051</td>
<td>16</td>
</tr>
<tr>
<td><strong>Covers, Polyethylene, Plastic Covers and Tarps</strong></td>
<td>Ada Rivera: 860-713-5048</td>
<td>9</td>
</tr>
<tr>
<td>Dairy</td>
<td>Ann Simeone: 860-713-5051</td>
<td>13</td>
</tr>
<tr>
<td>Disaster Debris Management</td>
<td>Paul Greco: 860-713-5189</td>
<td>10</td>
</tr>
<tr>
<td>Disaster Debris Monitoring</td>
<td>Paul Greco: 860-713-5189</td>
<td>10</td>
</tr>
<tr>
<td>Electrical</td>
<td>Robert Zalucki: 860-713-5139</td>
<td>20, 21</td>
</tr>
<tr>
<td>Emergency Response and Law Enforcement Supplies</td>
<td>Janet DelGreco Olson: 860-713-5079</td>
<td>10, 11</td>
</tr>
<tr>
<td>Fire Extinguishers: Purchase, Inspection, Maintenance and Repairs</td>
<td>Linda LoSchiavo: 860-713-5078</td>
<td>12</td>
</tr>
<tr>
<td>Firefighter Equipment (Helmets, Boots, Coats, Pants, Bottles)</td>
<td>Janet DelGreco Olson: 860-713-5079</td>
<td>10, 11</td>
</tr>
<tr>
<td><strong>Foods: Bulk, Bakery, Catering (DESPP Dairy, Water</strong></td>
<td>Ann Simeone: 860-713-5051</td>
<td>12, 13, 14, 15, 16</td>
</tr>
<tr>
<td>Fuels: Gas Diesel, Heating Oil, Bio-Diesel, Propane</td>
<td>Paul Greco: 860-713-5189</td>
<td>16, 17, 18</td>
</tr>
<tr>
<td>Furniture and Services</td>
<td>Susanne Hawkins: 860-713-5064</td>
<td>18</td>
</tr>
<tr>
<td><strong>Generators</strong></td>
<td>Robert Zalucki: 860-713-5139</td>
<td>20, 21</td>
</tr>
<tr>
<td>Ice</td>
<td>Ann Simeone: 713-5051</td>
<td>19</td>
</tr>
<tr>
<td>Lighting Equipment (Hand Lights, Warning Lights, Portable Lights)</td>
<td>Janet DelGreco Olson: 860-713-5079</td>
<td>10, 11</td>
</tr>
<tr>
<td>Mail: Ground, Air, International</td>
<td>Susanne Hawkins: 860-713-5064</td>
<td>19</td>
</tr>
<tr>
<td>Maintenance, Repair &amp; Operational Supplies &amp; Equipment, Plumbing, Electrical and Generators, Sandbags and Related Equipment</td>
<td>Robert Zalucki: 860-713-5139</td>
<td>20, 21</td>
</tr>
<tr>
<td>Medical Supplies, Needles &amp; Syringes</td>
<td>Arlene Watson-Paulin: 860-713-5237</td>
<td>21, 22, 23</td>
</tr>
<tr>
<td>Moving Services</td>
<td>Susanne Hawkins: 860-713-5064</td>
<td>24, 25</td>
</tr>
<tr>
<td>Network Services</td>
<td>Kris Wohl gemuth: 860-713-2832</td>
<td>26</td>
</tr>
<tr>
<td>Police Supplies</td>
<td>Janet DelGreco Olson: 860-713-5079</td>
<td>10, 11</td>
</tr>
<tr>
<td>Plumbing</td>
<td>Robert Zalucki: 860-713-5139</td>
<td>20, 21</td>
</tr>
<tr>
<td>Two-Way Radio Communication Equipment and Service</td>
<td>Kris Wohl gemuth: 860-713-2832</td>
<td>27, 28</td>
</tr>
<tr>
<td>Radio Parts</td>
<td>Kris Wohl gemuth: 860-713-2832</td>
<td>28, 29</td>
</tr>
<tr>
<td>Record Storage</td>
<td>Susanne Hawkins: 860-713-5064</td>
<td>30</td>
</tr>
<tr>
<td>Rental of Equipment without Operators</td>
<td>Peter Hunter: 860-713-5257</td>
<td>31</td>
</tr>
<tr>
<td>Rental of Services/Equipment for Roadway Construction (includes Operators)</td>
<td>Peter Hunter: 860-713-5257</td>
<td>31, 32, 33</td>
</tr>
<tr>
<td>Rental of Industrial and Emergency Equipment</td>
<td>Robert Zalucki: 860-713-5139</td>
<td>33</td>
</tr>
<tr>
<td><strong>Rental of Portable Toilets</strong></td>
<td>Mark Carroza: 860-713-5047</td>
<td>34</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------</td>
<td>----</td>
</tr>
<tr>
<td><strong>Rescue Equipment:</strong> (Pneumatic Tools, Rope, Rigging Equipment)</td>
<td>Janet Delgroco-Olson 860-713-5079</td>
<td>10, 11</td>
</tr>
<tr>
<td><strong>Road Flares</strong></td>
<td>Janet Delgreco-Olson: 860-713-5079</td>
<td>34</td>
</tr>
<tr>
<td><strong>Rubbish Removal</strong></td>
<td>Robert Zalucki: 860-713-5139</td>
<td>34, 35</td>
</tr>
<tr>
<td><strong>Sandbags (empty, &quot;Exhibit A, back page) and Related Equipment</strong></td>
<td>Robert Zalucki: 860-713-5139</td>
<td>20</td>
</tr>
<tr>
<td><strong>Textiles, Towels, Turkish Bath</strong></td>
<td>Ada Rivera: 860-713-5048</td>
<td>36</td>
</tr>
<tr>
<td><strong>Water</strong></td>
<td>Ann Simeone: 860-713-5051</td>
<td>14</td>
</tr>
</tbody>
</table>
Ammunition, New and Reloads

Marcie Wilson: 860-713-5622

**Contract Number:** 07PSX0219

**Term of Contract:** 01/18/2008 through 12/31/2014

**Company Name:** Jurek Brothers, Inc.

- Address: 59 School Street, Greenfield, MA 01301
- Remittance Address: P.O. Box 408, Greenfield, MA 01302
- Tel. No.: (800) 628-8498
- Fax No.: (413) 772-2988
- Contact Person: Greg or Steve Jurek
- Company E-mail Address and/or Company Web Site: Greg@jurekbrothers.com, www.jurekbrothers.com

**Company Name:** Eagle Point Gun/TJ Morris & Son

- Address: 1707 Third Street, Thorofare, New Jersey 08086
- Tel. No.: (856) 848-6945
- Fax No.: (856) 384-2938
- Contact Person: Thomas J. Morris III
- Company E-mail Address and/or Company Web Site: major@jmorriii.com, comcast.net

**Company Name:** International Cartridge Corporation

- Address: 2273 Route 310, Reynolds, PA 15851
- Tel. No.: (877) 422-5332
- Fax No.: (814) 938-6821
- Contact Person: Dan Smith
- Company E-mail Address and/or Company Web Site: contact@iccammo.com, http://www.iccammo.com/

---

**Bar Oil for Chain Saws** (see Contract # 10PSX0204 – Pg. 20)

---

**Blankets**

Ada Rivera: 860-713-5048

**Contract Number:** 12PSX0267

**Effective Date:** 10/1/2012 through 09/30/2015

**Scope:**

Blankets (Blankets are also available under CA# 06PSX0377/Correctional Enterprises of Connecticut (CEC); CA # 10PSX0204/Grainger; and CA # 11PSX0127/Bob Barker Company)

**Tabb Textile Co., Inc.** (Items 3 & 4)

- Address: 511 Pleasant Drive, Opelika, AL 36801
- Phone: (334) 745-6762 x 109 & 103
- Fax: (334) 745-2377
- Contact: Marsha Thrift
- E-mail: tabbtextile@textilegroup.net
- 24/7 Contact: Rusty Langford - 334-444-1765
  rusty@textilegroup.net
Body (Deceased) Transportation Service
Arlene Watson-Paulin: 860-713-5237

Contract Number: 12PSX0124
Term of Contract: 7/01/2012 through 6/30/2014

Connecticut Trade Service
Address: 95 Dixwell Avenue, #2, New Haven, CT 06511
Contact Person: Chris Pender
Phone: 866-736-3379
Email: cttradeservice@sbcglobal.net
Emergency Contact: Chris Pender, Cell: 203-808-2226; Home: 860-216-5359

CT Mortuary Transport, LLC
Address: 99 Den Hollow Road, Guilford, CT 06437
Contact Person: Garrett F. Sullivan
Phone: 800-603-5605; Fax: (203) 453-6930
Email: info@ctmortuarytransport.com
Emergency Contact: Garrett F. Sullivan - Cell: 203-494-4738

Clothing: Uniforms, Socks, Raincoats and Foul Weather Gear, Safety Apparel and Accessories, Footwear
Ada Rivera: 860-713-5048

Contract Number: 11PSX0127
Effective Dates: 4/1/2012 through 3/31/2014
Scope: Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies
(Includes raincoats & foul weather gear, safety apparel and socks)

Aramark
141 Longwater Drive, Norwell, MA 02061
www.shoparamark.com
24/7 Contact:
Diane MacMillan
Diane.macmillan@uniform.aramark.com
Phone: (781) 763-4219; Fax: (781) 763-9120

Bob Barker Company, Inc
134 N Main St, Fuquay Varina, NC 27526
Mary Shea - maryshea@bobbarker.com
Phone: (800) 334-9880; FAX: (800) 322-7537
24/7 Contact: Pam Whitmill: 1-888-708-5013 and After Hours Calls to our regular sales line 800-334-9880

Darter Specialties, Inc.
514 Cornwall Avenue, Cheshire, CT 06410
Tel: 203-699-9805; Fax: 203-699-9807
Email: alice@darterpress.com
24/7 Contact: Guy Darter – Cell: 203-233-3944

Doughboy Police and Fire Supply
198 Boston Street, Dorchester, MA 02125
Michael A Amusu
Phone: (860) 242-1683
Email: Michaelamusu@sbcglobal.net

Fairfield Uniform Company
1197 Main Street, Bridgeport, CT 06604
Co. Email: FairfieldUniform@aol.com Website: FairfieldUniform.com
Tel. 203-335-9941; Fax: 203-394-6615
24/7 Contact: Don Reiter – Cell: 203-246-7544

Graphic Productions, Inc.
21 Stanford Drive, Hingham MA 02043
Tel. #: 781-749-8828
Email: graphicspro@msn.com
Clothing: Uniforms, Socks, Raincoats, and Foul Weather Gear, Safety Apparel, Footwear – Contract 11PSX0127 (Continued)

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horwitz Career Apparel and Uniforms</td>
<td>375 Morgan Lane - Unit 105, West Haven, CT 06516</td>
<td>Tel.: 203-931-9700x301; Fax: (203) 931-9702</td>
</tr>
<tr>
<td></td>
<td>Robert Horwitz (Owner)</td>
<td>Email: <a href="mailto:rhorwitz@horwitzuniforms.com">rhorwitz@horwitzuniforms.com</a></td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://www.horwitzuniforms.com">http://www.horwitzuniforms.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>24/7 Contact: Robert Horwitz – Cell: 203-641-1465</td>
<td></td>
</tr>
<tr>
<td>Keefe Supply Co.</td>
<td>301 Mill Road, Edison, NJ 08837</td>
<td>Jennifer Williams</td>
</tr>
<tr>
<td></td>
<td>Ph. (800) 831-1728; Email: <a href="mailto:jswilliams@keefegroup.com">jswilliams@keefegroup.com</a></td>
<td>24/7 Contact: Laura Palmisano; Ph. 1.800.831.1728 ext. 207; Cell: 732.735.2058</td>
</tr>
<tr>
<td></td>
<td>Website: <a href="http://www.horwitzuniforms.com">http://www.horwitzuniforms.com</a></td>
<td>Email: <a href="mailto:lpalmisano@keefegroup.com">lpalmisano@keefegroup.com</a></td>
</tr>
<tr>
<td>Kenai Sports, LLC</td>
<td>185 Main St. – Suite 4030100, New Britain, CT 06051</td>
<td>24/7 Contact: Charles Bogoian – Ph. (860) 550-4414</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:cbogoian@kenaisports.com">cbogoian@kenaisports.com</a></td>
<td>Email: <a href="mailto:ptepfer@kenaisports.com">ptepfer@kenaisports.com</a></td>
</tr>
<tr>
<td></td>
<td>24/7 Contact: Charles Bogoian – Ph. (860) 550-4414</td>
<td>24/7 Contact: Leanne Goddu; Ph. 978-352-5042; Fax: (978) 352-4259; Email: <a href="mailto:Leanne@MGProducts.net">Leanne@MGProducts.net</a></td>
</tr>
<tr>
<td></td>
<td>Kenai Sports, LLC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>24/7 Contact: Jonathan Shapiro; Ph. (410) 276-7570; Fax: (410) 276-1414</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: (203) 787-2013; Fax: (203) 787-2013</td>
<td>Email: <a href="mailto:tracysproducts@aol.com">tracysproducts@aol.com</a></td>
</tr>
<tr>
<td></td>
<td>24/7 Contact: Gussie Steele</td>
<td></td>
</tr>
<tr>
<td></td>
<td>300 Whalley Avenue, 2nd Floor, New Haven, CT 06511</td>
<td></td>
</tr>
<tr>
<td>PrintabiliTees, LLC</td>
<td>180 Turn Of River Rd., Suite 13D, Stamford, CT 06905</td>
<td>24/7 Contact: Jere’ C. Eaton; Office: (203) 322-3390; Cell: 203-561-250; Fax: (203) 461-8744; Email: <a href="mailto:jere@printabilitees.com">jere@printabilitees.com</a></td>
</tr>
<tr>
<td>Security Uniforms</td>
<td>48 Broad Street, New Britain, CT 06053</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ross Gottlieb (V) 860-224-1773; Fax: 860-225-9762</td>
<td>Emergency Only #: Ross Gottlieb – Cell: 860-839-7310</td>
</tr>
</tbody>
</table>

Covers, Polyethylene Plastic Covers, and Tarps

Ada Rivera: 860-713-5048

Contract Number: 11PSX0331
Effective Date: 2/1/2012 through 1/31/2015

Note: See also CA# 10PSX0204 for additional covers, Polyethylene Plastic Covers, and Tarps

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humphrys Textile Products</td>
<td>5000 Paschall Ave., Philadelphia, PA 19143</td>
<td></td>
</tr>
<tr>
<td>Tony Farinella</td>
<td>Phone: (800) 523-4503, Fax: (215) 724-8706</td>
<td>Email: <a href="mailto:rbn@humphrys.biz">rbn@humphrys.biz</a></td>
</tr>
<tr>
<td>Emergency Contact:</td>
<td>Ron Nissenbaum (President) – Cell: 215-920-5125; Home: 610-896-1653 (backup cell: 215-620-8135 (wife)</td>
<td></td>
</tr>
</tbody>
</table>

Part II - Attachment 6
DAS Emergency Response
Supplies, Services & Equipment Guide
Disaster Debris Management  
Paul Greco: 860-713-5189

Contract Number 08PSX0027  
Effective Date: through 6/30/2014  
Scope: Statewide Disaster Debris Removal and Emergency Response

Company Name: AshBritt, Inc.  
Company Address: 565 East Hillsboro Blvd. Deerfield Beach, Florida 33441

Tel. No.: 954-545-3535  
Fax No.: 954-545-3585

Contact Person: John Noble  
Company E-mail Address and/or Company Web Site: jnoble@ashbritt.com  www.ashbritt.com

Disaster Debris Monitoring  
Paul Greco: 860-713-5189

Contract Number 08PSX0028  
Effective Date: through 6/30/2014  
Scope: Statewide Disaster Debris Removal Monitoring

Company Name: Science Applications International Corporation  
Company Address: 2301 Lucien Way Suite 120 Maitland, FL 32751

Tel. No.: 321-441-8518 Cell: 407-803-2551  
Fax No.: 321-441-8501

Contact Person: Betty Kamara  
Company E-mail Address and/or Company Web Site: betty.v.kamara@saic.com

Emergency Response and Law Enforcement

Equipment (Please note that additional equipment can be found with Contract 10PSX0204 – Grainger)  
Marcie Wilson: 860-713-5622

Contract Number: 11PSX0117  
Term of Contract: 4/1/2012 through 10/31/2014  
look at Contracting portal – something about another contract incorporated with this – vendors the same?  
Don’t forget to change other CA names for certain contracts

American Safety & Supply, Inc.  
77B Napier Street, Springfield, MA 01104  
Chris Caron  
Tel. No.: (800) 472-3892  
Fax No.: (413) 737-5150

Natick Auto Sales, Inc  
DBA: MHQ Municipal Vehicles  
750 Newfield St.  
Middletown, CT  
Michael Fratoni

Part II - Attachment 6  
DAS Emergency Response  
Supplies, Services & Equipment Guide
### Emergency Response and Law Enforcement Equipment

**Contract 11PSX0117 (Continued)**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arj-Med Inc.</strong></td>
<td>1080 Madison Avenue, Suite 2B New York, NY 10028</td>
<td>Majid Tavakolian</td>
<td>(212) 758-2900</td>
<td>Fax: (212) 758-2902</td>
<td>Emergency Contact: Majid Tavakolian - 917-972-6893, 646-372-0381</td>
<td><a href="mailto:info@arjmed.com">info@arjmed.com</a></td>
</tr>
<tr>
<td><strong>New England Uniform Co., LLC</strong></td>
<td>356 Main Street Danbury, CT 06810-5838</td>
<td>Edward McGee</td>
<td>(203) 792-5256</td>
<td>Fax: (203) 792-0395</td>
<td>Email: <a href="mailto:emcgee@newenglanduniform.com">emcgee@newenglanduniform.com</a></td>
<td><a href="http://newenglanduniform.com">newenglanduniform.com</a></td>
</tr>
<tr>
<td><strong>Atlantic Nuclear Corp.</strong></td>
<td>100 Weymouth Street, Unit E-1 Rockland, MA 02370</td>
<td>John P. Anderson</td>
<td>(800) 878-9118</td>
<td>Fax: (888) 440-1319</td>
<td></td>
<td><a href="mailto:info@arjmed.com">info@arjmed.com</a></td>
</tr>
<tr>
<td><strong>Common Cents EMS Supply LLC</strong></td>
<td>304 Boston Post Road Old Saybrook, CT 06475</td>
<td>John T Dunn</td>
<td>(860) 388-4599</td>
<td>Fax: (860) 388-4699</td>
<td>Emergency Contact: John T. Dunn, 1-866-388-4599</td>
<td><a href="mailto:info@arjmed.com">info@arjmed.com</a></td>
</tr>
<tr>
<td><strong>Connecticut Police Supply</strong></td>
<td>105 Fenn Road, Newington, CT 06111</td>
<td>Edward J. O'Neill</td>
<td>(860) 667-4211</td>
<td>Fax: 860-666-2606 Contact</td>
<td>Email and/or Website: <a href="mailto:eddyo@cheerful.com">eddyo@cheerful.com</a></td>
<td><a href="mailto:eddyo@cheerful.com">eddyo@cheerful.com</a></td>
</tr>
<tr>
<td><strong>Fisher Scientific Company, LLC</strong></td>
<td>2000 Park Lane Pittsburgh, PA 15275</td>
<td>James Bond</td>
<td>(800) 226-4732</td>
<td>Fax: (866) 897-9946</td>
<td>Emergency Contact: James Bond, Tel. 860-655-2281</td>
<td><a href="mailto:safety.quotes@thermofisher.com">safety.quotes@thermofisher.com</a></td>
</tr>
<tr>
<td><strong>Fleet Auto Supply</strong></td>
<td>1869 Main Street Bridgeport, CT 06604</td>
<td>William Chizmadia</td>
<td>(888) 993-5274;</td>
<td>Fax: (203) 996-0880;</td>
<td>Email: <a href="mailto:fasbpt@aol.com">fasbpt@aol.com</a></td>
<td><a href="mailto:fasbpt@aol.com">fasbpt@aol.com</a></td>
</tr>
<tr>
<td><strong>Horwitz Career Apparel &amp; Uniforms</strong></td>
<td>375 Morgan Lane West Haven, CT 06516</td>
<td>Robert Horwitz</td>
<td>(203) 931-9700</td>
<td>Fax: (203) 931-9702</td>
<td>Email: <a href="mailto:rhorwitz@horwitzuniforms.com">rhorwitz@horwitzuniforms.com</a></td>
<td></td>
</tr>
<tr>
<td><strong>Shipman's Fire Equipment Co., Inc.</strong></td>
<td>172 Cross Road Waterford, CT 06385</td>
<td>Michael Kirchhoff</td>
<td>(800) 775-7332; Cell: 860-625-3418</td>
<td>Fax: (860) 442-0678</td>
<td>Email: <a href="mailto:mkirchhoff@shipmans.com">mkirchhoff@shipmans.com</a></td>
<td><a href="http://shipmans.com">shipmans.com</a></td>
</tr>
<tr>
<td><strong>Survival Group LLC</strong></td>
<td>112 Washington Avenue North Haven, CT 06473</td>
<td>Daniel Carmody</td>
<td>(203) 234-6326</td>
<td>Fax: (203) 234-2218</td>
<td>Email: <a href="mailto:dcarmody@survival-group.com">dcarmody@survival-group.com</a></td>
<td><a href="http://survival-group.com">survival-group.com</a></td>
</tr>
<tr>
<td><strong>Thermal Imaging Concepts, LLC</strong></td>
<td>156 O'Connell Drive Berlin, CT 06037</td>
<td>Mark D. Lewandowski</td>
<td>(860) 982-1072</td>
<td>Fax: (860) 828-1626</td>
<td>Email: <a href="mailto:thermalimaging@msn.com">thermalimaging@msn.com</a></td>
<td><a href="mailto:thermalimaging@msn.com">thermalimaging@msn.com</a></td>
</tr>
<tr>
<td><strong>Zarc International, Inc.</strong></td>
<td>529 South Petri Drive Minonk, IL 61760</td>
<td>David Froelich</td>
<td>(309) 432-3838</td>
<td>Fax: (309) 432-3490</td>
<td>Email: <a href="mailto:dtf@zarc.com">dtf@zarc.com</a></td>
<td><a href="http://zarc.com">zarc.com</a></td>
</tr>
</tbody>
</table>
Purchase of Fire Extinguishers, and Inspection, Maintenance and Repair of Fire Extinguishers

