

# **STATEWIDE FIRE SERVICE DISASTER RESPONSE PLAN**

**The Connecticut Fire Chiefs Association in cooperation with the  
Commission on Fire Prevention and Control**

**December 2010**

**Version 2.1**

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## ACKNOWLEDGEMENTS


This document is the culmination of a desire to succeed and to improve in our mission to serve and protect the citizens of the state of Connecticut. Through the efforts and leadership of the Connecticut Fire Service and the Fire Rescue Disaster Response Committee, this document was possible. A special thanks goes to the members of the Disaster Response Task Force who brought the original concept forward from an idea to a reality.

### ORIGINAL TASK FORCE MEMBERS

Chief Edward Richards, Enfield FD, Past President  
Chief John Brady, North Madison FD, CFCA President  
Chief Thomas G. Weber, Manchester FRE, CFCA 1<sup>st</sup> Vice-President  
Chief Michael Varney, Ellington FD, CFCA 2<sup>nd</sup> Vice-President  
Chief William Dunn, Meriden FD  
Chief William Austin, West Hartford FD  
Chief Tim Wall, North Farms FD  
Chief Robert Ross, Middletown FD  
Fire Marshal Philip Visintainer, East Hampton  
Lieutenant Richard Warriner, Meriden FD  
Jeffrey Morrissette, State Fire Administrator  
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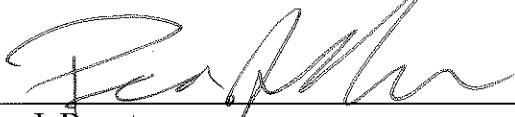
### SIGNATORY SECTION

**In accordance with my authority under Conn. Gen. Stat. §7-323o, I have reviewed and approve this Plan.**

  
\_\_\_\_\_  
Jeffrey Morrissette  
State Fire Administrator

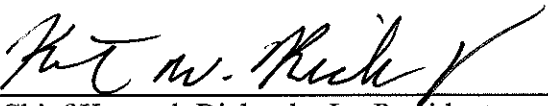
3/22/11  
\_\_\_\_\_  
Date

**In accordance with my authority under Conn Gen. Stat. §28-1a, to ensure a coordinated and integrated program for state-wide emergency management and homeland security, I have reviewed and approve this Plan.**

  
\_\_\_\_\_  
Peter J. Boynton  
Commissioner  
Department of Emergency Management  
and Homeland Security

3/21/11  
\_\_\_\_\_  
Date

**In its continuing effort to guide and support the Chief Fire Officers and Fire Service in the State of Connecticut through continuing education, unity in the fire service, safety, and organized response, I have reviewed and approve this Plan.**

  
\_\_\_\_\_  
Chief Kenneth Richards, Jr., President  
Connecticut Fire Chiefs' Association

3/22/11  
\_\_\_\_\_  
Date

## CONCEPT AND DESIGN

### **Purpose:**

In 1999 and 2001 the fire service was devastated by two large catastrophic events. Both extended the capabilities of the departments affected. Numerous Fire agencies from across affected states and the nation assisted in valiant efforts to control the events and maintain coverage response. It became abundantly clear from these disasters, and the ensuing relief effort, which followed, that greater coordination for inter-agency disaster management was required.

The purpose of this plan is to provide such coordination. It is based on a series of observed occurrences resulting from the shared experiences during these events. It is also an evolution of our past experiences in dealing with the day-to-day incidents that continually challenge our resources and competencies. Most importantly, it is a practical approach in providing a useful guide to assist the fire service in managing the types of devastation that our region is susceptible to.

The Connecticut Fire Chiefs Association in cooperation with the Commission on Fire Prevention and Control created the Statewide Fire Service Disaster Response Plan to provide for the systematic mobilization, deployment, organization, and management of Fire resources throughout the State, the Region and the Nation, in *assisting* local agencies in remediation of the effects of a disaster (see Connecticut General Statutes §7-323o(7)). The local Fire agency is the initial response to everything up to and including catastrophic, major disasters. The primary functions of Fire personnel in the wake of any disaster are Life Safety, Incident Stabilization and Property Conservation.

No community has the resources sufficient to cope with all emergencies. The effective management of emergency response personnel during the incipient stage of any major disaster and throughout its extended operations, will, by far, have the most significant impact on life loss and the severity of injuries to the affected population. The Statewide Fire Service Disaster Response Plan lends itself to the rapid activation and response of aid to a community in the event of a disaster. These events include train derailments, hazardous materials incidents, wildland fires, domestic terrorism and other events that may overwhelm the Fire department serving the community and its normal mutual aid resources.