Linda LoSchiavo: 860-713-5078

Contract Number: 10PSX0317
Term of Contract: 02/01/2011 through 6/30/2014

Company Name: Fire Equipment Headquarters, Inc.
Address: 961 Migeon Avenue, Torrington, CT 06790
Tel. No.: 860-489-5916; Fax No.: 860-626-0911
Contact Person: Mary Ann O’Sullivan
Company E-mail Address and/or Company Web Site: extinguisher1@yahoo.com  www.FireEquip.com
Emergency (after hours) contact: Timothy O’Sullivan  cell: 860-309-0399; Home: 860-485-0570
Email: osullivantim@yahoo.com or: Mary Ann O’Sullivan cell: 860-309-6299; Home 860-489-5380
Email: extinguisher1@yahoo.com

Company Name: Life Safety Service & Supply, LLC
Address: 325 Sandbank Road, Unit #11, Cheshire, CT 06410
Tel. No.: 203-272-1882; Fax No.: 203-272-1896
Contact Person: Drew Marchetti
Company E-mail Address and/or Company Web Site: drew@lifesafetyservice.com or
www.lifesafetyservice.com
Emergency Contact: George DeLauri  (203) 980-0017

Company Name: Dreamers Unlimited Inc., DBA Roybal & Sons Fire Equipment Co.
Address: 33 Forest Street, Middletown, CT 06457
Remittance Address: PO Box 204, Middlefield, CT 06455-0204
Tel. No.: 860-347-2189; Fax No.: 860-343-5479
Contact Person: Jerry F. Bauer, Phyllis Bauer, Deborah Gagnon
Company E-mail Address and/or Company Web Site: Roybalfire@earthlink.net
Emergency Contact: Jerry F. Bauer  860-347-2189

Food – Distribution, Bulk & Variety
Ann Simeone: 713-5051

Contract Number: 09PSX0330
Effective Date: 10/04/2010 through 10/03/2015
Scope: Delivery of Bulk foods

SYSCO CONNECTICUT, LLC
100 Inwood Road, Rocky Hill, CT 06067
Allan Faneuf
Tel: 860-571-5664
Cell: 860-214-1594
Faneuf.allan@ct.sysco.com

Emergency Contacts for SYSCO:
Robert McMakin  Cell: 860-798-5169  Work: 860-571-5665
Scott Bedard  Cell: 860-965-8592; Work: 860-571-5683
FYI – Agencies order food one (1) week prior to cycle menu and Disaster Plan allows for a 4 hour (or less) window for deliveries in an emergency situation

### Food – Distribution, Bulk & Variety (Continued)

**Contract Number:** 12PSX0011  
**Effective Date:** 07/27/2012 through 06/30/2014  
**Scope:** Delivery of Bulk foods

<table>
<thead>
<tr>
<th>The Hartford Provision Company (HPC)</th>
<th>Emergency Contacts for SYSCO:</th>
</tr>
</thead>
</table>
| 625 Nutmeg Road North, South Windsor, CT 06074 | Roger Siering Cell: **860-681-4667** Work 860-760-3935  
| **Roger Siering** | Todd Abramson Cell: **860-966-5819** Work 860-760-3924  
| Tel: 860-760-3935 / **Cell:** **860-681-4667** | Work 860-760-3997  
| rsiering@hpcfs.com |  
| **Todd Abramson** |  
| Tel: 860-760-3924 / Cell: 860-966-5819 |  
| tabramson@hpcfs.com |

FYI – This is a three town C/A Food for Cheshire, New Milford and Wolcott, CT

### Food – Bakery Products (perishable)

**Contract Number:** 10PSX0283  
**Effective Date:** 01/01/2011 through 06/30/2014  
**Scope:** Delivery of perishable Breads & Rolls

| Orograin Bakeries Sales, Inc. | David Ziobrowski  
|------------------------------|------------------|
| 1 Petra Lane, Albany, NY 12205 | Phone: (518) 456-4792  
|                             | Fax: (518) 452-1563  
|                             | Email: dziobrowski@bbumail.com |

### Food – Dairy Products

**Contract Number:** 08PSX0066  
**Effective Date:** 07/01/2008 through 06/30/2014  
**Scope:** The Purchase of Milk, Milk Products, Cream and Related Dairy Products

| Guida Selbert Dairy | James F. Guida  
|---------------------|------------------|
| 433 Park Street, New Britain, CT 06050-2900 | Phone: (860) 842-4335; Fax: (860) 225-0035  
|                             | Email: jguida@supercow.com |

| Marcus Dairy Inc. | Thomas W. Schiappa  
|------------------|------------------|
| 4 Eagle Road, Danbury CT, CT 06810 | Phone: (800) 243-2511; Fax: (203) 791-2759  
|                             | Email: tschiappa@marcusdairy.com |
Food – Bottled Water, Cooler Rental & Supplies for Non-Potable Water Sites

Contract Number: 12PSX0052
Effective Date: 06/01/2012 through 05/31/2014
Scope: Delivery of Water
(SEE CRYSTAL ROCK AGREEMENT – SCREEN SHOT/NEXT PAGE)

Crystal Rock, LLC
1050 Buckingham Street
Watertown, CT 06795
Frank Finik - Cell # is 860-398-3540
Tel: 800-525-0070
ffinik@crystalrock.com
24/7 Contact: Peter J. Guildner - 800-525-0070

Dept. of Corrections
Michael Bibens cell: 860-798-9669
or work: 860-691-6989
DOC may assist in “bagged water” and provide “pump stations” to other facilities whenever possible. DOC has an MOU with AM Red Cross for emergencies

* The same emergency contact info for Sysco Food C/A 09PSX0330 should also apply here.
This is how emergency water contacts should read:
1st it’s Crystal Rock,
2nd Sysco and
3rd Michael at DOC
EMERGENCY WATER AGREEMENT

This letter confirms that Crystal Rock / Vermont Pure Water Company will provide bottled water either on a delivery or pick-up basis depending on the nature of the emergency and the following guidelines.

In the event that an emergency occurs disrupting the availability of potable drinking water to your facility, the Crystal Rock / Vermont Pure Water Company will provide bottled drinking water on a "when needed" basis at the earliest delivery time possible. If your emergency is immediate and we are unable to deliver for any reason, you can arrange pick-up of water containers using your personnel at one of our twelve facilities: CT, NY, NH or MA. Costs of any products needed, will be at the prevailing rates.

We are aware that your emergency water plan requires approximately (unlimited) gallons per day and we are prepared to provide your facility with that amount.

Business hours are Monday through Friday, 8AM to 5PM, except holidays. Our telephone number is 1-800-525-0070. After hours, as well as on weekends and holidays, follow the prompts to speak with our "urgent". That will activate the pager of our on call person who will call you back shortly.

Should you be interested in or have a need for any of our other services such as water dispensers, distilled water, coffee service or paper cups, we will be happy to meet those needs as well.

Sincerely,

[Signature]

Peter Guildner
Food/Catering Services for DESPP at the CT Fire Academy

Contract Number: 12PSX0378  
Effective Date: 06/10/2013 through 06/09/2016

Lessing’s Food Service Management Corp.  
3500 Sunrise Hwy Building 100 Suite 100, Great River, NY 11739  
Arnie Fink, Vice President, Business Development  
O- 860-666-5609 x13; C- 860-402-9026; F- 860-667-2945  
afink@lessings.com  
24/7 Contact: Chip Loree, Cell: 860-212-8412

Commissary Services

Contract Number: 11PSX0154  
Effective Date: 07/01/2013 through 06/30/2017  
Scope: Commissary Services for Department of Correction and Department of Children and Families (limited)

Keefe Supply Co.  
301 Mill Road, Edison, NJ 08837  
Jennifer Williams - Phone: (800) 831-1728 - FAX: (732) 248-6998 – Email: jswilliams@keefegroup.com  
24/7 Contact: Laura Palmisano, (732) 735-2058

Fuel: Gasoline

Contract Number: 11PSX0079  
Effective Date: 07/01/2011 through 06/30/15  
Scope: Delivery of 87octane 10% Ethanol gasoline

East River Energy  
401 Sound view Rd. Guilford, CT 06437-0388  
Fax: 203-453-3899  
jmh@eastriverenergy.com
Fuel: Number 1&2 Diesel, Vehicular and Generator

Paul Greco: 860-713-5189

Contract Number: 12PSX0029
Effective Date: 05/01/2012 through 04/30/2015
Scope: Delivery of number 1 & 2 diesel Fuels

East River Energy
401 Sound view Rd. Guilford, CT 06437-0388
Fax: 203-453-3899
jmh@eastriverenergy.com

Dime Oil Co.
93 Industry Lane Waterbury, CT 06704
Thomas Kraft Tel: 203-754-5334; Cell: 203-232-0566; Home: 203-879-6504
Fax: 203-232-0566
Dime.oil@snet.net

Santa Buckley Energy, Inc.
154 Admiral Street P.O. Box 1141 Bridgeport, CT 06601
Lex Johnson Tel: 203-336-3541; Cell: 860-463-3410; Home: 860-228-9133
Fax: 203-367-2412
johnsonl@santaenergy.com

Fuel: Heating Oil

Paul Greco: 860-713-5189

Contract Number: 12PSX0028
Effective Date: 05/01/2012 through 04/30/2015
Scope: Delivery of Heating Oil

East River Energy
401 Sound view Rd. Guilford, CT 06437-0388
Fax: 203-453-3899
jmh@eastriverenergy.com

Dime Oil Co.
93 Industry Lane Waterbury, CT 06704
Thomas Kraft Tel: 203-754-5334; Cell: 203-232-0566; Home: 203-879-6504
Fax: 203-232-0566
Dime.oil@snet.net

Santa Buckley Energy, Inc.
154 Admiral Street P.O. Box 1141 Bridgeport, CT 06601
Lex Johnson Tel: 203-336-3541; Cell: 860-463-3410; Home: 860-228-9133
Fax: 203-367-2412
johnsonl@santaenergy.com
**Fuel: Propane**

**Contract Number:** 10PSX0040  
**Effective Date:** 07/01/2010 through 12/31/2013  
**Scope:** Delivery and fill at vendor location

<table>
<thead>
<tr>
<th>County</th>
<th>Contact &amp; Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairfield</td>
<td>Fred Jacques 203-330-9852</td>
</tr>
<tr>
<td>Hartford</td>
<td>Ed Leavenworth 860-589-8071</td>
</tr>
<tr>
<td>Litchfield</td>
<td>Ed Leavenworth 860-589-8071</td>
</tr>
<tr>
<td>Middlesex</td>
<td>Pat Capone 860-663-1636</td>
</tr>
<tr>
<td>New Haven</td>
<td>Pat Capone 860-663-1636</td>
</tr>
<tr>
<td>New London</td>
<td>Paul Christensen – 860-537-5925</td>
</tr>
<tr>
<td>Tolland</td>
<td>Fred Doyon 860-455-9596</td>
</tr>
<tr>
<td>Windham</td>
<td>Fred Doyon 860-455-9596</td>
</tr>
</tbody>
</table>

**Paraco Gas Corporation**

800 Westchester Avenue suite 604 Rye Brook, NY 01573  
Andrew Mirchin Tel: 914-250-3700 Fax: 914-251-9444 amirchin@paracogas.com

---

**Furniture and Furniture Services, Purchase and Rental of Pre-Owned Office**

**Contract Number:** 11PSX0107  
**Effective Date:** 10/1/2011 through 9/30/2016

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact &amp; Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lyco, Inc.</td>
<td>Tom Lyon, General Manager</td>
</tr>
<tr>
<td></td>
<td>Phone Number: (860) 646-3575 / Fax Number: (860) 645-1116</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:tomylon@lycoinc.com">tomylon@lycoinc.com</a> / Web Site: <a href="http://www.lycoinc.com">www.lycoinc.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact &amp; Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Enterprises, Inc.</td>
<td>Robert Wilson</td>
</tr>
<tr>
<td></td>
<td>Phone Number: (860) 645-9090 / Fax Number: (860) 645-7566</td>
</tr>
<tr>
<td></td>
<td>E-mail: <a href="mailto:rob@tedesk.com">rob@tedesk.com</a> / <a href="mailto:sales@tedesk.com">sales@tedesk.com</a> / Web Site: <a href="http://www.tedesk.com">www.tedesk.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company</th>
<th>Contact &amp; Tel</th>
</tr>
</thead>
<tbody>
<tr>
<td>W B Mason Company</td>
<td>Scott Fields</td>
</tr>
<tr>
<td></td>
<td>Phone Number: (888) 926-2766 Ext. 1470 / Fax Number: (800) 262-1622</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:scott.fields@wbmason.com">scott.fields@wbmason.com</a> / Web Site: <a href="http://www.wbmason.com">www.wbmason.com</a></td>
</tr>
</tbody>
</table>
**Ice – Bagged Ice Cubes and Refrigeration Truck Rental During Emergency Declaration**

**Ann Simeone: 713-5051**

**Contract Number:** 12PSX0227  
**Effective Date:** 04/03/2013 through 06/30/2014

| Dee Zee Ice LLC  
| 93 Industrial Drive  
| Southington, CT 06489  
| Carl Verderame III; Office Ph.: 860-276-3500; Cell: (203) 996-4383; FAX: (860) 621-5050; Email: carl@diamondicecold.com |

---

**Mail - Ground Transport, Air Express and International Express Services**

**Susanne Hawkins: 860-713-5064**

**Contract Number:** 11PSX0001  
**Effective Date:** 8/28/2011 through 8/27/2014  
**Scope:** Ground Transport, Air Express and International Express Services - Courier Service Rates

| FedEx Corporate Services, Inc., as agent for Federal Express Corporation and FedEx Ground Systems Inc. (FedEx)  
| 6625 Lenox Park Boulevard, 3rd Floor  
| Memphis, TN 38115  
| Contact Person: Gayle Gilbert, CT Account Manager  
| E-mail Address: ggilvert@fedex.com  
| Website: www.fedex.com  
| Phone Number: (703) 599-1580  
| Fax Number: (866) 370-2491 |

| United Parcel Services (UPS)  
| 55 Glenlake Parkway, NE, Atlanta, GA 30328  
| Contact Person: John R. Reen – CT Director  
| E-mail Address: ireen@ups.com  
| Website: www.ups.com  
| Phone Number: (717) 756-2499 |
Maintenance, Repair & Operations Equipment (MRO)

Rob Zalucki: 860-713-5139

Contract Numbers 10PSX0204 MRO (includes bar oil for chain saws), 10PSX0263 Janitorial, 09PSX0060 Plumbing, 09PSX0090 Electrical, 04PSX0028 HVAC

Effective Date: Various

Scope: Maintenance, Repair and Operations products including industrial, electrical, plumbing, HVAC and cleaning supplies, Sandbags (empty, *Exhibit A, back page) and Related Equipment

The rental of emergency equipment (portable lights and generators) contract is also available – 12PSX0204 (pg. 33).

Industrial Supplies – 10PSX0204
Grainger Industrial Supply
75 Maxim Road
Hartford, CT 06114-1605
Contact: Kevin Fleury
Tel: 978-552-7351
Cell: 978-502-5798*call Kevin first before 24/7 #
e-mail: Kevin.fleury@grainger.com
website: www.grainger.com
Customer Care: 888-361-8649
Grainer Parts: 800-323-0620
24 Hour Emergency Phone: 800-225-5994*see above!

Janitorial/Cleaning Supplies – 10PSX0263
The Eastern Bag & Paper Group
200 Research Drive
Milford, CT 06460
Contact: Brien McPadden
Tel: 203-878-1814 or 800-972-9622 ext. 2869
Fax: 203-882-2886
e-mail: rkennedy@easternbag.com
website: www.easternbag.com

Janitorial/Cleaning Supplies 10PSX0263
C&C Janitorial Supplies, Inc.
665 New Britain Avenue
Newington, CT 06111
Contact: Grace Cafe or Gary Hanson
Tel: 860-594-4200 or 800-818-0531
Fax: 860-594-4250
e-mail: grace@ccsupplies.com
website: www.ccsupplies.com

HVAC/Industrial Supplies 04PSX0028
Brack d.b.a. Johnstone Supply
156 Magee Avenue
Stamford, CT 06902
Contact: Josh Solon
Tel: 203-359-2626
Cell: 203-223-8074
Fax: 203-967-3606
e-mail: store119@johnstonesuppl.com
website: www.johnstonesupply.com

Industrial Shelving – 10PSX0137
PSI – New England Storage Products
464 Wolcott Road
Wolcott, CT 06716
Contact: Carlo Cantamessa
Tel: 800-532-6924 or 203-879-5471
Fax: 203-879-7188
e-mail: castshows@yahoo.com
website: www.psi-nesp.com

Industrial Shelving – 10PSX0137
Insalco
7 Capital Drive
Wallingford CT 06492
Contact: Robert Ziedman
Tel: 203-272-4249
Fax: 203-272-2048
e-mail: insalco@snet.net
website: www.insalco.com

Electrical Supplies – 10PSX0090
Northeast Electrical Distributors
26 Murphy Road
Hartford, CT 06114
Contact: Bob Armstrong
Tel: 860-549-7900 or 866-803-9511
Fax: 860-549-7901
e-mail: bob.armstrong@sonepar-ne.com
website: www.needco.com

Electrical Supplies – 10PSX0090
All Phase Electrical Supply
15 Commerce Way
South Windsor, CT 06074
Contact: Eric Pranitis
Tel: 860-289-7711
Fax: 860-290-8970
e-mail: epranitis@all-phasect.com
website: www.all-phasect.com
Medical Supplies

Contract Number: 07PSX0164
Effective Date: 11/28/2007 through 12/30/2013
Scope: Delivery of Medical Supplies

Company Name: Bound Tree Medical, LLC
Address: 5200 Rings Road, Suite A, Dublin, Ohio, 43017
Tel. No.: 800-863-0953 or 800-257-5713; Fax No.: 877-311-2437
Contact Person: Cathy Taynor Ext. 5036
Remittance Address: 23537 Network Place, Chicago, IL, 60673-1235
24-Hour Tel. #: 800-863-0953

Company Name: CF Medical, Inc.
Address: 12 Lakeview Avenue, Danvers, MA 01923
Tel. No.: 978-750-1899 or 978-750-6823; Fax No.: 978-750-0596
Contact Person: Ed Frisch
Remittance Address: Same
Company E-mail Address and/or Company Web Site: ed@cfmedical.com  www.cfmedical.com
24-Hour #: 978-302-3698 or Kristen Gallant: 978-335-7264

Company Name: Emergency Medical Group, LLC
Address: 25 Van Zant Street, Norwalk, CT 06855
Tel. No.: 203-855-1300; Fax No.: 203-855-0303
Contact Person: Robert Vanderbes
Remittance Address: Same
Company E-mail Address and/or Company Web Site: rvanderbes@emedgroup.com www.emedgroup.com
24-Hour Tel. #: 203-885-1300 Ext. 83
<table>
<thead>
<tr>
<th>Company Name: Kentron Health Care, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: P.O box 120, 360H Kelton Jackson Road, Springfield, TN 37172-0120</td>
</tr>
<tr>
<td>Tel. No.: 973-244-9111 Fax No.: 615-384-0574</td>
</tr>
<tr>
<td>Contact Person: Nari Sadarangani</td>
</tr>
<tr>
<td>Company E-mail Address and/or Company Web Site: <a href="mailto:kentron@kentronmedical.com">kentron@kentronmedical.com</a> <a href="http://www.kentronmedical.com">www.kentronmedical.com</a></td>
</tr>
<tr>
<td>24-Hour Tel. #: 615-384-0573; Cell: 615-668-1147</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name: Lifesavers, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 39 Plymouth Street, Fairfield, NJ 07004</td>
</tr>
<tr>
<td>Tel. No.: 973-244-9111 Fax No.: 973-244-1666</td>
</tr>
<tr>
<td>Contact Person: Robert Stickel</td>
</tr>
<tr>
<td>Company E-mail Address and/or Company Web Site: <a href="mailto:bob@lifesaversinc.com">bob@lifesaversinc.com</a> <a href="http://www.lifesaversinc.com">www.lifesaversinc.com</a></td>
</tr>
<tr>
<td>24-Hour Tel. #: Bob Stickel – 973-568-9833</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name: Moore Medical LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 389 John Downey Drive, New Britain, CT 06050</td>
</tr>
<tr>
<td>Tel. No.: 800/234-1464 or 860/826-3600 Fax No.: 877/354-5916</td>
</tr>
<tr>
<td>Contact Person: Bonnie Irish/Bonnie Samsel ext 5393</td>
</tr>
<tr>
<td>Remittance Address: PO box 99718, Chicago, IL 60696</td>
</tr>
<tr>
<td>Company E-mail Address and/or Company Web Site: <a href="mailto:birish@mooremedical.com">birish@mooremedical.com</a></td>
</tr>
<tr>
<td>24-Hour Tel. #: 800-234-1464 between 8 am and 8 pm OR Charles Valentino - Cell: 860-550-2639</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name: Mckesson Medical-Surgical Minnisota Supply, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 8121 10th Ave., North Golden Valley, MN 55427</td>
</tr>
<tr>
<td>Tel. No.: 800-328-8111 x6588 Fax No.: 800-237-6115</td>
</tr>
<tr>
<td>Remittance Address: PO Box 630693, Cincinnati, OH 45263-0693</td>
</tr>
<tr>
<td>Contact Person: Marsha Chevalier</td>
</tr>
<tr>
<td>Company E-mail Address and/or Company Web Site: <a href="mailto:marsha.chevalier@mckesson.com">marsha.chevalier@mckesson.com</a></td>
</tr>
<tr>
<td>Emergency Contacts: Derek Haley – Office: 508-466-0805 or Cell: 978-375-0168</td>
</tr>
<tr>
<td>Paul Regel – Office: 508-466-0801 or Cell: 978-375-9851</td>
</tr>
<tr>
<td>Michael Stackpole – Office: 508-466-0800 or Cell: 978-804-7308</td>
</tr>
<tr>
<td>Dianna Coppenrath – Office: 508-466-0812 or Cell: 978-804-6058</td>
</tr>
<tr>
<td>Mark McLeish – Office: 203-265-3260 or Cell: 203-537-0824</td>
</tr>
<tr>
<td>Troy Jones – Office: 508-466-0803; Cell: 978-804-6057; Home: 603-577-8782</td>
</tr>
<tr>
<td>Terri Beaudoin – Office: 508-466-0811 or Cell: 978-479-9628</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Name: Quaisar Enterprises LLC d/b/a Health Products for You</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 1 Hillview Drive West, New Fairfield, CT 06812</td>
</tr>
<tr>
<td>Tel. No.: 866-316-0162 x301 or 203-746-1201 Fax No.: 203-746-1201 or 203-746-1220</td>
</tr>
<tr>
<td>Remittance Address: Same</td>
</tr>
<tr>
<td>Contact Person: Masarrat Quaisar or Naheed Quaisar</td>
</tr>
<tr>
<td>Company E-mail Address and/or Company Web Site: <a href="mailto:masarrat@healthproductsforyou.com">masarrat@healthproductsforyou.com</a> <a href="mailto:sales@healthproductsforyou.com">sales@healthproductsforyou.com</a> <a href="http://www.healthproductsforyou.com">www.healthproductsforyou.com</a></td>
</tr>
<tr>
<td>24-Hour Tel. #: 203-300-6064</td>
</tr>
</tbody>
</table>
## Disposable Medical Examination Gloves, Needles and Syringes

Arlene Watson-Paulin 860-713-5237

**Contract Number:** 13PSX0089  
**Term of Contract:** 03/11/2014 through 08/30/2016

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>24-Hour Tel.</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone</th>
<th>Cell</th>
</tr>
</thead>
</table>
| Bound Tree Medical LLC | 5200 Rings Rd. Ste A  
Dublin, OH 43017-3557 | 800-533-0523 (Customer Service); Fax: (877) 311-2437 | 800-533-0523 x5120 (Jerry) | customerservice@boundtree.com | 800-863-0953 | Jerry Flanagan | |  | |
| Connecticut Community Providers Association, Inc. | 35 Cold Spring Road, Suite 522  
Rocky Hill, CT 06067 | (860) 257-7909; FAX: (860) 257-7777 | | kspringsted@ccpa-inc.org | | Kirk A. Springsted | | | |
| Connecticut Support Services Holdings, LLC | 786 West Queen Street  
Southington, CT 06489 | 860-426-9868; Fax: (860) 426-9869 | | daniel.laifer@cssmed.com | 860-426-9868 | Daniel Laifer | | | |
| Easter Seal Employment Industries | 122 Avenue of Industry  
Waterbury, CT 06705 | | | | | | | | |
| Moore Medical LLC | 1690 Farmington Ave.  
New Britain, CT 06050 | 800-234-1464 x549; Fax: (877) 354-5916 | | bsamsel@mooremedical.com | 800-234-1464 x549; (8-5); 860-550-2639 | Bonnie Samsel | | | |
| Moore Medical LLC | 1690 Farmington Ave.  
New Britain, CT 06050 | 800-234-1464 x549; Fax: (877) 354-5916 | | bsamsel@mooremedical.com | 800-234-1464 x549; (8-5); 860-550-2639 | Bonnie Samsel | | | |
| Performance Safety Group, Inc | 781A Rudder Rd.  
Fenton, MO 63026 | (636) 326-4568; FAX: (877) 774-1329 | | asanders@psggear.com | (636) 326-4568; or as a last resort call 314-775-7741 | Aaron Sanders | | | |
# Moving Services

**Contract Number:** 10PSX0199  
**Effective Date:** 11/1/2010 through 9/30/2014

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Contact Person</th>
<th>Email Address</th>
<th>Office Phone</th>
<th>Office Fax</th>
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</thead>
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<tr>
<td>Red Thread Spaces LLC</td>
<td>300 East River Drive, East Hartford, CT 06108</td>
<td>Wayne Orio</td>
<td><a href="mailto:worio@red-thread.com">worio@red-thread.com</a></td>
<td>860-528-9981</td>
<td>860-528-1843</td>
</tr>
<tr>
<td>Commercial Moving Services, LLC</td>
<td>800 Marshall Phelps Road, Bldg. 3, Windsor, CT 06095</td>
<td>Mark Cavalari</td>
<td><a href="mailto:mark@cmrvs.com">mark@cmrvs.com</a></td>
<td>860-688-6606</td>
<td>860-688-6626</td>
</tr>
<tr>
<td>Fallon Moving &amp; Storage</td>
<td>800 Marshall Phelps Road, Windsor, CT 06095</td>
<td>Ray Fallon</td>
<td><a href="mailto:Fallon@fallonmoving.com">Fallon@fallonmoving.com</a></td>
<td>860-298-7071</td>
<td>860-298-7077</td>
</tr>
<tr>
<td>Graebel Connecticut Movers, Inc.</td>
<td>33 Stiles Lane, North Haven, CT 06473</td>
<td>Mark Scullion</td>
<td><a href="mailto:mscullion@graebel.com">mscullion@graebel.com</a></td>
<td>203-288-8122</td>
<td>203-288-5581</td>
</tr>
<tr>
<td>Insalco Corporation</td>
<td>7 Capital Drive, Wallingford, CT 06492</td>
<td>Scott J. Kowalski</td>
<td><a href="mailto:insalco@snet.net">insalco@snet.net</a></td>
<td>203-269-1238</td>
<td>203-265-9378</td>
</tr>
<tr>
<td>Nationwide Moving &amp; Storage Co., Inc.</td>
<td>100 Peters Road, Bloomfield, CT 06002</td>
<td>Jerry LeClerc or Lee Pearlman</td>
<td><a href="mailto:jleclerc@nationwidemovers.com">jleclerc@nationwidemovers.com</a>, <a href="mailto:lee.pearlman@nationwidemovers.com">lee.pearlman@nationwidemovers.com</a></td>
<td>860-243-9555</td>
<td>860-243-3929</td>
</tr>
<tr>
<td>Northeast Industries, Inc.</td>
<td>259 Woodford Avenue, Plainville, CT 06062</td>
<td>Frederick J. Marinelli</td>
<td><a href="mailto:fmarinelli@neindinc.com">fmarinelli@neindinc.com</a></td>
<td>860-747-4527</td>
<td>860-747-2009</td>
</tr>
<tr>
<td>Siracusa Moving &amp; Storage, Inc.</td>
<td>250 Commerce Circle, New Britain, CT 06050</td>
<td>Derrick Butler</td>
<td><a href="mailto:dbutler@siracusamoving.com">dbutler@siracusamoving.com</a></td>
<td>800-222-1399</td>
<td>860-225-4023</td>
</tr>
</tbody>
</table>
Moving Contract #10PSX0199 Category Award Summary

Moving Services (Intrastate Internal and External Office Moves)
Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Nationwide Moving & Storage Company, Inc.
Northeast Industries, Inc.
Red Thread Spaces LLC
Siracusa Moving & Storage Inc.
William B. Meyer, Incorporated

Moving Services Intrastate Residential Household Moves (State Group Homes)
Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Nationwide Moving & Storage Company, Inc.
Northeast Industries, Inc.
Red Thread Spaces LLC
Siracusa Moving & Storage Inc.
William B. Meyer, Incorporated

Industrial Shop Equipment Moving Services
Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Nationwide Moving & Storage Company, Inc.
Northeast Industries, Inc.
Red Thread Spaces LLC
Siracusa Moving & Storage Inc.
William B. Meyer, Incorporated

Fine Arts, Artifacts, Collectables, Antiques, Historical Items Moving & Storage
Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Northeast Industries, Inc.
Siracusa Moving & Storage Inc.
William B. Meyer, Incorporated

Moving Contract #10PSX0199 Category Award Summary (continued)

On-Site Storage Containers:
Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Nationwide Moving & Storage Company, Inc.
Northeast Industries, Inc.
Red Thread Spaces LLC
Siracusa Moving & Storage Inc.
William B. Meyer, Incorporated

On-Site Refrigerator Storage Containers:
Graebel Connecticut Movers, Inc. (28' & 45' Refrigeration Containers / Priced Per Month)
Insalco Corporation (20' Refrigeration Container / Priced Per Month Rental and 3 Month Minimum)
Northeast Industries, Inc. (20' Refrigeration Container / No Minimum / Price Per Day, Per Week, Per Month)
William B. Meyer, Incorporated (48' Refrigeration Container / No Minimum / Priced Per Day, Per Week, Per Month)

Miscellaneous Moving Service Fees & Storage Fees
Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Nationwide Moving & Storage Company, Inc.
Northeast Industries, Inc.
Red Thread Spaces LLC
Siracusa Moving & Storage Inc.
William B. Meyer, Incorporated
### Network Services

**Kris Wohlgemuth** 860-713-2832

**Contract Numbers:**
- **03ITZ0006MA** – 10/01/2003 through 09/30/2016
- **03ITZ0012MA** – 07/08/2003 through 07/07/2016

**Scope:** AT&T Telecommunications Service Agreement

#### AT&T Connecticut

5 West Service Rd, Hartford, CT 06120

**24/7 Contacts:**
- Mary Ann Argy – Work: 617-510-6332; Cell: 617-510-6332; maryann.argy@att.com
- George Cummings – Work # 860-947-7383; Cell: 860-371-0025; george.cummings@att.com

#### Contract Number: 03ITZ0013MA

**Effective Date:** 07/08/2003 through 07/07/2016

**Scope:** Verizon Business Network Telecommunications Services

#### Verizon Business

55 Capital Boulevard, 4thFloor, Rocky Hill, CT 06067

**Fax:** 571-918-7031 - [www.verizon.com](http://www.verizon.com)

**24/7 Contacts:**
  - [Kitty.ing@verizon.com](mailto:Kitty.ing@verizon.com) or Karen Perella – Work: 617-535-0551; Cell: 617-721-8263;
  - [Karen.m.perella@verizon.com](mailto:Karen.m.perella@verizon.com)

#### Contract Number: 04ITZ0002MA

**Effective Date:** 11/07/2003 through 11/06/2016

**Scope:** Nextel/Sprint Telecommunications Service Agreement

#### Sprint

100 Corporate Place, Rocky Hill, CT 06067

**Contacts:**
- **1st:** Joseph Solicito – Work/Cell: 203-410-0858; Home: 203-881-3460; Email: [joseph.solicito@sprint.com](mailto:joseph.solicito@sprint.com)
- **2nd:** Joe Westbury – Cell: 508-579-9422

**24/7/365:** Emergency Hotline Toll Free # 888-639-0020; Gets: 254-295-2220

**In a declared emergency:** Rodney Cooper – Work/Cell/Home Tel. # 540-537-1007; Email: [Rodney.w.cooper@sprint.com](mailto:Rodney.w.cooper@sprint.com)
### Two-Way Radio Communication Equipment and Service

**Contract Number:** 10ITZ0018  
**Effective Date:** 08/03/2010 through 08/02/2014

**Communications Plus LLC**  
84 Salem Turnpike, Norwich, CT 06360  
**Allyson Goudreau, Cell:** 860-303-2835  
**Steve – Cell:** 860-908-5435  
Phone: (860) 886-4408; Fax: (860) 889-3016  
Email: ally@commplus.org  
24/7 Contact: 860-892-1221

**Communications Services of Connecticut, LLC**  
198 West Church Street, Seymour, CT 06483  
**Michael J. Gardella**  
Phone: (203) 888-9770; Fax: (203) 888-7916  
Email: radiosvc@aol.com  
24/7 Contact: Michael J. Gardella 203-410-9233

**Connecticut Radio, Inc.**  
1208 Cromwell Ave, Rocky Hill, CT 06067  
**William Charamut**  
Phone: (860) 563-4867; Fax: (860) 563-1179  
Email: wcc@connradio.com  
24/7 Contact: William Charamut 860-883-4067

**D&R Communications, LLC**  
915 Gore Road, Webster, MA 01570  
**Roger B Santerre – Cell:** 508-889-2197  
Phone: (508) 889-2197; Fax: (508) 943-2676  
24/7 Contact: 860-923-2011

**Discount Two-Way Radio Corporation**  
1430 240th Street, Harbor City, CA 90710  
**Tony Varbanov – tony@dtwr.com**  
Co. Website: [www.dtwr.comm](http://www.dtwr.comm)

**Economy 2-Way Distributors, Inc.**  
50 Timber Lane, Gilford NH 03249  
Phone: 800-334-0700; Fax: 603-527-0892  
**D.C. Engelhardt**  
Email: info@econ2way.com  
Co. Website: [www.econ2way.com](http://www.econ2way.com)

**E. F. Johnson Co.**  
1440 Corporate Drive, Irving TX 75038  
**Tammie – 214-277-4957**  
Email: tmischke@efjohnson.com  
Co. Website: efjohnson.com

**ICOM America, Inc.**  
2380 116th Ave. NE, Bellevue WA 908004  
Tel. No. 425-450-6090  
**Email:** governmentsales@icomamerica.com  
Co. Website: [www.icomamerica.com](http://www.icomamerica.com)  
24/7 Contact: Mark Maynard – Cell: 860-883-4067; Tel. 740-362-4418

**J&S Radio Sales, Inc.**  
1147 Main Street, Willimantic, CT 06226  
**Anthony Marsalisi**  
Phone: (860) 456-2667; Fax: (860) 456-4479  
Email: jsradio@snet.net website: [www.jsradiosales.com](http://www.jsradiosales.com)  
Anthony Marsalisi cell: 860-377-9999  
Jeff Lee cell: 860-377-9998  
24/7 Contact: 860-228-8027

**Marcus Communications, LLC**  
275 New State Road, Manchester, CT 06042  
**Michael Bula**  
Phone: (860) 646-1839; Fax: (860) 649-8492  
Michael Bula - Cell: 860-250-6239; Bruce Marcus - Cell: 860-983-6728  
Co. Email: mike.bula@marcusradio.com  
Co. Website: [www.marcusradio.com](http://www.marcusradio.com)  
24/7 Contact: 860-295-0466

**Midland Radio Corp.**  
5900 Parretta Drive, Kansas City, MO 64120  
**Scott Henderson – 816-241-8500 ext. 227; Cell: 816-377-3839; shederson@midlandradio.com**  
**Susan Ballew – 816-241-8500 ext. 234; Cell: 816-223-7568; sballew@midlandradio.com**  
Co. Website: [www.midlandradio.com](http://www.midlandradio.com)

**Northeastern Communications, Inc.**  
7 Great Hill Road  
Naugatuck, CT 06770  
**Answering Service:**  Tel. 203-575-9008; Cell: 866-209-4451 or Matt Mercier Tel. 203-568-6929; Cell: 203-525-3176.  
24/7 # 860-583-2589.  
Co. Email: customerservice@norcomct.net  
Co. Website: [www.norcomct.net](http://www.norcomct.net)
## Two-Way Radio

<table>
<thead>
<tr>
<th>Northwest Communications Inc.</th>
<th>Tactical Communications, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>44 Shingle Mill Road, Harwinton, CT 06791</td>
<td>29 Soundview Road, Guilford, CT 06437</td>
</tr>
<tr>
<td>Aline Nelson – <a href="mailto:aline@northwestcomm.net">aline@northwestcomm.net</a></td>
<td>David J. Moffat</td>
</tr>
<tr>
<td>Phone: (860) 485-1406; Fax: (860) 485-9997</td>
<td>Phone: (203) 453-2389/800-993-0313; Fax: (203) 458-9247</td>
</tr>
<tr>
<td>Co. Email: <a href="http://www.northwestcomm.net">www.northwestcomm.net</a></td>
<td>Co. Email: <a href="mailto:tactical.comm@snet.net">tactical.comm@snet.net</a></td>
</tr>
<tr>
<td>Co. Website: <a href="http://www.northwestcomm.net">www.northwestcomm.net</a></td>
<td>Co. Website: <a href="http://www.taccomm.com">www.taccomm.com</a></td>
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<tr>
<th>Thales Communications, Inc.</th>
<th>Three-Way Communications, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>22605 Gateway Center Drive, Clarksburg MD 20871</td>
<td>1000 Old County Circle, Windsor Locks, CT 06096</td>
</tr>
<tr>
<td>Thomas Stebbing – Tel. 240-864-7528, Cell: 240-593-8111; Email: <a href="mailto:Thomas.stebbing@thalescomminc.com">Thomas.stebbing@thalescomminc.com</a></td>
<td>Fred Davis</td>
</tr>
<tr>
<td>Bob DiDonato – Tel. 240-864-7922, Cell: 410-908-7678; <a href="mailto:bob.didonato@thalescomminc.com">bob.didonato@thalescomminc.com</a></td>
<td>Phone: (860) 627-0571; Fax: (860) 627-0572</td>
</tr>
<tr>
<td>24/7 Tel. # 240-864-7528</td>
<td>Co. Email: <a href="mailto:mail@3waycom.com">mail@3waycom.com</a></td>
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<table>
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<tr>
<th>Utility Communications, Inc.</th>
<th>WPCS International Inc. Hartford Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>920 Sherman Avenue, Hamden, CT 06514</td>
<td>427 Hayden Station Rd., Windsor, CT 06095</td>
</tr>
<tr>
<td>Sal Zichichi – <a href="mailto:salz@utilitycommunications.com">salz@utilitycommunications.com</a></td>
<td>Tony Ambrosino – Tel. 860-640-6600 ext. 132; Cell: 860-593-0964; <a href="mailto:tony.ambrosino@wpcs.com">tony.ambrosino@wpcs.com</a></td>
</tr>
<tr>
<td>Tel/Pager: (203) 623-8555; Fax: (203) 248-9167</td>
<td>Richard Cihkey – Tel. 860-640-6600 ext. 132; Cell: 413-246-0917; <a href="mailto:richard.cihkey@wpcs.com">richard.cihkey@wpcs.com</a></td>
</tr>
<tr>
<td>Co. Email: <a href="http://www.utilitycommunications.com">www.utilitycommunications.com</a></td>
<td>Co. Email: <a href="mailto:mail@3waycom.com">mail@3waycom.com</a></td>
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## Radio Parts

**Contract Number:** 11ITZ0012  
**Effective Date:** 05/16/2011 through 05/15/2016  
**Scope:** Radio Parts (OEM and Non OEM), Supplies and Accessories (Excludes Whole Radio’s)

<table>
<thead>
<tr>
<th>Communications Plus LLC</th>
<th>Communications Services of Connecticut, LLC</th>
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<tbody>
<tr>
<td>84 Salem Turnpike, Norwich, CT 06360</td>
<td>198 West Church Street, Seymour, CT 06483</td>
</tr>
<tr>
<td>Allyson Goudreau, Cell: 860-303-2835</td>
<td>Michael J. Gardella</td>
</tr>
<tr>
<td>Steve – Cell: 860-908-5435</td>
<td>Phone: (203) 888-9770; Fax: (203) 888-7916</td>
</tr>
<tr>
<td>Phone: (860) 886-4408; Fax: (860) 889-3016</td>
<td>Email: <a href="mailto:radiosvc@aol.com">radiosvc@aol.com</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:ally@commlplus.org">ally@commlplus.org</a></td>
<td>24/7 Contact: Michael J. Gardella 203-410-9233</td>
</tr>
<tr>
<td>24/7 Contact: 860-892-1221</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Connecticut Radio, Inc.</th>
<th>D&amp;R Communications, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1208 Cromwell Ave, Rocky Hill, CT 06067</td>
<td>915 Gore Road, Webster, MA 01570</td>
</tr>
<tr>
<td>William Charamut</td>
<td>Roger B Santerre – Cell: 508-889-2197</td>
</tr>
<tr>
<td>Phone: (860) 563-4867; Fax: (860) 563-1179</td>
<td>Phone: (508) 889-2197; Fax: (508) 943-2676</td>
</tr>
<tr>
<td>Email: <a href="mailto:wcc@connradio.com">wcc@connradio.com</a></td>
<td>24/7 Contact: 860-923-2011</td>
</tr>
<tr>
<td>24/7 Contact: William Charamut 860-883-4067</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Discount Two-Way Radio Corporation</th>
<th>Eastern Communications, LTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1430 240th Street, Harbor City, CA 90710</td>
<td>48-14 36th Street, New York, NY 11101</td>
</tr>
<tr>
<td>Phone: (424) 201-3161</td>
<td>Tel. No. 718-729-2044; Fax: 718-729-2241</td>
</tr>
<tr>
<td>Tony Varbanov – <a href="mailto:tony@dtwr.com">tony@dtwr.com</a></td>
<td>Wayne Cloke, <a href="mailto:wcloke@easterncommunications.com">wcloke@easterncommunications.com</a></td>
</tr>
<tr>
<td>Co. Website: <a href="http://www.dtwr.comm">www.dtwr.comm</a></td>
<td>Co. Web: <a href="http://www.easterncommunications.com">www.easterncommunications.com</a></td>
</tr>
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**Radio Parts**  
**Contract Number:** 11ITZ0012  
**Effective Date:** 05/16/2011 through 05/15/2016  
**Scope:** Radio Parts (OEM and Non OEM), Supplies and Accessories (Excludes Whole Radio’s)
### Radio Parts (continued)

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone Numbers &amp; Email Addresses</th>
<th>Co. Website</th>
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</thead>
<tbody>
<tr>
<td><strong>Holzberg Communications, Inc.</strong></td>
<td>720 Totowa Road, Totowa, NJ 07512</td>
<td>Andy Holberg</td>
<td>Tel. 973-389-9600/800-654-9550; Fax: 973-389-9696; <a href="mailto:holzberg@juno.com">holzberg@juno.com</a></td>
<td><a href="http://www.holzberg.com">www.holzberg.com</a></td>
</tr>
<tr>
<td><strong>J&amp;S Radio Sales, Inc.</strong></td>
<td>1147 Main Street, Willimantic, CT 06226</td>
<td>Anthony Marsalisi</td>
<td>Tel. (860) 456-2667; Fax: (860) 456-4479; <a href="mailto:jsradio@snet.net">jsradio@snet.net</a></td>
<td><a href="http://www.jsradiosales.com">www.jsradiosales.com</a></td>
</tr>
<tr>
<td><strong>Marcus Communications, LLC</strong></td>
<td>275 New State Road, Manchester, CT 06042</td>
<td>Michael Bula</td>
<td>Tel. (860) 456-1839; Fax: (860) 649-8492; <a href="mailto:michael.bula@marcusradio.com">michael.bula@marcusradio.com</a></td>
<td><a href="http://www.marcusradio.com">www.marcusradio.com</a></td>
</tr>
<tr>
<td><strong>Motorola, Inc.</strong></td>
<td>85 Harristown Road, Glenn Rock, NJ or</td>
<td>Andrew Celli</td>
<td>Tel. 860-675-4896; Fax: 860-967-4897; <a href="mailto:andrew.celli@motorola.com">andrew.celli@motorola.com</a></td>
<td><a href="http://www.motorola.com">www.motorola.com</a></td>
</tr>
<tr>
<td><strong>Northeastern Communications, Inc.</strong></td>
<td>7 Great Hill Road, Naugatuck, CT 06770</td>
<td>Answering Service</td>
<td>Tel. 203-575-9008; Cell: 866-209-4451; <a href="mailto:matt.mercier@norcomct.net">matt.mercier@norcomct.net</a></td>
<td><a href="http://www.norcomct.net">www.norcomct.net</a></td>
</tr>
<tr>
<td><strong>Relm Wireless Corporation</strong></td>
<td>7100 Technology Drive, West Melbourne, FL 32904</td>
<td>Shari Sharp</td>
<td>Tel.: 321-953-7952/800-648-0947; Fax: 321-676-4403; ssharp.relm.com</td>
<td><a href="http://www.relm.com">www.relm.com</a></td>
</tr>
<tr>
<td><strong>Tactical Communications, Inc.</strong></td>
<td>29 Soundview Road, Guilford, CT 06437</td>
<td>David J. Moffat</td>
<td>Tel. (203) 453-2389/800-993-0313; Fax: (203) 458-947; <a href="mailto:tactical.comm@snet.net">tactical.comm@snet.net</a></td>
<td><a href="http://www.taccomm.com">www.taccomm.com</a></td>
</tr>
<tr>
<td><strong>Utility Communications, Inc.</strong></td>
<td>920 Sherman Avenue, Hamden, CT 06514</td>
<td>Sal Zichichi</td>
<td>Tel/Pager: (203) 623-8555; Fax: (203) 248-9167; <a href="mailto:salz@utilitycommunications.com">salz@utilitycommunications.com</a></td>
<td><a href="http://www.utilitycommunications.com">www.utilitycommunications.com</a></td>
</tr>
<tr>
<td><strong>WPCS International Inc. Hartford Operations</strong></td>
<td>427 Hayden Station Rd., Windsor, CT 06095</td>
<td>Tony Ambrosino; Richard Cihkey</td>
<td>Tony Ambrosino – Tel. 860-640-6600 ext. 132; Fax: 860-593-0964; <a href="mailto:tony.ambrosino@wpcs.com">tony.ambrosino@wpcs.com</a>; Richard Cihkey – Tel. 860-640-6600 ext. 132; Cell: 413-246-0917; <a href="mailto:richard.cihkey@wpcs.com">richard.cihkey@wpcs.com</a></td>
<td><a href="http://www.wpcs.com">www.wpcs.com</a></td>
</tr>
</tbody>
</table>
Record and Magnetic Storage

Susanne Hawkins: 860-713-5064

Contract Number 12PSX0085
Effective Date: 6/17/2013 through 3/31/2018
Scope: Hard Copy Records and Magnetic Media Storage and Destruction Services

*FOR FURTHER INFORMATION REGARDING THIS CONTRACT, PLEASE SEE DRAFT DOCUMENT BELOW*

William B. Meyer, Inc.
255 Long Beach Blvd., Stratford, CT 06615
Michael Cavallo, Phone: (860) 298-9024; FAX: (800) 358-3709; Email: mcavallo@williambmeyer.com
24/7 Contact: Primary Emergency Afterhours Ph. #: 413-426-8503; Secondary 24/7 Ph. #: 413-246-0184

*DRAFT DOCUMENT*

New DAS Contract #12PSX0085 and New Contractor for
Hard Copy Records and Magnetic Media Storage and
On-Site Destruction Services

The State of Connecticut recently completed the evaluation process of RFP #12PSX0085 and William B. Meyer, Inc., a local Connecticut based company, has been selected as the State’s new Contractor to replace Contract #01PSX0128 which is currently held Iron Mountain Records Management, Inc. Contract #01PSX0128 with Iron Mountain is currently scheduled to expire on June 30, 2013; however the State will be extending this contract through September 30, 2013 or longer if needed to accommodate the records transition process to the new Contractor.

The State expects that Iron Mountain will continue to service all using Client Agencies accounts and provide them access to their records as needed until they are transferred to the new Contractor, William B. Meyer. This will entail the coordination of the removal of all of the State’s records from the Iron Mountain facilities and the transfer to William B. Meyer’s facility one account at a time. The new Contractor, William B. Meyer will coordinate with Iron Mountain to pick-up all palletized boxes at the designated Iron Mountain facilities at no additional cost to the State. Our expectation is that there will be NO interruption in our records management services.

Effective immediately, if you should have items that need to go into storage, please reference the new Contract #12PSX0085, and contact William B. Meyer, Inc. directly to set up a new account and schedule pick-up.

Contractor Contact Information as follows:

Company Name: William B. Meyer, Inc.
Contact Name: State of CT Customer Service Team
Location: 175 Great Pond Drive, Windsor, CT 06095
Toll Free Number: 855-291-8301
Email Address: staterecords@williambmeyer.com

The new Contract #12PSX0085 will provide contract users with overall lower record storage rates and a five (5) year price protection for the entire contract term through March 31, 2018.

Should you have any further questions, please contact Susanne Hawkins, Contract Specialist at (860) 713-5064 or email susanne.hawkins@ct.gov.
### Rental of Equipment Without Operators

Contract Number: 12PSX0343  
Effective Date: 01/01/2013 to 12/31/2014

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able Tool &amp; Equipment, LLC</td>
<td>410 Burnham St. South Windsor, CT 06074</td>
<td>Derek Bauer</td>
<td>(860) 289-2020</td>
<td>(860) 289-4066</td>
<td><a href="mailto:Derek@abletool.net">Derek@abletool.net</a>, <a href="http://www.abletool.net">www.abletool.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24/7 CONTACT: Derek Bauer 860-250-2420</td>
<td></td>
</tr>
<tr>
<td>BCI, Inc.</td>
<td>DBA: Butler Company 848 Marshall Phelps Road Windsor, CT 06095</td>
<td>Timothy Butler</td>
<td>(860) 688-8024; Fax (860) 298-8372</td>
<td></td>
<td><a href="mailto:exkavator@aol.com">exkavator@aol.com</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24/7 CONTACTS (Name and Cell #): Timothy Butler 860-982-0731, Robert Butler 860-982-0711, Robert Jacobsen 860-982-0715, Thomas Butler 860-982-0713, Peter Daws 860-982-2527</td>
<td></td>
</tr>
</tbody>
</table>

### Rental of Services/Equipment for Roadway Construction (includes operators)

Contract Number: 10PSX0260  
Effective Date: 02/01/2011 through 12/31/2013

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Rooter, LLC</td>
<td>755 Thomaston Road Watertown, CT 06795</td>
<td>Douglas Ouellette</td>
<td>(860) 274-7338</td>
<td>(860) 274-4788</td>
<td><a href="mailto:douellette@americanrooter.com">douellette@americanrooter.com</a></td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>BIRM-1 Construction Company, LLC</td>
<td>10 Riverside Drive Ansonia, CT 06401</td>
<td>David S. Cassetti</td>
<td>(203) 735-0755</td>
<td>(203) 732-3378</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>24/7 CONTACT INFO. Timothy Boucher Cell Phone 203-482-0212 E Mail - <a href="mailto:blackandboucher@earthlink.net">blackandboucher@earthlink.net</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Stephen Black Cell Phone 203-808-2983</td>
<td></td>
</tr>
</tbody>
</table>
## Rental of Services/Equipment for Roadway Construction (includes operators) (continued)

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; Boucher, LLC</td>
<td></td>
</tr>
</tbody>
</table>
158 Cutler Street  
Watertown, CT 06795  
Timothy Boucher  
Phone: (860) 274-4162  
FAX: (860) 274-4163  
24/7 CONTACT INFO.  
Timothy Boucher  
Cell Phone 203-482-0212  
E Mail - blackandboucher@earthlink.net  
Stephen Black  
Cell Phone 203-808-2983 |
| Coyle Inc. Paving & Excavating | 
25 Columbus Avenue  
East Haven, CT 06512  
Charles Coyle  
Phone: (203) 467-9407  
FAX: (203) 467-9427  
cwoyle2966@aol.com |
| DBL Industries | 
612 South Main Street  
Torrington, CT 06790  
Victor A. Lutz  
Phone: (860) 860-496-1857  
FAX: (860) 489-6237  
dbl@snet.net |
| Flex Services, LLC | 
21 West Dudley Town Road  
Bloomfield, CT 06002  
Derek Bauer  
Phone: (860) 242-2500  
Fax: (860) 242-1493  
derek@flexservicesllc.com |
| Garrity Asphalt Reclaiming, Inc. | 
22 Peters Road  
Bloomfield, CT 06002  
William Garrity  
Phone: (860) 243-2300  
Fax: (860) 243-3100  
billy.garrity@garrityasphalt.com |
| Herb Holden Trucking, Inc. | 
59 Broad Brook Road  
Broad Brook, CT 06016  
Herb Holden  
Phone: (860) 623-8855  
FAX: (860) 627-7896  
herbholden@holdeninc.com |
| J.V. III Construction, Inc. | 
103 Dividend Road  
Rocky Hill, CT 06067  
John Vasel III  
Phone: (860) 721-0143  
FAX: (860) 257-3490  
Exkavator@aol.com  
24/7 CONTACT INFO.  
John Vasel III 860-883-1186 or 860-280-414 |
| John J. Brennan Construction Co., Inc. | 
70 Platt Road  
Shelton, CT 06484  
David R. Brennan  
Phone: (203) 924-1154  
FAX: (203) 929-0144  
davidb@jjbrennan.com |
| McAllen Building & Remodeling Inc. | 
170 Scott Road, Suite 1  
Prospect, CT 06712  
Christine McAllen  
Phone: (203) 758-3474  
FAX: 203-758-3083  
camm95@comcast.net  
24/7 CONTACT INFO  
203 410-7976 or 203 410-7977  
Office - 203 758-3442  
Other - 203 758-3442 |
| Murphy Contractors | 
18 West Mountain Road  
West Simsbury, CT 06092  
Mike Vincent  
Phone: (860) 658-1307 |
### Rental of Services/Equipment for Roadway Construction (includes operators) (continued)

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rafferty Fine Grading, Inc.</td>
<td>57 South Rd. Enfield, CT 06082</td>
<td>(860) 763-0100</td>
<td>(860) 763-2223</td>
</tr>
<tr>
<td>Rhonda Rafferty</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone: (860) 763-0100</td>
<td>FAX: (860) 763-2223</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:rhonda@raffertyfinegrading.com">rhonda@raffertyfinegrading.com</a></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Reliability</td>
<td></td>
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<tr>
<td></td>
<td>Excavating Co.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 Bates Place Danbury, CT 06810</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Angelo W. Grossi, Sr.</td>
<td>Phone: (203) 743-4856</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FAX: (203) 743-7316</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:reliableco@sbcglobal.net">reliableco@sbcglobal.net</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24/7 CONTACT INFO</td>
<td>Bruce S. Lattin cell: (203) 395-3014</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Angelo W. Grossi Jr. cell: (203) 650-9070</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thomas M. Fluskey cell: (203) 788-0842</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stone Construction Company, Inc.</td>
<td>168 Main Street South Southbury, CT 06488</td>
<td></td>
<td></td>
</tr>
<tr>
<td>George H. Stone</td>
<td>Phone: (203) 264-6501</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FAX: (203) 264-3062</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:stones88@snet.net">stones88@snet.net</a></td>
<td>24/7 CONTACT INFO.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>George Stone</td>
<td>203-264-5727</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tri State Industrial Maintenance LLC</td>
<td>50 Bala Ridge Road Oxford, CT 06478</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Eustace</td>
<td>Phone: (203) 267-6780</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FAX: (203) 262-1904</td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:hcassidy@tristateim.com">hcassidy@tristateim.com</a></td>
<td>24/7 CONTACT INFO.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kevin Eustace 203-725-1093</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Heather Cassidy 203-996-4932</td>
<td></td>
<td></td>
</tr>
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</table>

### Rental of Industrial and Emergency Equipment

**Contract Number:** 12PSX0204  
**Effective Date:** 10/25/2012 through 9/30/2016

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able Tool &amp; Equipment, LLC</td>
<td>410 Burnham St. South Windsor, CT 06074</td>
<td>(860) 289-2020</td>
<td>(860) 289-4066</td>
</tr>
<tr>
<td>24/7 Contact: Derek Bauer – Email:</td>
<td><a href="mailto:derek@abletool.net">derek@abletool.net</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: (860) 289-2020</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>FAX: (860) 289-4066</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Xylem Dewatering Solutions</td>
<td>99 Stockhouse Road Bozrah, CT 06334</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DBA: Godwin Pumps</td>
<td>Phone: (860) 889-2343</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax: (860) 889-0673</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24/7 Contact (860) 889-0673 and/or:</td>
<td>David Schiff - 860-625-4038, New London, Middlesex County</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>David Schiff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phone: (860) 889-2343</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax: (860) 889-0673</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24/7 Contact (860) 889-0673 and/or:</td>
<td>David Schiff - 860-625-4038, New London, Middlesex County</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Andrew Culver</td>
<td>207-233-8322 Litchfield, Fairfield, Hartford and New Haven Counties.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Brett Hanson</td>
<td>860-625-3970 Tolland, West Hartford County</td>
<td></td>
</tr>
</tbody>
</table>
### Rental of Portable Toilets

**Contract Number:** 11PSX0088  
**Effective Date:** 06/29/2011 through 05/31/2014

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Royal Flush, Inc.</td>
<td>146 Andover Street, Bridgeport, CT 06605</td>
<td>(800) 234-6545; (203) 333-7632</td>
</tr>
<tr>
<td>Debbie Russo</td>
<td><a href="mailto:debbie@aroyalflush.com">debbie@aroyalflush.com</a></td>
<td>203-509-8227</td>
</tr>
<tr>
<td>Handy House, Inc.</td>
<td>44 Tabor Drive, Branford, CT 06405</td>
<td>(800) 442-1286; (203) 483-3379</td>
</tr>
<tr>
<td>Margaret Wendt</td>
<td><a href="mailto:margaret@unitedservices.com">margaret@unitedservices.com</a></td>
<td></td>
</tr>
<tr>
<td>Olsen's Sanitation Co., LLC</td>
<td>131 Cedar Lake Road, Deep River, CT 06417</td>
<td>(860) 526-3404; (860) 526-0848</td>
</tr>
<tr>
<td>Michael R. Olsen</td>
<td><a href="mailto:olsenssan@att.net">olsenssan@att.net</a></td>
<td>860-662-2431</td>
</tr>
<tr>
<td>Suburban Sanitation Service, Inc.</td>
<td>18 Colonial Road, Canton, CT 06019</td>
<td>(860) 673-3078; (860) 693-1326</td>
</tr>
<tr>
<td>David B. Duff</td>
<td><a href="mailto:david@subsanserv.com">david@subsanserv.com</a></td>
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</table>

### Road Flares

**Contract Number:** 12PSX0206  
**Term of Contract:** 10/01/2012 through 09/30/2014

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Tel. No.:</th>
<th>Fax No.:</th>
<th>Contact Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Fusee Corporation dba Orion Safety Products</td>
<td>28320 St. Michaels Road, Easton, MD 21601</td>
<td>410-822-0318</td>
<td>410-822-7759</td>
<td>Ken Harrison</td>
</tr>
</tbody>
</table>

### Rubbish Removal Service

**Contract Number:** 09PSX0015  
**Effective Date:** 12/01/09 – 5/31/14  
**Scope:** Statewide rubbish removal awarded by town

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>All American Waste LLC</td>
<td>15 Mullen Rd, Enfield, CT 06082</td>
<td>(203) 503-3812; (203) 503-3843</td>
</tr>
<tr>
<td>Joeseph Engravalle, Ill</td>
<td><a href="mailto:jengravalle@aawllc.com">jengravalle@aawllc.com</a></td>
<td></td>
</tr>
<tr>
<td>All Waste, Inc.</td>
<td>143 Murphy Road, Hartford, CT 06114</td>
<td>(860) 724-4575; (860) 724-3316</td>
</tr>
<tr>
<td>Keith Santos</td>
<td><a href="mailto:kssantos@allwaste.com">kssantos@allwaste.com</a></td>
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</table>
### Rubbish Removal Services – 09PSX0015 (continued)

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone Numbers</th>
<th>Fax Numbers</th>
<th>Email Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Carting Holding Co., Inc.</td>
<td>8 Viaduct Road, Stamford, CT 06907-7250</td>
<td>Robert G. Oxer</td>
<td>(203) 324-4090; (203) 327-4880</td>
<td><a href="mailto:citycart@citycart.net">citycart@citycart.net</a></td>
<td></td>
</tr>
<tr>
<td>CWPM, LLC</td>
<td>25 Norton Place, Plainville, CT 06062-</td>
<td>Naomi Murphy</td>
<td>(860) 793-6781; (860) 793-2624</td>
<td><a href="mailto:nmurphy@cwpm.net">nmurphy@cwpm.net</a></td>
<td></td>
</tr>
<tr>
<td>Dainty Rubbish Service Inc.</td>
<td>90 Industrial Park Road, Middletown, CT 06457</td>
<td>Fred Smyth</td>
<td>(860) 632-0666; (860) 635-6856</td>
<td><a href="mailto:fsmyth@daintyrubbish.com">fsmyth@daintyrubbish.com</a></td>
<td></td>
</tr>
<tr>
<td>Paine`s, Inc.</td>
<td>P.O. Box 307, Simsbury, CT 06070-0307</td>
<td>Michael R. Paine</td>
<td>(860) 658-9481; (860) 844-3008</td>
<td><a href="mailto:sales@painesinc.com">sales@painesinc.com</a></td>
<td></td>
</tr>
<tr>
<td>Shoreline Services, Inc.</td>
<td>DBA: Lowe Carting &amp; Recycling, 1 Eastern Avenue, New London, CT 06320</td>
<td>Tony Lowe</td>
<td>(860) 442-5693; (860) 442-7200</td>
<td></td>
<td><a href="mailto:nmurphy@cwpm.net">nmurphy@cwpm.net</a></td>
</tr>
<tr>
<td>Sterling Superior Services, Inc.</td>
<td>DBA: Brothers Disposal &amp; Services, 78 Lebanon Road, Bozrah, CT 06334</td>
<td>Ralph Fargo, Jr.</td>
<td>(860) 642-6420; (860) 642-6460</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trash Master LLC</td>
<td>662 Coe Avenue, East Haven, CT 06512</td>
<td>Ralph DiCaprio</td>
<td>(203) 466-2668; (203) 466-2955</td>
<td><a href="mailto:ralphhd@trashmasterllc.com">ralphhd@trashmasterllc.com</a></td>
<td></td>
</tr>
<tr>
<td>USA Hauling and Recycling, Inc.</td>
<td>15 Mullen Road, Enfield, CT 06082</td>
<td>Mark Murren</td>
<td>(860) 746-3200; (860) 741-5927</td>
<td><a href="mailto:markm@usarecycle.com">markm@usarecycle.com</a></td>
<td></td>
</tr>
<tr>
<td>Valley 82 Holding Corp.</td>
<td>Rt 82, P.O. Box 1209, Hopewell Junction, NY 12533-1209</td>
<td>Jerry McHugh</td>
<td>(800) 522-7235; (914) 227-7734</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Resources</td>
<td>665 Nutmeg Road North, South Windsor, CT 06074</td>
<td>Debbie DeFeo</td>
<td>(860) 289-5359; (860) 289-5371</td>
<td><a href="mailto:wasteresource@aol.com">wasteresource@aol.com</a></td>
<td></td>
</tr>
<tr>
<td>Willimantic Waste Paper Co., Inc.</td>
<td>185 Recycling Way, Willimantic, CT 06226</td>
<td>Tim DeVivo</td>
<td>(860) 423-4527; (860) 456-3155</td>
<td><a href="mailto:tdevivo@williwaste.com">tdevivo@williwaste.com</a></td>
<td></td>
</tr>
</tbody>
</table>
Textiles, Towels, Turkish Bath

Contract Number: 06PSX0377
Effective Date: 1/1/2007 through 12/31/2016
Scope: Towels, Turkish Bath

Correctional Enterprises of Connecticut
24 Wolcott Hill Road, Wethersfield, CT 06109
Phone: (860) 263-6848
Fax: (860) 263-6838
Contact: James Gagliore
Section III

Emergency Purchasing Card Information
E-Card Activation Instructions and Contact Information

Governor declares “State of Emergency”: In the event of a Governor declared State of Emergency, the Governor’s designee (To Be Determined By The Governor’s Office) will notify the P-Card Administrator(s) that the Governor has declared a State of Emergency and to activate the Emergency Card Program Plan. The P-Card Administrators are listed below and on file with the bank.

The P-Card Administrator(s) will contact the bank to activate the Dormant E-Cards and to enable the Open E-Cards with the emergency card level limits, which are $250,000 credit limit, $250,000 single purchase limit, and unlimited transactions daily and monthly. The list of Emergency Card Purchasers, both Dormant and Open E-Cards are available upon request and on file with the bank. The P-Card Administrator provides a current list to the bank on a quarterly basis.

To Activate Emergency Cards: call Kerry Benton 1-800-207-5359 x4419 and let her know that we need to activate the State of Connecticut’s Emergency Card Program Plan. She has the spreadsheet. We are corp. 6130. If the call goes to voicemail, her voicemail will instruct you to press 0 and another account manager will pick up. You will need to provide your VID (verification ID number). Please keep this handy. If you need to activate the cards over a weekend, please call Weekend Customer Service: 1-800-316-6056

Contact Information:

Kerry DiMatteo (DAS)
Office: 860-713-5072
Cell: 860-250-5905
Home: 860-257-9755
kerry.dimatteo@ct.gov

J. Carlos Velez (DAS)
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carlos.velez@ct.gov

M. Joanne Cusano (DAS)
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Michael Moschetti (OSC)
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Cell: 860-798-5472
Home: 860-265-2761
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Sam Johns (OSC)
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Home: 860-646-3204
sam.johns@po.state.ct.us

Richard Esten (OSC)
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richard.estro@po.state.ct.us

JPMorgan Chase Bank Contact Information:
State of Connecticut – master contract P-Card Program – we are Corp 6130

Kerry Benton
JPMC Program Coordinator
roxana.villa@jpmchase.com
1-800-207-5359 x4419

Greg Powell
JPMC Relationship Manager
gregory.j.powell@jpmchase.com
1-410-381-7762

Call Kerry Benton for cardholder account information – declines, card limits, adjustments.
Call Greg Powell for questions relating to our program.
Emergency Purchasing Card Program Plan

The State of Connecticut has implemented an Emergency Purchasing Card Program that is part of the current Purchasing Card Program administered by the Office of the State Comptroller and Department of Administrative Services. The purpose of the Emergency Purchasing Card (E-Card) is to have a purchasing mechanism in place that is activated in the event of a State of Emergency.

Conditions of Use

State Agencies participating in the E-Card Program may use the Purchasing Card for emergency purchases in the event of a State of Emergency declared by the Governor and no action to disapprove has been taken by the General Assembly (CGS Sec 28-9).

Each State agency authorized to use the Purchasing Card during a State of Emergency is required to enter into an agreement to comply with State policies and procedures specifically established for the Purchasing Card during a State of Emergency.

Emergency Cardholders

Not all agencies have a need for an emergency purchasing card, while some agencies have a need for more than one emergency purchasing card. Each State agency must determine if a need exists to designate emergency cardholder(s).

Emergency cardholders have higher transaction limits and fewer restrictions on their cards and are responsible for placing orders, maintaining receipts in a purchasing log envelope and forwarding to the Agency Purchasing Card Coordinator.

The Agency Purchasing Card Coordinator is responsible for maintaining the P-Card On-Line System in which the employees selected as emergency cardholders have been designated with the card type of Dormant or Open E-Card.

There are two types of emergency card purchasers:
- **Dormant E-Card** - inactive cardholder with emergency card level limits. A card is issued to an employee and the card will only be activated if a State of Emergency has been declared by the Governor.
- **Open E-Card** - current cardholder with an active P-Card. The card will be enabled with the emergency card level limits if a State of Emergency has been declared by the Governor.

The Department of Administrative Services serves as the Statewide Purchasing Card Administrator and liaison with the bank of record to maintain the current listing of authorized emergency staff and to ensure that the emergency limits have been activated.

Emergency Credit Limits

The Comptroller has established specific limits for the use of the Purchasing Card during a State of Emergency and will conduct post audits on the use of the cards.

Authorized emergency limits have been established at $250,000 per month and up to $250,000 per transaction and unlimited transactions daily and monthly. The Purchasing Card emergency credit limits will not be activated until the Governor declares the State of Emergency and authorizes to activate the Emergency Card Program Plan.
Emergency Agreement for Program Use and Participation

Agency heads should review their agency's disaster plan to determine if the Emergency Purchasing Card Program is necessary and appropriate for their agency.

If an Emergency Purchasing Card Program is determined to be needed during a State of Emergency, in order to participate, the agency must:

2. Designate employees to be Dormant or Open E-Cardholders by requesting this type of card in the P-Card Online System (POL).

The agency will work with staff members from the Office of the State Comptroller and Department of Administrative Services to coordinate implementation and compliance with this agreement. Please send the completed Agreement and listing to:

Office of the State Comptroller, Emergency Purchasing Card Agreement
55 Elm Street, Hartford CT 06106, Attention: Michael Moschetti

Emergency Card Activation Procedures

In the event of a Governor declared State of Emergency, the Governor’s designee (To Be Determined By The Governor’s Office) will notify the P-Card Administrator(s) that the Governor has declared a State of Emergency and to activate the Emergency Card Program Plan. The list of P-Card Administrators is on file with the bank and can be found in the “Contact Information” section.

The P-Card Administrator(s) will contact the bank to activate the Emergency Card Program Plan. The list of Emergency Card Purchasers, both Dormant and Open E-Cards are available upon request and on file with the bank. The P-Card Administrator provides a current list to the bank on a quarterly basis.

Tracking Emergency Card Purchases

All cards are billed to their designated agency account. In the event of emergency purchasing, Open E-Cards may have previous charges from everyday business transactions. If necessary, “Emergency” charges would be determined starting from the date/time that the Governor declared an emergency.

Contact Information:

Office of the State Comptroller, Fiscal Policy Division:
Michael Moschetti (OSC) Sam Johns (OSC) Richard Esten (OSC)  
michael.moschetti@po.state.ct.us sam.johns@po.state.ct.us richard.esten@po.state.ct.us

Department of Administrative Services, Procurement Unit:
J. Carlos Velez (DAS) Kerry DiMatteo (DAS) Joanne Cusano (DAS)  
carlos.velez@ct.gov kerry.dimatteo@ct.gov joanne.cusano@ct.gov
STATE OF CONNECTICUT

Agreement for Use of the Purchasing Card During a State of Emergency

Agency Name

**Purpose:** The purpose of this Agreement is to set forth the conditions under which the Purchasing Card may be used during a State of Emergency as authorized by the Office of the State Comptroller (OSC) and the Department of Administrative Services (DAS).

**Use:** Agencies may use the Purchasing Card for emergency purchases in the event of a State of Emergency declared by the Governor and no action to disapprove has been taken by the General Assembly (CGS, Sec. 28-9).

**Cardholders:** The Agency must provide a list of employee(s) authorized to make emergency purchases. Cardholders designated as emergency cardholders will have limits raised in accordance with the limits set forth herein as established by OSC when a State of Emergency has been declared. The cardholder will be responsible for placing orders, maintaining receipts in a purchasing log envelope, and forwarding the purchase log envelope to the Agency Purchasing Card Coordinator.

**Credit Limit:** Authorized emergency limits have been established at $250,000 per month and up to $250,000 per transaction. The limit of transactions per day and per month is 999. The Purchasing Card emergency credit limits will not be activated until the Governor declares the Emergency. At that time the Statewide Purchasing Card Administrator will notify the bank that an emergency has been declared.

**Agency Purchasing Card Coordinator:** The Agency Purchasing Card Coordinator will be responsible for maintaining the list of authorized agency individuals designated as cardholders for emergency purchasing. All changes must be requested via the P-Card On-Line (POL) System to the Statewide Purchasing Card Administrator.

The agency will work with staff members of the Office of the State Comptroller and Department of Administrative Services to coordinate implementation of and compliance with this agreement.

The undersigned hereby agrees to the terms and conditions contained herein on behalf of their respective agency. Should there be a change in agency head, no re-execution of this document shall be necessary and all terms herein shall remain in full force and effect until amended by the Comptroller and the Commissioner of Administrative Services.

Non-compliance with any of the provisions contained in the procedures above including the requirements contained in the State Accounting Manual may be grounds for termination of this agreement.

________________________  __________________
Commissioner/Agency Head            Date

________________________  __________________
Agency Purchasing Card Coordinator            Date
Section IV

Disaster Debris Response and Activation
CHAPTER 517b
INTERNATIONAL EMERGENCY MANAGEMENT
ASSISTANCE COMPACT

Sec. 28-22d. International Emergency Management Assistance Compact. This state hereby joins in a compact with such other states and territories legally joining in, in the form substantially as follows:


The International Emergency Management Assistance Memorandum of Understanding, hereinafter referred to as the “compact,” is made and entered into by and among such of the jurisdictions as shall enact or adopt this compact, hereinafter referred to as “party jurisdictions.” For the purposes of this agreement, the term “jurisdictions” may include any or all of the states of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut and the provinces of Quebec, New Brunswick, Prince Edward Island, Nova Scotia and Newfoundland, and such other states and provinces as may hereafter become a party to this compact.

The purpose of this compact is to provide for the possibility of mutual assistance among the jurisdictions entering into this compact in managing any emergency or disaster when the affected jurisdiction or jurisdictions request assistance, whether such emergency or disaster arises from natural disaster, technological hazard, manmade disaster or civil emergency aspects of resources shortages.

This compact also provides for the process of planning mechanisms among the agencies responsible and for mutual cooperation, including, if necessary, emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party jurisdictions or subdivisions of party jurisdictions during emergencies, with such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of emergency forces by mutual agreement among party jurisdictions.

ARTICLE II. General Implementation.

Each party jurisdiction entering into this compact recognizes many emergencies may exceed the capabilities of a party jurisdiction and that intergovernmental cooperation is essential in such circumstances. Each jurisdiction further recognizes that there will be emergencies that
may require immediate access and existing procedures to apply outside resources to make a prompt and effective response to such an emergency because few, if any, individual jurisdictions have all the resources they need in all types of emergencies or the capability of delivering resources to areas where emergencies exist.

The prompt, full, and effective utilization of resources of the participating jurisdictions, including any resources on hand or available from any other source that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster, shall be the underlying principle upon which all articles of this compact are understood.

On behalf of the party jurisdictions participating in the compact, the legally designated official who is assigned responsibility for emergency management is responsible for formulation of the appropriate inter-jurisdictional mutual aid plans and procedures necessary to implement this compact, and for recommendations to the jurisdiction concerned with respect to the amendment of any statutes, regulations, or ordinances required for that purpose.

ARTICLE III. Party Jurisdiction Responsibilities.

(a) Formulate Plans and Programs. It is the responsibility of each party jurisdiction to formulate procedural plans and programs for inter-jurisdictional cooperation in the performance of the responsibilities listed in this section. In formulating and implementing such plans and programs the party jurisdictions, to the extent practical, shall:

(1) Review individual jurisdiction hazards analyses that are available and, to the extent reasonably possible, determine all the potential emergencies the party jurisdictions might jointly suffer, whether due to natural disaster, technological hazard, manmade disaster or emergency aspects of resource shortages;

(2) Initiate a process to review party jurisdictions’ individual emergency plans and develop a plan that will determine the mechanism for the inter-jurisdictional cooperation;

(3) Develop inter-jurisdictional procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans;

(4) Assist in warning communities adjacent to or crossing jurisdictional boundaries;

(5) Protect and ensure delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services and resources, both human and material, to the extent authorized by law;

(6) Inventory and agree upon procedures for the inter-jurisdictional loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness; and
(7) Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances, over which the province or state has jurisdiction, that impede the implementation of the responsibilities described in this subsection.

(b) Request Assistance. The authorized representative of a party jurisdiction may request assistance of another party jurisdiction by contacting the authorized representative of such jurisdiction. These provisions only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing not later than fifteen days after the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed and of the mission or missions, including, but not limited to, fire services, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue;

(2) The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed; and

(3) The specific place and time for staging of the assisting party’s response and a point of contact at the location.

(c) Consultation Among Party Jurisdiction Officials. There shall be frequent consultation among the party jurisdiction officials who have assigned emergency management responsibilities, such officials collectively to be known as the international emergency management group, and other appropriate representatives of the party jurisdictions with free exchange of information, plans, and resource records relating to emergency capabilities to the extent authorized by law.

ARTICLE IV. Limitation.

Any party jurisdiction requested to render mutual aid or conduct exercises and training for mutual aid shall undertake to respond as soon as possible, except that it is understood that the jurisdiction rendering aid may withhold or recall resources to the extent necessary to provide reasonable protection for such jurisdiction. Each party jurisdiction shall afford to the personnel of the emergency forces of any party jurisdiction, while operating within its jurisdictional limits under the terms and conditions of this compact and under the operational control of an officer of the requesting party, the same powers, duties, rights, privileges, and immunities as are afforded similar or like forces of the jurisdiction in which they are performing emergency services. Emergency forces shall continue under the command and control of their regular leaders, but the organizational units shall come under the operational control of the emergency services authorities of the jurisdiction receiving assistance. These conditions may be activated, as needed, by the jurisdiction that is to receive assistance or upon commencement of exercises.
or training for mutual aid and continue as long as the exercises or training for mutual aid are in
progress, the emergency or disaster remains in effect or loaned resources remain in the
receiving jurisdiction or jurisdictions, whichever is longer. The receiving jurisdiction is
responsible for informing the assisting jurisdictions of the specific moment when services will
no longer be required.

ARTICLE V. Licenses and Permits.

Whenever a person holds a license, certificate, or other permit issued by any party
jurisdiction evidencing the meeting of qualifications for professional, mechanical, or other skills,
and when such assistance is requested by a party jurisdiction, such person is deemed to be
licensed, certified, or permitted by the jurisdiction requesting assistance to render aid involving
such skill to meet an emergency or disaster, subject to such limitations and conditions as the
requesting jurisdiction prescribes by executive order or otherwise.

ARTICLE VI. Liability.

Any person or entity of a party jurisdiction rendering aid in another jurisdiction pursuant to
this compact shall be considered an agent of the requesting jurisdiction for tort liability and
immunity purposes. Any person or entity rendering aid in another jurisdiction pursuant to this
compact shall not be liable on account of any act or omission in good faith on the part of such
person or entity while so engaged or on account of the maintenance or use of any equipment
or supplies in connection therewith. “Good faith” in this article shall not include wilful
 misconduct, gross negligence, or recklessness.

ARTICLE VII. Supplementary Agreements.

Because it is probable that the pattern and detail of the machinery for mutual aid among two
or more jurisdictions may differ from that among the jurisdictions that are party to this
compact, this compact contains elements of a broad base common to all jurisdictions, and
nothing in this compact precludes any jurisdiction from entering into supplementary
agreements with another jurisdiction or affects any other agreements already in force among
jurisdictions. Supplementary agreements may include, but are not limited to, provisions for
evacuation and reception of injured and other persons and the exchange of medical, fire, public
utility, reconnaissance, welfare, transportation and communications personnel, equipment, and
supplies.

ARTICLE VIII. Workers’ Compensation and Death Benefits.

Each party jurisdiction shall provide, in accordance with its own laws, for the payment of
workers’ compensation and death benefits to injured members of the emergency forces of such
jurisdiction and to representatives of deceased members of such forces if the members sustain
injuries or are killed while rendering aid pursuant to this compact, in the same manner and on
the same terms as if the injury or death were sustained within their own jurisdiction.

ARTICLE IX. Reimbursement.

Any party jurisdiction rendering aid in another jurisdiction pursuant to this compact shall, if
requested, be reimbursed by the party jurisdiction receiving such aid for any loss or damage to,
or expense incurred in, the operation of any equipment and the provision of any service in
answering a request for aid and for the costs incurred in connection with such requests. An
aiding party jurisdiction may assume in whole or in part any such loss, damage, expense, or
other cost or may loan such equipment or donate such services to the receiving party
jurisdiction without charge or cost. Any two or more party jurisdictions may enter into
supplementary agreements establishing a different allocation of costs among such jurisdictions.
Expenses under Article VIII are not reimbursable under this section.

ARTICLE X. Evacuation.

Each party jurisdiction shall initiate a process to prepare and maintain plans to facilitate the
movement of and reception of evacuees into its territory or across its territory, according to its
capabilities and powers. The party jurisdiction from which the evacuees came shall assume the
ultimate responsibility for the support of the evacuees, and after the termination of the
emergency or disaster, for the repatriation of such evacuees.

ARTICLE XI. Implementation.

(a) This compact is effective upon its execution or adoption by any two jurisdictions, and is
effective as to any other jurisdiction upon its execution or adoption thereby, subject to
approval or authorization by the United States Congress, if required, and subject to enactment
of provincial or state legislation that may be required for the effectiveness of the Memorandum
of Understanding.

(b) Any party jurisdiction may withdraw from this compact, but the withdrawal shall not take
effect until thirty days after the governor or premier of the withdrawing jurisdiction has given
notice in writing of such withdrawal to the governors or premiers of all other party jurisdictions.
The action shall not relieve the withdrawing jurisdiction from obligations assumed under this
compact prior to the effective date of withdrawal.

(c) Duly authenticated copies of this compact in the French and English languages and of such
supplementary agreements as may be entered into shall, at the time of their approval, be
deposited with each of the party jurisdictions.
ARTICLE XII. Severability.

This compact is construed to effectuate the purposes stated in Article I. If any provision of this compact is declared unconstitutional or the applicability of the compact to any person or circumstances is held invalid, the validity of the remainder of this compact and the applicability of the compact to other persons and circumstances shall not be affected.

ARTICLE XIII. Consistency of Language.

The validity of the arrangements and agreements consented to in this compact shall not be affected by any insubstantial difference in form or language as may be adopted by the various states and provinces.

ARTICLE XIV. Amendment.

This compact may be amended by agreement of the party jurisdictions.
State of Connecticut

EMAC Procedures

1 August 2014
State of Connecticut

EMAC Procedures

SECTION 1: RECEIVING INCOMING EMAC ASSISTANCE REQUEST

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1.3. Initiating Conditions or Prerequisites
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SECTION 2: CONNECTICUT AS STATE REQUESTING ASSISTANCE

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SECTION 4: DEFINITIONS, TERMS, ACRONYMS, AND ABBREVIATIONS
Section 1: Receiving Incoming EMAC Assistance Request

1.1. Purpose
The establishment of guidelines for providing mutual aid to other states during that state's declared emergency through utilization of the principles and accepted practices of the Emergency Management Assistance Compact (EMAC).

1.2. Scope
These procedures are intended to provide clear instructions on the State of Connecticut’s response to an incoming EMAC request; Actions which are to be taken when a request arrives; A-Team membership standards and deployment issues.

1.3. Initiating Conditions or Prerequisites
Title 28 Sec.28-23a of the Connecticut General Statutes authorizes the Governor of Connecticut to enter into EMAC agreements with other member States.

An EMAC request for assistance is received via an EMAC email broadcast after the Governor of another state has declared an emergency or disaster and feels that additional resources are needed to supplement that State’s response. This message may come either as a general broadcast to all member States or as a direct State to State request.

1.4. Responsibilities
The EMAC Coordinator assesses message content; advises the DEMHS Operations Manager or State Emergency Management Director of events that may result in requests for assistance and specific requests for assistance; responds to messages as directed by the DEMHS Operations Manager or State Emergency Management Director; negotiates staffing and logistics issues with the requesting state; initiates mission assignments; monitors resources' status while deployed, and coordinates travel and reimbursement through project closure.

The DEMHS Operations Manager or State Emergency Management Director determines if State participation is possible and if resources are available and deployable and consults with the Deputy Commissioner, Division of Emergency Management and Homeland Security regarding a recommended level of response.

The State Emergency Management Director or the Deputy Commissioner, Division of Emergency Management and Homeland Security consults with the State Executive staff to determine the level of EMAC participation.

If a state suffers or expects to suffer a major disaster and needs assistance from another state, the Authorized Representative (AR) of the affected state may request the deployment of an EMAC advance team (A-Team). An A-Team normally consisting of two persons from other member states who will be deployed to the Requesting State’s EOC. Its mission is to implement EMAC on behalf of the Requesting State by coordinating and facilitating the provision of assistance from other member states in accordance with procedures set forth in the EMAC Guidebook.
1.5. Procedure
Any Member State may request EMAC assistance when the Governor of the affected state has declared a state of emergency for an actual or impending disaster. This email goes to the CTDEMHS EMAC email group.
The EMAC Coordinator is the primary point of contact for incoming EMAC requests for assistance. However, emails are sent to the group to ensure the receipt of the need if the Coordinator is unavailable. The EMAC Coordinator will work with the DEMHS Operations Manager or State Emergency Management Director to determine the availability of the requested resource(s) and the feasibility of providing assistance. The EMAC Coordinator is the primary point of contact for incoming EMAC requests for assistance.

The EMAC Guidebook with the current contact information for all EMAC personnel in each member state is maintained on the NEMA website (www.ncmaweb.org). The current version of the guidebook is used by all EMAC personnel during any EMAC activation.

1.5.1 Receiving a Request for Assistance
1.5.1.1 An EMAC request is usually received via an email broadcast. On some occasions, conversations may take place between member states concerning available resources prior to a formal request for assistance.

No deployments should be made prior to receiving a formal request via a REQ-A form, the EMAC REQ-A form is the 'contract' between member states that describes costs, length of service, etc. that when signed by both states initiates the deployment of resources, however; initial actions such as checking on resource availability and obtaining cost information can be performed prior to receipt of an EMAC REQ-A.

1.5.1.2 Upon receipt of a request for assistance, the proper state agency and/or local coordinator will be contacted to determine resource availability. If the resource(s) are available, the requesting state should be notified through completion of the REQ-A section 2 in accordance with the EMAC Operations manual.

1.5.1.3 Requests for assistance may be received verbally on some occasions, but verbal agreements made between Authorized Representatives must be confirmed by completing the REQ-A form within 30 days of the verbal request (EMAC Article III, B). The State of Connecticut will only enter into verbal agreements under extreme circumstances. The State of Connecticut process requires a fully executed REQ-A form prior to resource deployment except under extreme circumstances.
1.5.2 Completing the REQ-A Form

1.5.2.1 REQ-A Section I
This section is completed by the Requesting State.
If a mission requires special considerations for that deployment, these conditions will be detailed in Section I of the REQ-A. The Requesting State will list any/all special considerations that may apply on the deployment and also identify any considerations that must be considered by the assisting State.

Personnel deployment considerations can be any of the following:
1) Specialized equipment needed to support the mission.
2) Personnel clothing needed due to hazardous environment.
3) Personal health protection needed
4) Immunization or inoculation for certain diseases
5) Lodging & transportation provisions (self contained or provided by Requesting State).
6) Right-to-work / Union considerations.
7) Licensure and certification requirements preferences.
8) Security provisions in hostile areas.

1.5.2.2 REQ-A Section II
Section II will be completed and returned to the Requesting State as soon as possible following the receipt of the REQ-A Section I.

Fill in each section thoroughly with detailed information on exactly what personnel and equipment is being offered and an estimate of the cost of sending those resources. Include transportation, lodging, per diem, salary, benefits, overtime, fuel; any cost that Connecticut intends to be reimbursed for.
Have an Authorized Representative sign Section II indicating that Connecticut will provide these services at the estimated costs indicated and return the Form to the requesting state.

1.5.2.3 REQ-A Section III
The Requesting State reviews the Part II information submitted. If the services offered, for any reason, do not meet the needs of the Requesting State, the Requesting State can reject the offer by simply not executing Part III and by notifying the Assisting State that the offer is rejected.

If the services being offered and the terms and conditions reflected in Part II of the REQ-A fulfill the needs of the Requesting State, the EMAC Authorized Representative of the requesting State accepts the assistance by signing and returning Part III of the REQ-A to the assisting State. Receipt of a fully executed REQ-A by the assisting state initiates the deployment of resources.

By officially executing Part II and Part III of the Form REQ-A, the Authorized Representatives from both the assisting and requesting States have, in effect, constituted a legal contract to provide and to reimburse for services to be rendered under the Form REQ-A as stipulated in Article IV of the EMAC Articles of Agreement.
1.5.2.3 REQ-A Amendment(s)
Should the assistance provided or the terms and conditions change at any time during the course of the mission, or should an extension of the deployment period be necessary, the REQ-A will be amended and accepted by the Authorized Representatives of the party states.

Section 2: Connecticut as State Requesting Assistance

2.1. Purpose
The purpose of these procedures is to define the process to be used when it becomes apparent that state resources either are not adequate to accomplish necessary tasks, or soon will be unable to support the number of expected missions, during a declared emergency. Assistance from other states may be requested during these emergencies by following the practices and procedures listed in this SOP and in the EMAC Operations Manual which has been nationally accepted by the EMAC member states.

2.2. Scope
These procedures are intended to provide clear instructions on the proper issuance of a request for assistance through EMAC; the responsibilities of the state requesting assistance; and the training that should take place in order for the staff members of the SEOC to execute their responsibilities in respect to EMAC assistance.

2.3. Initiating Conditions or Prerequisites
Title 28 Sec.28-23a of the Connecticut General Statutes authorizes the Governor of Connecticut to enter into EMAC agreements with other member States.

In order to request resources from assisting states through EMAC, the Governor of the State of Connecticut must have declared a state of emergency for an actual or impending disaster.

2.4. Responsibilities
When the State of Connecticut experiences, or expects to experience, a major disaster or emergency and requires assistance from other states, the Authorized Representative (AR) will initiate the EMAC procedures for requesting assistance. The REQ-A is not valid until it is signed by both the Requesting and Assisting States EMAC Authorized Representatives at which time it becomes a binding contract.

2.5. Procedure
2.5.1 Initial Activation of the EMAC Process
The DEMHS Operations Manager or State Emergency Management Director will be notified of any needed EMAC assistance from another member state. Determination will then be made as to the necessity of the requested resource(s), and the feasibility of gaining assistance. The DEMHS Operations Manager or State Emergency Management Director will in coordination with the Deputy
Commissioner, Division of Emergency Management and Homeland Security determine if the EMAC process should be initiated.

The EMAC Coordinator is the primary point of contact for responses to outgoing EMAC requests for assistance. The EMAC Coordinator compiles a list of responses to the assistance request and informs the DEMHS Operations Manager or State Emergency Management Director of these responses. The DEMHS Operations Manager or State Emergency Management Director and representative from the Agency initiating the request will make a recommendation to the Deputy Commissioner, Division of Emergency Management and Homeland Security as to which if any offers of assistance will be accepted. Once an offer of assistance is accepted, the EMAC Coordinator will coordinate with the SEOC Finance and Administration Chief to insure financial resources are made available to cover costs of the mission to be accepted.

The EMAC Guidebook with the current contact information for all EMAC personnel in each member state is maintained on the NEMA website, located at www.nemaweb.org. The current version of the guidebook is accessed and used by all EMAC personnel during any EMAC activation.

**Requesting State responsibilities:**
1. Confirms that the Governor has declared a State of Emergency in his or her state
2. Verifies the need for assistance (personnel, equipment, skills, etc.)
3. Notifies the NCG and/or NEMA and opens an EMAC Event within the EMAC Operations System.
4. Posts a SITREP (situation report) on the EMAC Web Site and send it to states as deemed appropriate.

**National Coordination Group responsibilities:**
1. Establish communications with the Requesting State to determine the need for A-Team personnel.
2. Requests the EMAC Coordinator to establish an EMAC event within the EMAC Operations System.
3. Schedule daily or as required conference calls among EMAC leadership and Requesting State.
4. Notify the EMAC NCG by the fastest means available that assistance may soon be requested.
5. In conjunction with the NEMA EMAC Coordinator, catalog a list of resources being offered by member states.

**2.5.2 EMAC Broadcast Functionality**
The EMAC Broadcast process is to be used for sending messages related to EMAC, deliver reports on a state's status during a disaster, and make announcements that may result in the sharing of resources through EMAC. In the event that the EMAC Website is not available or connectivity to the internet at the EOC is lost the process of completing a REQ-A, and coordinating with the assisting State can be accomplished using FAX or e-mail communications.
The EMAC Broadcast process should not be used to locate non-EMAC resources (those that will not result in an EMAC mission) or to send general information that is not related to EMAC.

2.5.3 Procedures for Executing the Request for Assistance (REO-A)

a. Requests for assistance may be received or requested verbally, but verbal agreements made between Authorized Representatives must be confirmed by completing the REO-A form within 30 days of the verbal request (EMAC Article III, B). The State of Connecticut will only enter into verbal agreements under extreme circumstances. In the majority of instances, a written REO-A form must be completed prior to resource deployment.

2.5.4: Completing the REO-A Form

A complete copy of the EMAC REO-A Form and REO-A Amendment Form can be found in Section V, Appendix H EMAC Forms in the EMAC Guidebook or by completing an online version of the REO-A form. 2.5.4.1 REO-A Section I and II Complete instructions for completing the REO-A form can be found online at the NEMA website (www.nemaweb.org). Also, instructions for completing the form are present in the EMAC Guidebook. The REO-A form should be completed fully and clearly.

2.5.4.2 REO-A Section III.

The Assisting State EMAC Authorized Representative signs the offer of assistance on Section III of the REO-A Form and submits the REO-A to the Requesting State for their review. The State of Connecticut will review the Part II information (with Breakout of Cost Estimate and Mission Information) submitted by states that may make an offer of assistance.

If the services offered, for any reason, do not meet the needs requested by the State of Connecticut, the State may reject the offer by simply not executing Part III and by notifying the Assisting State that the offer is declined.

If the services being offered and the terms and conditions reflected in Part II of the REO-A fulfill the needs of the Requesting State, the EMAC Coordinator or Authorized Representative will coordinate with the Finance and Admin Chief to insure funding is made available to cover the cost of the mission and accept the assistance by signing and returning to the assisting State Part III of the REO-A form authorizing resource deployment and obligating compliance with EMAC Articles of Agreement. Additionally, the EMAC Coordinator will complete an ICS Ford 213rr and submit to the Fiscal Admin Officer to who will identify availability and score of funding to cover any expenses incurred through initiation of an EMAC agreement.

By officially executing Part II and Part III of the Form REO-A, the Authorized Representatives from both the assisting and requesting States have, in effect, constituted a legal contract to provide and to reimburse for services to be rendered under the Form REO-A as stipulated in Article IV of the EMAC Articles of Agreement.
2.5.4.5 REQ-A Special Deployment Conditions.
If the mission requires special considerations for deployment, these should be detailed on page 2 of the REQ-A. The Requesting State should circle any/all special considerations that may apply on the deployment.

**Personnel deployment considerations can be any of the following:**

1. Specialized equipment needed to support the mission.
2. Personnel clothing needed due to hazardous environment.
3. Personal health protection needed
4. Immunization or inoculation for certain diseases
5. Lodging & transportation provisions (self contained or provided by Requesting State).
6. Right-to-work / Union considerations.
7. Licensure and certification requirements preferences.
8. Security provisions in hostile areas.

2.5.4.6. REQ-A Amendment
Should the assistance provided or the terms and conditions change at any time during the course of the deployment, or should an extension of the deployment period be necessary, the REQ-A should be amended to reflect these changes and accepted by the Authorized Representatives of the party states.

2.5.5: Reimbursement
Under EMAC Article III, it is the duty of each Member State to formulate internal procedural plans and programs to request interstate mutual aid or provide it to other Member States.

2.5.5.1 Reimbursement Considerations

1. Article IX of the Compact provides that, "any state rendering aid in another state pursuant to the compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided furthermore, that any two or more party states may enter into supplementary agreements establishing a different allocation or costs among those states. Article VIII expenses shall not be reimbursable under this provision."

2. The REQ-A can be used to convey reimbursable costs and costs that have been waived.

3. All Member States must recognize the sovereignty of each Member State to the Compact and that the process for EMAC Missions and reimbursement varies in each. The most
important issues are that accurate collection, preparation and submission of documentation. Coordination by Member States will expedite the reimbursement process.

4. All Member States must develop an internal process for the timely preparation and review of claims for reimbursement.

5. All Member States should train emergency management staff and other organizations that may deploy resources in support of an EMAC Mission. This training should explain the EMAC Mission process including how the reimbursement process works and what documentation will be needed to support a reimbursement claim.

6. All properly executed missions must be approved by the Requesting State and Assisting State before any asset is mobilized and a signed REQ-A by both party states' Authorized Representatives is completed. Any changes to a mission must be reflected in an amended REQ-A signed by both party states' Authorized Representatives.

7. When an Assisting State assembles a reimbursement request package, it should provide detailed cost documentation and supporting documents within the scope of services as defined in the fully executed REQ-A.

8. Before submitting a reimbursement package to a Requesting State, an Assisting State EMAC Authorized Representative reviews the package for completeness and ensures that the expenses and supporting documentation being claimed are consistent with the REQ-A.

9. Discrepancies between a properly executed REQ-A and the reimbursement package must have good justification. If expenses are incurred for actions not directly related to the mission and/or not specified on the REQ-A, a strong justification and documentation for additional costs will be necessary. Significant changes to a mission should be reflected on amended REQ-A signed by both Member States. Discussions between the Assisting State and Requesting State will help to resolve discrepancies and provide any special instructions needed. If necessary, engage the EMAC Authorized Representative to resolve any discrepancies.

10. Member States must be timely in submitting reimbursement documentation and in providing reimbursement for properly executed EMAC Missions. Timely processing of required documentation and reimbursement of all parties involved is critical to successful mutual aid, fiscal year cash management and future EMAC deployments.

11. Member States should consider all available state, local, volunteer, and privately owned resources when responding to an EMAC request. It is legally advisable for each state to ascertain their statutory authority for utilizing local government, private and volunteer resources for EMAC purposes prior to deployment.
2.5.5.2 Types of Reimbursable Costs

EMAC was intended to provide reimbursement for actual costs incurred during the execution of the mission as described in the REQ-A. All actual deployment costs incurred in direct support the mission defined in the REQ-A, as amended, are eligible for reimbursement. As a reminder, the REQ-A is a binding contract between the states. Efforts to capture all mission costs should be taken and REQ-As should be amended as needed to capture changes in the mission scope and duration.

Examples:

1. Personnel Costs- Regular time salary, overtime salary, and fringe benefits calculated at the regular rate utilized by the Assisting State or political subdivision or other entity within the Assisting State.

2. Travel Costs-
   a. Airfare (unless direct billed to the providing entity)
   b. Ground transportation costs such as:
      i. Rental vehicles and fuel.
      ii. Taxi.
      iii. Shuttle.
      iv. Parking fees.
      v. Toll fees.
      vi. Government-owned vehicle mileage (may not charge for both per mile mileage rate and the cost of gasoline).
      vii. Personally-owned vehicle mileage (may not charge for both a per mile mileage rate and the cost of gasoline).
   c. Lodging (unless direct billed to the providing entity).
   d. Meals not otherwise provided by entities of the Requesting State.

3. Equipment Costs- Maintenance and operating costs necessary to operate equipment vehicles and machinery required to perform the mission described in Form REQ-A.

4. Commodity Costs- Consumables, supplies and materials used for the mission described in Form REQ-A.

5. Other Costs-
   a. Reasonable costs to repair or replace equipment damaged during deployment while performing assigned mission described in Form REQ-A. These costs should take into consideration the depreciated value of the equipment and any insurance coverage available for the damage or loss.

All of the above costs will be calculated according to the policies of the Assisting State or the Assisting State’s political subdivisions or other entities within the Assisting State providing assistance. For example, some states utilize a widely adopted per diem rate found at http://www.gsa.gov while others reimburse for actual travel costs supported by receipts. State policy documentation should accompany the reimbursement package.
b. Costs relating to decontamination of equipment and cleaning of personal protective equipment used in performing the mission as described in Form REQ-A.

c. Costs of purchasing and transporting supplies by Assisting State as requested by the Requesting State (and approved in Form REQ-A).

d. Reasonable costs for maintenance of equipment to pre-disaster condition.

e. Replacement costs - All damaged, destroyed, totaled, contaminated, or otherwise unusable items that were used on an official fully executed EMAC mission (uniform, turnout gear, etc.) should be considered as replacement and should be documented as such. These items should be reported as damaged as soon as the damage is identified so that proper record keeping can take place.

2.5.5.3 Non-Reimbursable Costs

1. Administrative costs - costs associated with pre-deployment and post-deployment functions or other costs incurred by Assisting States in responding to EMAC requests, unless otherwise mutually agreed upon by each party state and stipulated in Form REQ-A, are not eligible for reimbursement. EMAC is intended to provide reimbursement for actual costs incurred in the deployment mission described in Form REQ-A.

2. Replacement costs - While damaged, destroyed, totaled, contaminated, or otherwise unusable items that were used on an official fully executed EMAC mission (uniform, turnout gear, etc.) should be considered as replacement; replacement of items prior to the deployment is not allowable.

3. Costs for alcohol, tobacco, toiletries, or similar items are not eligible for reimbursement.

4. Costs incurred by an entity that self-deployed without an approved mission described in an officially executed REQ-A without prior consent of both the Assisting State and Requesting State Authorized Representatives.

5. Costs for items not specified or indicated in Form REQ-A unless otherwise deemed justifiable by the Requesting State at a later date and supported by appropriate documentation in the reimbursement Package and as accepted by the EMAC Authorized Representative.

2.5.6: EMAC Reimbursement Documentation

If tasked to perform the mission described in a fully executed REQ-A, the actual costs incurred by each Assisting State agency or department, their political subdivisions, or other entities tasked to perform the mission described in the REQ-A, will be entered on a separate Intrastate Reimbursement Form R-2. An R-2 will be completed for each fully executed and completed REQ-A.
Costs entered on each Reimbursement Form R-2 will then be totaled by category and entered on Reimbursement Form R-I, representing the total costs for each completed REQ-A.

1. These costs must be supported with backup documents to include:
   a. Copy of the fully executed REQ-A.
   b. Timesheets signed by Team Leader or authorized individual.
   c. Work records.
   d. Payroll documents.
   e. Travel expense reports/vouchers.
   f. State warrants/checks.
   g. Receipts or invoices for purchased goods.
   h. Other similar documents evidencing costs incurred.

2. The Assisting State may, depending on applicable state law and regulation:
   a. Reimburse the Providing Entity for all approved expenses shown on the Form R-2 within a reasonable timeframe mutually agreed upon by both parties and enter those costs on a Reimbursement Form R-I, and submit to the Requesting State for reimbursement, or to NEMA.
   b. Attach the Intrastate Reimbursement Form R-2 and supporting documents to an Interstate Reimbursement Form R-I and forward to the Requesting State instructing the Requesting State to issue remittance in the name of the Providing Entity through the Assisting State.

Upon receipt of the payment from the Requesting State, the Assisting State should attach a copy of payment to the reimbursement package file copy and forward payment to the providing entity.

3. Whichever method is used, the Assisting State must review the claim; resolve any issues prior to payment and/or submission to the Requesting State for remittance.

4. Reimbursement Form R-I and R-2 can be found in Section 6 or on the EMAC website at www.emacweb.org.

2.5.7: The Reimbursement Package & Authorized Representative Responsibilities

The Reimbursement Package should contain a copy of the fully executed REQ-A along with the documentation described in Sections IB and ID above. Accompanying this documentation should be a cover letter from the Assisting State's Fiscal Officer or Authorized Representative describing special instructions for remitting payment to the Assisting State along with special cost-coding, IRS or employee tax I.D. number of the Assisting State entity. The letter should specify the name and
contact information of the Assisting State person responsible for compiling the reimbursement
package, and any other information relevant to payment. The Assisting State Fiscal officer or
Authorized Representative should review and authenticate all documents included in the
reimbursement package to ensure all costs are justifiable prior to signing the cover letter and
forwarding it to the Requesting State.

2.5.8: NCT and RCT Personnel Reimbursement

The following guidance is provided for states to receive reimbursement for expenses of National
and Regional Coordinating Teams deployed to the NRCC or RRCC(s) respectively.

1. All mission expenses should be documented pre-deployment using Form REQ-B. Changes to
the original mission should be documented in Amendment Form REQ-B.

2. Reimbursement packages should be documented on The Non-CSG Employee Expense Form
and should accompany attached documentation (as stated below).

3. All deployed personnel provide travel costs and all original receipts to their home state as
soon as possible after the completion of their trip for reimbursement for the following
expenses.
   a. Airfare (unless direct billed to the providing state).
   b. Lodging (current government rate).
   c. Ground transportation costs including rental car, taxi, shuttle, parking, mileage for use
   of personal owned vehicle at current established rates.
   d. Per Diem and incidental expenses (using state rate for the receiving state,
   e. information @ http://www.gsa.gov).

4. Other approved mission costs are:
   a. Straight time pay.
   b. Overtime pay (if allowable under state payment procedures).
   c. Personnel fringe benefits (actual percentage paid by the responding state).

5. Reimbursement Instructions
   a. Deployed personnel should submit expenses to the Assisting State first.
   b. The Assisting State will request reimbursement from NEMA.
   c. All eligible costs must be submitted by the Assisting State using a "Non-CSG Employee
   Reimbursement Form". This form is shown in Section V: Subsection 10: Non-CSG
   Employee Expense Form. The Assisting State will be the payee. NEMA will not accept
   request for reimbursement from individual NCT or RCT deployed personnel.
   d. The Non-CSG Employee Expense Report Form should be completed as follows:
      i. Personnel Pay and Benefits:
         a. Enter the total amount of the regular time paid.
         b. Enter the total amount of the overtime paid.
         c. Show the actual amount of personnel fringe benefits as a separate entry under
            the Description and Date of Activity column and the date of the period of
activity. Please note: Show the actual percentage used by the Assisting State to determine fringe benefits.

ii. Travel Costs:
   a. After entering the appropriate entries in the Description and Date of Activity column; enter the total amount of hotel expense and per-diem being claimed under the Hotel and Meals column.
   b. After entering the appropriate entries in the Description and Date of Activity column; list the total amount being claimed for each mode of transportation (air and ground) in the Transportation column.
   c. Other eligible expenses should be entered as a separate entry and shown under the "Other" column.

iii. Required Documentation and Other Information
   a. A copy of the employee’s time sheet(s) for the hours worked during the deployment period.
   b. A copy of the State Payroll Voucher listing regular and overtime hours and pay and fringe benefits.
   c. Copies of the State Warrant supporting the claimed expense.
   d. The Non-CSG Employee Expense Form must be signed by the deployed personnel and certified by the Assisting State.
   e. Attach all original receipts for hotel, airfare, car rental, etc.
   f. Receipts for meals are not required since these costs are included in the per diem rate.
   g. Indicate how the Assisting State should be shown as the payee, or if a specific funding code should be identified on the form.
   h. NEMA will issue a reimbursement check to the Assisting State through The Council of State Governments (CSG).
   i. The Assisting State should submit the completed CSG Non-Employee Expense Report and supporting documentation within 30 business days following completed deployment to the below address:

   National Emergency Management Association
   EMAC Deployment
   P. O. Box 11910
   Lexington, KY 40578.

2.5.9: Training and Exercises
The emergency management agency in each EMAC-member state should be prepared to implement interstate mutual aid in accordance with the EMAC guidebook-both as a potential Requesting State and as a potential Assisting State. In addition, each should have personnel trained and available for out-of state A-Team duty on short notice.

CT DEMHS will provide A-Team training for staff designated for such duty, as well as staff training on the EMAC system. Each A-Team deployed to a Requesting State EOC should have a team leader
with A-Team experience and one or two assistants. The best training for A-Team duty is provided on-the-job.

The scope of EMAC is much broader than state emergency management. It involves the emergency services parts of other state agencies, localities, and organizations that can provide experienced program personnel, deployable task forces, and other resources which could assist requesting states with disaster response and recovery operations.

These potential resource providers need to know how to participate in EMAC. Any EMAC-related training provided by an EMAC-member state to potential resource providers within that state should be within the context of any existing statewide mutual aid programs. Many statewide mutual aid programs may have already identified task forces, strike teams, etc., which would also be deployable under EMAC. It is recommended that EMAC and in-state mutual aid be very closely coordinated in each state and, perhaps, administered jointly. It is further recommended that training for resource providers incorporate both intra-state mutual aid and inter-state mutual aid (EMAC) concepts and practices.

Each member state’s emergency management agency will provide, or coordinate the provision of, EMAC training for the state’s potential mutual aid service providers. State emergency services organizations (law enforcement, fire, emergency medical, search and rescue, emergency management, etc.) should keep their members informed about mutual aid activities through newsletters, meetings, or any other means deemed appropriate.

Past standing A-Team members will assist in developing an exercise to test and train the current Standing A-Team. This will assist the new Standing A-Team in the operational considerations of their particular state as it applies to the Standing A-Team responsibilities.

3. References
EMAC Operations Manual Version 3.0 10/16/13
The National Emergency Management Association

4. Definitions, Terms, Acronyms, and Abbreviations

Area of Operations (AO) - The jurisdictional area for which a deployed coordinating team element is responsible. For example, a State is the AO for a State EM organization. A federal region can consider one or more states within that region as being in their AO. EMAC personnel deployed to a local area would refer to that area as his or her AO.
Assisting State - An Assisting State is any EMAC Member State providing assistance to another Member State requesting aid using the EMAC Request for Assistance (REQ-A) process. Once a Member State duly executes the REQ-A with a Requesting State, that Member State is referred to as an Assisting State until the terms of the REQ-A have been completed and the resources being provided have been released and demobilized.
**Authorized Representative (AR)** - The Authorized Representative is the person empowered to obligate state resources and expend state funds for EMAC purposes. In a Requesting State, the AR is the person who is legally empowered under Article III, Section B of the Compact to initiate a request for assistance under EMAC. In an Assisting State, the AR is the person who can legally approve the response to a request for assistance. State Emergency Management Directors are automatically Authorized Representatives. The director can delegate this authority to other EM officials within the organization as long as they possess the same obligating authority as the director. A list of Authorized Representatives for each Member State is found in Section V: Appendix E and on the EMAC website ([www.emacweb.org](http://www.emacweb.org)).

**Advance-Team (A-Team)** - An A-Team normally consists of two persons from any Member State who are knowledgeable about and prepared to implement EMAC procedures in their own state or any other Member State. At the request of a Member State, an A-Team is deployed to the Requesting State’s EOC to facilitate EMAC requests and assistance between Member States. The A-Team assists the Requesting State with requests for assistance, tracks the location and status of the assistance accepted and deployed to the Requesting State’s locations, and assists the deployed personnel as needed and required while they are deployed. The A-Team is the primary point-of-contact for requesting and acquiring assistance provided under EMAC.

**Broadcast** - The EMAC Broadcast functionality sends EMAC key personnel (as designated by the state emergency management agency director) an email when a request for assistance or other important information needs to be shared. It is the primary means used to alert EMAC states of an impending or occurring emergency event or to request assistance and is sent via the EMAC website. The system can send to "home" state, regions (up to 3), or all members.

**Debrief** - A conversation where information is exchanged on aspects of the mission (such as personnel well being, experience, etc.).

**Demobilization** - This is the process of releasing assets (personnel and/or equipment) whose mission is completed or no longer needed to support a specific mission within an event. The process involves debriefing personnel, returning issued equipment, completing and submitting required paperwork, arranging return travel, and tracking released assets back to their home duty station in the Assisting State in a safe and timely manner.

**Designated Contact (DC)** - This person is very familiar with the EMAC process and serves as the point of contact for EMAC in their state and can discuss the details of a request for assistance. The DC is not usually legally empowered to initiate an EMAC request or authorize EMAC assistance without direction from a superior. A list of Member State Designated Contacts can be found in Section V: Appendix E, and at [www.emacweb.org](http://www.emacweb.org).

**EMAC** - The Emergency Management Assistance Compact, an interstate agreement which enables entities to provide mutual assistance during times of need.

**EMAC Advisory Group (EAG)** - The EAG, comprised of representatives from national organizations whose membership are EMAC stakeholders, facilitates the effective integration of multi-discipline
emergency response and recovery assets for nation-wide mutual aid through EMAC. Many of these resources are local teams which need the ability to be brought on as temporary state employees.

**EMAC Executive Task Force** (ETF) - The ETF, under the leadership of the Chair, is responsible for managing the day-to-day programmatic activities on behalf of the member states to ensure that the EMAC system, including the Operating Protocols, Operations Manual and Standard Operating Procedures and the Field Guide, is maintained in a current state of readiness. The ETF is comprised of the chair, chair-elect, immediate past-chair, a representative from each federal region, three at-large members, the National EMAC Coordinator, the EMAC Senior Advisor, and the NEMA Legal Counsel Committee chair.

**EMAC Member State** - The term applies to the 50-states, the Commonwealth of Puerto Rico, the District of Columbia, and all U. S. territorial possessions whose governors have signed the Compact into law. It is used on a daily basis to refer to states during periods of non-emergency activity. See definition of the Requesting and Assisting State used when denoting EMAC Member State’s roles during activation of the EMAC.

**Joint Field Office (JFO)** - This facility is used to house state, federal and volunteer agency personnel who manage emergency response and recovery operations and administer state and federal recovery assistance programs within each state declared a major disaster by the president.

**Lead State Representative (LSR)** - A member of the EMAC Executive Committee responsible for representing the EMAC Member States within their respective FEMA Region.

**Legal Committee Liaison** - The Chair or the Chair’s Designee from NEMA's Legal Committee which serves as a non-voting member to the EMAC ETF.

**Mission** - A mission under EMAC becomes an official mission once all appropriate sections of the REQ-A have been duly executed by the Authorized Representatives of the Requesting and Assisting state(s).

**National Coordination Group (NCG)** - Comprised of members from the state of the Chair of the EMAC Executive Task Force. They are the nationwide EMAC point-of-contact during normal day-to-day, non-emergency periods. The NCG is prepared to activate EMAC on short notice by coordinating with the EMAC Authorized Representatives or Designated Contacts of the other Member States.

**National Coordinating Team (NCT)** - In the event that the NRCC in activated at FEMA Headquarters in Washington, D. C. and a coordinating team is needed to maintain over all coordination among the deployed EMAC components. DHS/FEMA will request that NEMA/NCG deploy an NCT to the NRCC. Costs for deploying and maintaining an NCT are reimbursed by FEMA through NEMA.

**National Operations Center (NOC)** - Now called the NRCC, this was the facility within DHS/FEMA headquarters in Washington, DC where federal representatives from agencies with emergency support functional responsibilities assemble to coordinate federal response efforts.

**National Response Coordination Center** (NRC C) - This is the facility in Washington, D. C. used by DHS/FEMA to coordinate federal response and recovery operations. The Federal Emergency
Support Functions (ESFs) are collocated at the NRCC to provide resource support to state counterparts through the Regional Response Operations Centers.

**National Incident Management System (NIMS)** - The system used to conduct incident management as specified in Homeland Security Presidential Directive (HSPD)-5. NIMS established a national standard methodology for managing emergencies and ensure seamless integration of all local, state and federal forces into the system.

**National Response Plan (NRP)** - The NRP establishes the national framework for domestic incident management in accordance with Homeland Security Presidential Directive-5

**Operations Manual and Standard Operating Procedures** - These are the written standardized process to ensure each Member State understands the EMAC agreement, is adequately prepared to participate in the agreement, and follows the same standardized procedures while implementing EMAC. This manual sets forth the terms of the EMAC agreement and establishes the EMAC procedures that all Member States are to follow.

**Providing Entity (PE)** - Any local government political sub-division, organization, or state agency of an Assisting State, other than the state emergency management organization, that is providing an EMAC requested resource on behalf of the Assisting State to fulfill an official EMAC REQ-A mission requirement.

**Point of Contact (POC)** - The person or entity that is the main contact.

**Regional Coordinating Team (RCT)** - If the disaster event involves more than one state in a single federal region or multiple states in multiple regions, FEMA may request that an RCT be deployed to the federal Regional Operations Center (ROC) to coordinate with A-Teams deployed to Requesting States. The RCT supports the A-Teams within their Area of Operations (AO) but does not directly acquire resources from other Member States without approval of the NCG. The RCT prepares regional Situation Reports and channels information up to the NCT. NEMA © 2005-2007 V -4 5/2/2007

**Regional Response Coordination Center (RRCC)** - The federal facility from which federal personnel coordinate response operations and provide resource support to states within each federal region. The RRCC usually stands down once a Joint Field Office is operational in the affected state(s) within the region.

**Reimbursement** - The process of submitting documented eligible costs by an Assisting State to a Requesting State in order to receive financial compensation for providing assistance specified in the REQ-A and in accordance with the EMAC.

**Reimbursement (R-I) Form** - The form used to summarize the costs of all interstate assistance requested and provided by an Assisting State. A single R-I should be completed and submitted to the Requesting State by each State that provided assistance. All of the costs for providing assistance under the REQ-A(s) are totaled. Copies of receipts and payment vouchers are attached to the R-I. The
R-I is signed and sent to the requesting state for reimbursement. A copy of the R-I Form is included in Section V: Appendix G.

**Reimbursement (R-2) Form** - The form used to summarize the costs of all intrastate assistance requested and provided by an agency, municipality, county or other organization within a state providing assisting to another state under EMAC. A single R-2, accompanied by copies of receipts, payment vouchers and other costs supporting documents, should be completed and submitted to the Assisting State for each agency, municipality, county or other organization who provided assistance. The R-2 is signed by the appropriate authority of the requesting entity and sent to the Assisting State for reimbursement. The Assisting State attaches copies of all R-2s and supporting documents to all applicable R-I's as appropriate.

**Requesting State** - Any EMAC Member State that has informally or formally requested interstate assistance using any of the systems established by EMAC for this purpose.

**Request for Assistance (REQ-A) Form** - The EMAC Request for Assistance (REQ-A) Form is used to officially request assistance, offer assistance, and accept assistance. The use of the single form simplifies and streamlines the paperwork necessary to request and receive assistance from Member States. It is important to remember that when duly executed by the Authorized representative of the Requesting and Assisting State(s), the REQ-A becomes a legally binding agreement between the Requesting and Assisting State(s) under EMAC. A copy of the REQ-A Form is enclosed in Section V: Appendix G and is found at www.emacweb.org.

**Resource Typing** - The method employed to categorize and describe the resources that are commonly exchanged in disaster via mutual aid, by capacity and/or capability of a resource's components (i.e., personnel, equipment, and training).

**Situation Report (SITREP)** - The status report that is prepared by an A-Team and posted on the EMAC website. It details the current status of the emergency operation and the response to that emergency event. The purpose of the SITREP is to ensure that all parties involved in the response effort are thoroughly informed of every facet of the current operation.
Statewide Credentialing

State of Connecticut
Department of Emergency Services and Public Protection
Division of Emergency Management
Homeland Security
June, 2014
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<td></td>
<td>1/21/2014</td>
<td>Format and changes based on 1/17/2014 meeting</td>
<td>Brenda Bergeron</td>
</tr>
</tbody>
</table>
SUMMARY

Disasters reveal a need to have uniform credentials for essential personnel when responding to and entering an area during and post disaster event. Uniform credentials and access guidelines may help save lives and avoid delays and loss of critical utilities and services, as well as delays in reestablishing security and communications systems.

This document outlines guidelines for emergency and other essential responders as well as management personnel at the Federal, State and local level. These guidelines seek to clarify the roles, responsibilities, and processes that will be followed to ensure that all essential responders are given timely and efficient access to disaster-affected area. A sub-committee of the Connecticut Division of Emergency Management and Homeland Security developed this standard. The committee was comprised of multidiscipline responders including private sector.

It is anticipated that responder entry/reentry will occur in a tiered approach based on key roles in restoring normal operations during and after a disaster. Admittance will be granted based on the immediate needs and requirements of the locally affected area through the Authority Having Jurisdiction (AHJ).

Level 1 will include but not limited to Fire services, emergency medical services and law enforcement. Other services include Public Works, Search and Rescue Personnel, Infrastructure and Utilities Repair Personnel, Official Damage Assessment Teams, and any other personnel at the direction of the Authority having Jurisdiction.

Level 2 will include Relief Workers (e.g. Red Cross Volunteers), Public Health and Medical Responders (to include Volunteer Health Professionals (VHPs), Banking Organizations, Insurance Agencies, and Businesses deemed to be essential to the recovery effort.

Level 3 will include Businesses not included in Tier 2 and residents.
It is recognized that there are several different accountability systems currently being used throughout the State. It is not the focus of this committee to dictate which system services will use but to standardize responder credentials and how the data is captured.

Federal, State, and local government agencies recognize specific identification from first responders, critical infrastructure owners and operators as they seek to gain access into a restricted disaster area. Relying parties (e.g. law enforcement, National Guard) will require constant communication with local and State EOCs so that proper admittance is granted. Once identity and attributes are authenticated, access is granted.

The certifying authority that a responder is properly credentialed will be the responsibility of the authority having jurisdiction (AHJ) and who has the ability to hire and or terminate the responder. The credentials each responder holds will be valid for a period of two years. At the end of the two year cycle, the authority having jurisdiction will review the responder’s credentials make necessary adjustments and re-verify that the responder is properly credentialed.

In order to compile and maintain a statewide database of responders and their credentials, the AHJ at the beginning of the two year cycle will electronically send a spreadsheet of the Department’s Responder Database to DEMHS.

NOTE: To be clear, part of this document also addresses identification over credentialing. When we refer to private sector or some governmental agency partners, we are not ensuring they have qualifying credentials to respond to a scene, as first responders do. In these cases, we referring to identifying insignia in the form of picture id cards, hang tags, vehicle markings, etc. This identification will assist in allowing individuals to freely travel and conduct business that is related to short or long-term recovery from an emergency, when such travel might otherwise be restricted. These are mentioned as Level 2 responders later in this document.

The responder’s credentials will be converted to barcode format PDF417. This format is a standard barcode format already being utilized by a large number of services throughout Connecticut. Once data is collected the barcode will then be integrated to the services accountability/ID tags/auto placards allowing access to the responder’s credentials during emergency responses.

To identify the responder on the barcode, the following formula will be utilized:

1. First identifier will be the DEMHS region the responder’s from (3)

Example:
John/Jane Doe
DEMHS Region
Vehicle Registration
Responder Discipline
Individual ID

| QR Code |
2. Second identifier is the town vehicle registration abbreviation (MA)
3. Third identifier is the responder’s discipline (FD)
4. Fourth identifier is the first three letters of employee’s last name and the last four digits of their social security number (jan0000)

In the event a responder is a member of more than one agency, each agency will credential the responder at the appropriate level and integrate the responder’s data to the respective services accountability/ID tag. This process will allow the responder to represent an individual service during a response. It is understood that responder may have more than one accountability/ID tag. However, this process also allows for the authority having jurisdiction the ability to make changes or revoke credentials issued to responders without voiding the remaining services credentials.

An auto placard displaying the same information shall be issued by the Authority Having Jurisdiction (AHJ) and in some instances, hanging from the rear view mirror of the vehicle. It is recognized that specific agencies will have agency vehicles readily identified by their specific markings. Though not required, it is recommended the auto placard be utilized in addition to the specific markings to assure immediate recognition. Specifically, in Connecticut, the Department of Insurance has an emergency adjuster program that is managed under their authority by private insurance companies. Their hang-tag system works by allowing major insurance companies to subcontract with adjusters to respond in times of heavy demand. The system is flexible and manageable by the private insurers in coordination with the Department of Insurance.

The following is a listing of identification that will be required to gain access at checkpoints:
1. A valid State Driver’s License
2. Department/Agency issued photo ID

It is anticipated that entry/reentry will occur in a tiered approach based on key roles in emergency operations and restoring normal operations after a disaster. It is understood that events that occur within specific jurisdictions will dictate based on local needs and factors what personnel will need access into the affected area. Safety, with regard to emergency operation, public health, travel accessibility will be paramount and of crucial importance in determining any access.
Any responder seeking entry will report through the single control area for check-in. Please see diagram below.
**Level I**

Immediate and unrestricted access will be granted to Fire services, Emergency Medical Services and Law enforcement agencies. Other Services requiring access are Search and Rescue, National Guard (Military), and Emergency Response Agencies in support of efforts in the affected area.

- A uniformed Law Enforcement official, Emergency Medical Service provider, Fire official, Military personnel all must possess a valid identification card to include attributes
- A properly marked or identified vehicle with commissioned or credentialed occupant
- Unmarked Agency vehicle with proper identification as stated above
- Infrastructure and Utilities Repair Personnel: These agencies must be permitted immediate access to ensure that essential services such as water, lighting, and communications are restored and infrastructure is intact. Municipal utilities and public works personnel also are included.
- Official Damage Assessment Teams: These may include FEMA, State, and local officials.
- Any other personnel at the direction of the Authority having Jurisdiction

**Level 2**

- Relief Workers: These groups will be needed to provide food, shelter and other supplies for those individuals impacted by the event.
- Public Health and Medical Responders: These include hospitals, nursing homes, assisted living facilities, and dialysis centers.
- Insurance Agents.
- Banking Organizations.
- Business operators considered critical to the recovery effort. Authority having Jurisdiction and municipal officials will make the decision to permit key business operators to return to impacted areas based on an overall evaluation of the situation. Key business operators will be allowed to reenter their communities when the governing jurisdictions, agree that the following factors are resolved:
  a. Rescue: All search and rescue operations have been completed.
  b. The area is safe to inhabit
  c. Access: Major routes are intact and passable.
  d. Public Health: There is no threat to public safety.
Level 3

Business operators not allowed in under level 2, and residents will be allowed to return as areas are deemed safe.

Critical Infrastructure Owner/Operators (for Employees and Contractors, Subcontractors, and affected Personnel):

- Ensure possession of valid identification card to include attributes
- Ensure Company vehicles utilize standard markings and LOA
- Promote the use of this SOP at the State and local level
- Business operators must report to designated staging areas

Private Sector Credentialing

During times of emergency, the Governor or a local municipal Chief Executive Officer may close state or local roads to traffic. When the Governor issues an Executive Order closing roads, s/he may include an exception for public safety/welfare vehicles, including, for example, those vehicles that are carrying necessary resources such as food, water, or emergency building supplies. In addition, the Governor’s travel ban may allow for emergency response and services personnel to travel in order to protect the welfare of the public. Depending on the circumstances, these personnel may include essential medical personnel, emergency insurance adjusters, and utility employees including cable (telecommunications companies), telephone, and electrical company employees.

Through the State Emergency Operations Center (SEOC), state and local police will be informed of the parameters of the Governor’s travel ban, including any exceptions to the ban. Law enforcement personnel will be encouraged to contact the SEOC if they have any questions about whether to allow a particular vehicle to travel.

Private sector partners such as hospitals, utility companies, grocery stores, and insurance companies should issue their employees identification cards that clearly indicate their roles in emergency situations. If a particular vehicle is not marked, private sector partners should consider issuing their employees magnetic decals to be placed on their vehicles on an as-needed basis. Private sector companies should submit a picture of their identifying logo and/or identification badge to the Department of Emergency Services and Public Protection to be kept on file in Web EOC. This will allow the SEOC and the law enforcement community a simple way to access credentials and recognize appropriate travelers.
Approved Responder Credentials
### Appendix A; CT-ESF 2 Communications

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Education</td>
<td></td>
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<tr>
<td>Training</td>
<td></td>
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<tr>
<td>Experience</td>
<td></td>
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<tr>
<td>Physical/Medical Fitness</td>
<td></td>
</tr>
<tr>
<td>Certification</td>
<td></td>
</tr>
<tr>
<td>Licensing</td>
<td></td>
</tr>
</tbody>
</table>
### Description
Based on the NIC's existing nationally established titles, the Public Works Working Group has designated 4 proper titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division's National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are not included below but are to be drawn from criteria already established in the federal plan.

### Education
Formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function.

### Training
Instruction and/or activities that enhance an individual’s core knowledge, increase skill set and proficiency, and strengthen and augment abilities.

### Experience
Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities.

### Physical/Medical Fitness
Physical and medical considerations that when applied, help to ensure safe performance in risky environments.

### Certification
Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities.

### Licensing
Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title.

The designations for use in a Connecticut Emergency Responder Credentialing System for Public Works Personnel are proposed as follows:

1. **CT-PW-ENG** Qualified Licensed Professional Engineer
   a. May function in Incident Command, a Branch, Division/Group, or Strike Team/Task Force, based upon mission-specific activities and needs
   b. Licensing Professional Engineer (PE) (State regulated)

2. **CT-PWOPS-1** Qualified Journeyman Operations Manager
   a. May function in Incident Command, a Branch, Division/Group, or Strike Team/Task Force, based upon mission-specific activities and needs
   b. May be tasked with operational requirements for the preservation and restoration of lifelines during an emergency situation.
   c. May be tasked with logistical requirements for the preservation and restoration of lifelines during an emergency management situation.
   d. May be tasked with serves as an advisor to the Policy Group on matters pertaining to the preservation and restoration of lifelines during an emergency situation to include all aspects of a response and recovery operation.
3. CT-PWOPS-2 Qualified Journeyman Equipment Operator
   a. Performs physical activities involving the operation of vehicles and equipment for
      recovery and response activities. This position may be in a Branch, Division/Group, or
      Strike Team/Task Force, based upon mission-specific activities and needs.

4. CT-PWOPS-3 Qualified Journeyman CDL Driver/Laborer
   a. Performs physical activities involving the operation of CDL license vehicles (over
      18,000 GVW) for recovery and response activities. This position may be in a Branch,
      Division/Group, or Strike Team/Task Force, based upon mission-specific activities
      and needs.
Based on the NIC’s existing nationally established titles, the Emergency Management Working Group has designated 3 proper titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division’s National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are not included below but are to be drawn from criteria already established in the federal plan.

<table>
<thead>
<tr>
<th>Description</th>
<th>Practical experience or formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Instruction and/or activities that enhance an individual’s core knowledge, increase skill set and proficiency, and strengthen and augment abilities</td>
</tr>
<tr>
<td>Training</td>
<td>Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities</td>
</tr>
<tr>
<td>Experience</td>
<td>Physical and medical considerations that when applied, help to ensure safe performance in risky environments</td>
</tr>
</tbody>
</table>
| Physical/Medical Fitness                                                  | • Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities, or by appointment by the AHJ  
  • Possess ICS level 100, 200, 300 and 400 training certifications   |

The designations for use in a Connecticut Emergency Responder Credentialing System for Emergency Management are as follows:

1. **CT-EM-Emergency Manager**
   a. Functions as the Emergency Management Director as outlined in the Local Emergency Operations Plan (LEOP).
   b. May function in Incident Command, as a Branch Section Chief, or Division/Group Leader or Unit Leader, based upon mission-specific activities and needs
   c. Serves as an advisor to the Policy Group on matters pertaining to the preservation and restoration of lifelines during an emergency situation to include all aspects of a response and recovery operation. May function in Unified Command or Multi Agency Coordination group.

2. **CT- DEM - Deputy Emergency Manager**

   PART II - Attachment 9

   Statewide Credentialing

   Page 14
a. May function in Incident Command, as a Branch Section Chief, Division/Group or Unit Leader, or Strike Team/Task Force, based upon mission-specific activities and needs
b. Functions as the Deputy Emergency Management Director as outlined in the Local Emergency Operations Plan (LEOP).
c. May be tasked with logistical requirements for the continued operational requirements of the EOC during an emergency management situation.
d. Serves as an advisor to the Policy Group on matters pertaining to the preservation and restoration of lifelines during an emergency situation to include all aspects of a response and recovery operation. May function in Unified Command or Multi Agency Coordination group.

3. CT-EOCS - All EOC support staff
   a. Perform activities involving the operation of the EOC, staff requirements and equipment for recovery and response, planning and support activities. These positions may include a Branch Section Chief, Division/Group or Unit leader, based upon mission-specific activities and needs.
### Description

Based on the NIC’s existing nationally established titles, the Fire and HazMat Working Group has designated 20 job titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division’s National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are included in the current FEMA document and include the following required and in some cases recommended criteria, in addition to any relevant comments for each job title:

<table>
<thead>
<tr>
<th>Description</th>
<th>Education</th>
<th>Training</th>
<th>Experience</th>
<th>Physical/Medical Fitness</th>
<th>Certification</th>
<th>Licensing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function</td>
<td>Instruction and/or activities that enhance an individual’s core knowledge, increase skill set and proficiency, and strengthen and augment abilities</td>
<td>Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities</td>
<td>Physical and medical considerations that when applied, help to ensure safe performance in risky environments</td>
<td>Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities</td>
<td>Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title</td>
</tr>
</tbody>
</table>

The designations for use in a Connecticut Emergency Responder Credentialing System for Fire/HazMat Personnel are proposed as follows:

4. **CT-FIREFIGHTER**
   a. Is an integral member of a firefighting team working under direct supervision.

5. **CT- FIRE APPARATUS DRIVER/OPERATOR**
   a. Is an integral member of a firefighting team who drives and operates fire apparatus (Pumping Apparatus, Aerial Device, Tiller Device, Wildland Fire Apparatus, Aircraft Rescue and Firefighting Apparatus and/or Mobile Water Supply Apparatus).
   b. **PART II - Attachment 9**

6. **CT- FIRE OFFICER (COMPANY/UNIT)**
   a. A Fire Officer (Company/Unit) provides a supervisory function for a company/unit consisting of up to six members, typically at the tactical and task levels.

7. **CT- FIRE OFFICER (COMMAND STAFF)**
a. A Fire Officer (Command Staff) provides a managerial and administrative function for multiple companies/units at the strategic and/or tactical levels.

8. CT- HAZMAT TECHNICIAN
   a. A HazMat technician is a person who responds to hazardous material/weapons of mass destruction (WMD) incidents using a risk-based response process by which they analyze a problem involving hazardous materials/WMD, select applicable decontamination procedures and control a release using specialized protective clothing and control equipment.

9. CT- HAZMAT OFFICER
   a. A HazMat Officer is the person who is responsible for directing and coordinating all operations involving hazardous materials/weapons of mass destruction (WMD) as assigned by the Incident Commander.

10. CT - HAZMAT Safety Officer
    a. A HAZMAT Safety Officer is an integral member of a hazardous materials response team or crew and is charged with safety oversight for the operations associated with hazardous materials, including the responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations for the incident.
### Appendix E; CT-ESF 8 Public Health and Medical Job Titles

<table>
<thead>
<tr>
<th>Description</th>
<th>Based on the NIC’s existing nationally established titles, the Public Health &amp; Medical Working Group has designated 44 job titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division’s National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are included in the FEMA document currently dated and include the following required and in some cases recommended criteria, in addition to any relevant comments for each job title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function</td>
</tr>
<tr>
<td>Training</td>
<td>Instruction and/or activities that enhance an individual’s core knowledge, increase skill set and proficiency, and strengthen and augment abilities</td>
</tr>
<tr>
<td>Experience</td>
<td>Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities</td>
</tr>
<tr>
<td>Physical/Medical Fitness</td>
<td>Physical and medical considerations that when applied, help to ensure safe performance in risky environments</td>
</tr>
<tr>
<td>Certification</td>
<td>Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities</td>
</tr>
<tr>
<td>Licensing</td>
<td>Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title</td>
</tr>
</tbody>
</table>
# Job Titles - 4 Categories for Accountability/ID cards

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/L</td>
<td>Medical/Licensed</td>
<td>M/U</td>
<td>Medical/Unlicensed</td>
</tr>
<tr>
<td>PH/L</td>
<td>Public Health/Licensed</td>
<td>PH/U</td>
<td>Public Health/Unlicensed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Advanced Practice Registered Nurse</td>
</tr>
<tr>
<td>2a Assessment Team Leader</td>
</tr>
<tr>
<td>2b Assessment Team Leader</td>
</tr>
<tr>
<td>3 Behavioral Health Specialist, Licensed</td>
</tr>
<tr>
<td>4 Behavioral Health Specialist, Unlicensed</td>
</tr>
<tr>
<td>5 Dental Assistant/Hygienist</td>
</tr>
<tr>
<td>6 Dentist</td>
</tr>
<tr>
<td>7 Dialysis Technician</td>
</tr>
<tr>
<td>8 Dietician/Nutritionist</td>
</tr>
<tr>
<td>9 Environmental Health Generalist</td>
</tr>
<tr>
<td>10a Environmental Health Specialist</td>
</tr>
<tr>
<td>10b Environmental Health Specialist</td>
</tr>
<tr>
<td>11 Environmental Health Team Leader</td>
</tr>
<tr>
<td>12 Epidemiologist</td>
</tr>
<tr>
<td>13 Epidemiology Interviewer</td>
</tr>
<tr>
<td>14 Epidemiology Team Leader</td>
</tr>
<tr>
<td>15 Laboratory Technologist/Technician</td>
</tr>
<tr>
<td>16 Mass Dispensing Team Leader</td>
</tr>
<tr>
<td>17 Mass Dispensing, Consultant</td>
</tr>
<tr>
<td>18 Mass Dispensing, Dispenser</td>
</tr>
<tr>
<td>19a Mass Dispensing, Operations Team Consultant</td>
</tr>
<tr>
<td>19b Mass Dispensing, Operations Team Consultant</td>
</tr>
<tr>
<td>20 Mass Dispensing, Patient Intake/Line Flow Consultant</td>
</tr>
<tr>
<td>21 Mass Dispensing, Public Information Consultant</td>
</tr>
<tr>
<td>22 Mass Dispensing, Vaccinator</td>
</tr>
<tr>
<td>23 Medical Unit Team Leader</td>
</tr>
<tr>
<td>24 Patient Care Technician</td>
</tr>
<tr>
<td>25 Pharmacist</td>
</tr>
<tr>
<td>26 Pharmacy Technician</td>
</tr>
<tr>
<td>27 Phlebotomist</td>
</tr>
<tr>
<td>28 Physician</td>
</tr>
<tr>
<td>29 Physician Assistant</td>
</tr>
<tr>
<td>30 Public Health Data Entry Staff</td>
</tr>
<tr>
<td>31 Public Health Disaster Assessor</td>
</tr>
<tr>
<td>32 PH Information Technology Specialist</td>
</tr>
<tr>
<td>33a PH Support Team Leader in a Shelter</td>
</tr>
<tr>
<td>33b Medical Support Team Leader in a Shelter</td>
</tr>
<tr>
<td>34 Radiologic Technician</td>
</tr>
<tr>
<td>35 RSS Distribution Leader</td>
</tr>
<tr>
<td>36 RSS Finance &amp; Administrative Team Lead</td>
</tr>
<tr>
<td>37 RSS Logistics Team Lead</td>
</tr>
<tr>
<td>38 RSS Operations Team Lead</td>
</tr>
<tr>
<td>39 RSS Tactical Communications Leader</td>
</tr>
<tr>
<td>40 RSS Task Force Leader</td>
</tr>
<tr>
<td>41 Registered Nurse</td>
</tr>
<tr>
<td>42 Respiratory Therapist</td>
</tr>
<tr>
<td>43 Social Worker</td>
</tr>
<tr>
<td>44 Surgical Technician</td>
</tr>
</tbody>
</table>
There are four levels of Emergency Medical Care providers identified:

### 1. Emergency Medical Response Technician

<table>
<thead>
<tr>
<th>Description</th>
<th>The primary focus is to initiate immediate lifesaving care to critical patients who access the emergency medical system. The EMR possesses the education and experience in areas of patient care commensurate with the patient care mission. Additionally, the EMR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Has the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher-level personnel at the scene and during transport.</td>
</tr>
<tr>
<td>b.</td>
<td>Functions as part of a comprehensive EMS response, under medical oversight.</td>
</tr>
<tr>
<td>c.</td>
<td>Performs initial triage and basic interventions with minimal equipment.</td>
</tr>
</tbody>
</table>

| Education   | Completion of state-recognized first responder program based on the NHTSA National Standard Curriculum. |

<table>
<thead>
<tr>
<th>Training</th>
<th>Completion of the following courses/ curricula</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ICS-100: Introduction to ICS.</td>
</tr>
<tr>
<td>2.</td>
<td>FEMA IS-700: NIMS, An Introduction.</td>
</tr>
<tr>
<td>3.</td>
<td>OSHA 1910.120 HAZMAT Awareness Training or equivalent basic</td>
</tr>
<tr>
<td>4.</td>
<td>Instruction on responding to and operating in a CBRNE MCI.</td>
</tr>
</tbody>
</table>

| Experience   | Ongoing, active participation with an EMS-providing entity, organization, or agency |

| Certification| Successful completion of a state-approved program at this level or NREMT certification at this level |

| Licensing    | Active status of legal authority to function as a First Responder or an Emergency Medical Responder granted by a state, the District of Columbia, or U.S. territory |
## 2. Emergency Medical Technician

| Description | The primary focus is to provide basic triage, assessment, and noninvasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. This may occur at an emergency scene until transportation resources arrive, from an emergency scene to a health care facility, between health care facilities, or in other healthcare settings. Additionally, the EMT possesses the education and experience in areas of patient care that are commensurate with the patient care mission, providing care to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an emergency care facility. The EMTn level is the minimum licensure level for personnel transporting patients in ambulances. |
| Training | Completion of the following courses/ curricula |
| 1. | ICS-100: Introduction to ICS. |
| 2. | FEMA IS-700: NIMS, An Introduction. |
| 3. | OSHA 1910.120 HAZMAT Awareness Training or equivalent basic |
| 4. | Instruction on responding to and operating in a CBRNE MCI. |
| Experience | Ongoing, active participation with an EMS-providing entity, organization, or agency |
| Certification | Successful completion of a state-approved program at the levels of Emergency Medical Technician – Basic, Emergency Medical Technician, Emergency Medical Technician – Intermediate, or Advanced Emergency Medical Technician or NREMT certification at these levels |
| Licensing | Active status of legal authority to function as an Emergency Medical Technician – Basic, Emergency Medical Technician, Emergency Medical Technician – Intermediate, or Advanced Emergency Medical Technician granted by a state, the District of Columbia, or U.S. territory |
### 3. Paramedic

| Description | The primary focus is to provide emergency care based on an advanced assessment and the formulation of a field impression, including basic and advanced skills focusing on the acute management and transportation of the broad range of patients who access the emergency medical system.  

a. Possesses the education and experience in areas of medicine and pre-hospital care commensurate with the patient care mission  

b. Skills include triage, assessment, and ongoing monitoring capabilities as well as invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies.  

c. Provides care designed to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an appropriate health care facility. Paramedic is the minimum licensure level required for the full range of advanced out-of-hospital care. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Completion of state-recognized Paramedic program based on the NHTSA National Standard Curriculum.</td>
</tr>
</tbody>
</table>
| Training | Completion of the following courses/ curricula  
1. ICS-100: Introduction to ICS.  
2. FEMA IS-700: NIMS, An Introduction.  
3. OSHA 1910.120 HAZMAT Awareness Training or equivalent basic  
4. Instruction on responding to and operating in a CBRNE MCI. |
| Experience | Ongoing, active participation with an EMS-providing entity, organization, or agency |
| Certification | Successful completion of a state-approved program at this level or NREMT certification at this level. |
| Licensing | Active status of legal authority to function as Paramedic granted by a state, the District of Columbia, or U.S. territory |
## 4. EMS Physician

| Description | The primary focus is to ensure quality patient care and provide medical oversight of EMS resources within an established command and control system during an incident response.  
|             | a. Is a licensed physician who possesses the education and experience in areas of medicine and out-of-hospital care commensurate with the patient care mission.  
|             | b. Primary responsibilities include the development and initiation of EMS protocols, oversight of EMS resource allocation, and appropriate triage, treatment, handling, and transportation of victims.  
|             | c. Has the authority over all patient care and clinical aspects of the EMS service  
| Education   | Graduate of an accredited medical school and completion of an accredited residency program.  
| Training    | Completion of the following courses/curricula  
|             | 1. ICS-100: Introduction to ICS.  
|             | 2. ICS-200: Basic ICS.  
|             | 3. ICS-300: Intermediate ICS.  
|             | 4. FEMA IS-700: NIMS, An Introduction.  
|             | 5. OSHA 1910.120 HazMat Awareness Training or equivalent basic instruction on responding to and operating in a CBRNE MCI.  
|             | 6. Nationally or State-recognized EMS Medical Director course or curriculum.  
|             | 7. Pre-deployment briefing on Federal, State, and/or local MCI and disaster plans and applicable EMS laws and regulations for area to which physician will be responding.  
| Experience  | • Minimum of 2 years of experience or training in out-of-hospital emergency care of the acutely ill or injured patient.  
|             | • Knowledge of Federal, State, and local MCI and disaster plans.  
|             | • Actively provides medical direction to an EMS service  
| Certification | Current DEA registration.  
| Licensing   | Active status of legal authority to function as a physician granted by a state, the District of Columbia, or U.S. territory |
Based on the NIC’s existing nationally established titles, the Search and Rescue Working Group has designated 36 job titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division’s National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are included in the current FEMA document and include the following required and in some cases recommended criteria, in addition to any relevant comments for each job title:

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The designations for use in a Connecticut Emergency Responder Credentialing System for Search and Rescue are proposed as follows:

**Primary:**

1. **Emergency Services Rescue Technician (within local FD, PD, and EMS)** – Identifies hazards, uses equipment, and applies advanced techniques necessary to coordinate, perform, and supervise technical SAR incidents in the flowing areas: trench, structural collapse, rope, confined space, and vehicle and machinery.

d. **Search Technician** - Identifies hazards during SAR operations and other incidents, uses equipment, and applies advanced search techniques necessary to coordinate, perform, and supervise technical search incidents such as disaster, swift water and/or still water, USAR and wilderness SAR operations.

e. **Canine Search Technician** - The pairing of one handler and one canine trained to search for and detect human or human remains scent on land, USAR operations, and in and along bodies of water.
f. **SAR Rescue Technician** - Identifies hazards during SAR operations and other incidents, uses equipment, and applies advanced rescue techniques necessary to coordinate, perform, and supervise technical search incidents such as disaster, swift water and/or still water, USAR and wilderness SAR operations.

g. **SAR Manager** - A SAR Search, Canine Search, or Rescue Technician who also provides direct supervision, general leadership, wellness, and safety during specific SAR operations within their specific ICS Unit.

h. **SAR Technical Specialist** - Provide advanced technical services / support during SAR operations and other incidents, such as disaster, swift water and/or still water, USAR and wilderness SAR operations.

**Secondary:**

a. Swift water / Flood SAR Operations

b. USAR Operations

c. Wilderness SAR Operations

d. Canine – Land (Tracking / Trailing) *

e. Canine – Air Scent *

f. Canine – Land, Human Remains *

g. Canine – Water *

h. Swift water/Flood - Animal Rescue

i. Safety Officer

j. Logistics Technician

k. Medical Specialist

l. USAR HAZMAT Technician
Peace Officer, Defined: In accordance with Connecticut General Statute, section 53a-3(9) the definition of “peace officer” means: a member of the Division of State Police within the Department of Public Safety or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, a constable who performs criminal law enforcement duties, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of State Treasurer or any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States code.

Specific to law enforcement the following categories are proposed:

1. **Mobile Field Force**
   a. Patrol Officer / First Responder / Crowd Control Teams
   b. Any uniformed department police officer, who serves as the first responder to calls for service (i.e. accidents, criminal incidents, crowd control, etc.).

i. **Specialist**
   c. Bomb Squad / Explosives Team
   d. Aviation – Helicopters: Patrol & Surveillance
   e. Aviation – Fixed Wing: Observation
   f. Public Safety Dive Team
   g. SWAT / Tactical Teams
   h. Certified K-9 Handlers
   i. Detective / Investigator
   j. Fire Marshal
   k. Forensic Examiner

j. **Supervisor** - An officer performing management control duties such as scheduling, assigning, overseeing and reviewing the work of subordinate employees; an officer performing such duties as are distinct and dissimilar from those performed by the officers supervised.

k. **Command Staff** - Officers who head a department command, team or function ranging upward from unit level to the position of division commander.

l. **Qualified Retired Law Enforcement** - A “qualified retired law enforcement officer” from any department from within the State of Connecticut, who has satisfied the requirements of the Law Enforcement Officers Safety Act of 2003 (HR-218). The requesting service must obtain feedback regarding the officer’s creditability from the retiring AHJ.
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Attachment 1; Credentialing Color Coding Guide

PART II - Attachment 9
Statewide Credentialing