### **Key Concepts of the Plan:**

The Plan is directed towards enhancing disaster management at the local, County, Regional and State level by:

1. Utilizing the National Incident Management System (NIMS) as a model to assist the Authority Having Jurisdiction (AHJ) to manage actions during a disaster.
2. Providing central coordination for Fire resource response through County and Regional Fire Coordinators via Emergency Support Functions (ESF) and Regional Emergency Support Functions (RESF) for firefighting (ESF and RESF 4), and through Regional Incident Management Teams (IMTs), as needed. See IMT Bylaws in Appendix. See DEMHS Coordinating Council IMT Committee Bylaws, Appendix A
3. Providing resources for pre hospital Emergency Medical Services (EMS) in coordination with ESF and RESF 8.
4. Pre-designating responsibilities for leadership and resources at the local, County, Regional and State levels.

5. Integrating the Fire Service into the planning and response phases of Emergency Management systems at the regional and state level.
6. Encouraging each Fire agency to participate in the Statewide Mutual Aid Agreement and the Intrastate Mutual Aid System (Connecticut General Statutes §28-22a) which can be used in certain circumstances by all Fire agencies responding in support of this Plan.
7. Assist the local fire chief or AHJ, if requested, in incident management duties until the arrival of an Incident Management Team (IMT). IMT Activation Forms can be found in the Forms section of this document.

The coordination of the Statewide Fire Service Disaster Response Plan (SFSDRP or Plan), including its development, revision, distribution, training and implementation is the responsibility of the State Fire Administrator, in cooperation with the Connecticut Fire Chiefs Association. The Statewide Fire Service Disaster Response Plan Committee will oversee this process, on behalf of the State Fire Administrator. The Committee will be composed of the following members:

- State Fire Service Disaster Coordinator (Chair);
- State Fire Service Disaster Coordinator Alternate (Vice-Chair);
- Regional Fire Coordinators-- each Regional ESF 4 (RESF) chairs totaling five;
- County Fire Coordinators-- totaling eight;
- Commission on Fire Prevention and Control-- one representative;
- Office of Emergency Medical Services, Department of Public Health--one representative;
- Department of Emergency Management and Homeland Security--one representative;
- Department of Environmental Protection (DEP) Division of Forestry, one representative;
- Office of State Fire Marshal-- one representative;

The State Fire Administrator or Committee Chair can add to this membership as deemed necessary for the success of the Plan.

**Guide for Bi-Annual Revision Process (or as deemed necessary by the SFSDRP Committee):**

September: The SFSDRP Committee members are requested by the Fire Service Disaster Coordinator to solicit their respective areas, for recommended revisions to the Plan. These individuals will provide written comments to the Chair by the September meeting.

October: The SFSDRP Committee summarizes the recommended revisions to the Plan. The Full Committee provides preliminary direction as to the scope of the proposed changes and sends it back to the Statewide Fire Service Disaster Response Plan Committee for final draft.

January-February: The SFSDRP Committee provides a final draft of the Revised SFSDRP to State Fire Administrator for review and approval. The State Fire Administrator reviews the Plan under the authority granted in Connecticut General Statute §7-323o, particularly 7-323o(3), which requires the State Fire Administrator to provide technical assistance and guidance to firefighting

forces of any state or municipal agency and 7-323o(7) which requires the Administrator to assist in mutual aid coordination . The final draft shall also be provided to the DEMHS Commissioner for review and approval. The DEMHS Commissioner reviews the Plan under the authority granted in Connecticut General Statute §28-1a(a), which requires the Commissioner to be responsible for a coordinated and integrated program for state-wide emergency management and homeland security. The State Fire Administrator shall then arrange for the reproduction and distribution of the Plan.

April: The Revised Plan will be distributed to all of the County and Regional Fire Coordinators and revisions will be included in the annual plan training. The updated plan will be posted on the Plan's Web page - <http://www.ct.gov/cfpc/>.

## **ORGANIZATIONAL STRUCTURE AND RESPONSIBILITIES**

The organizational structure of the fire service utilizes the designated roles of the National Incident Management System (NIMS) at both the county and regional level. As described in more detail below, the SFSDRP Committee in conjunction with DEMHS divided the state five regional response areas, DEMHS Regions 1-5. The Fire Service also uses its existing County system to serve a vital organized response role.

When requested by the AHJ, members of a Regional IMT may be appointed to fill functional responsibilities, outlined below. These may include Operations, Planning, Logistics, Finance/Administration, and EMS Liaison. The 8 Counties and 5 Regions comprise the SFSDRP resource network, which ultimately will receive its direction during a disaster from the State Fire Service Disaster Coordinator. The State Fire Service Disaster Coordinator or his designee will staff ESF 4 in the State Emergency Operations Center (SEOC), with the State Fire Administrator, coordinating resource response into the affected Region.

The State Fire Administrator, representing the Commission on Fire Prevention and Control, manages the ESF 4 function, at the State level. A list of pre-designated positions, will be established in the SEOC in Hartford. Support staff will consist of members of the Commission on Fire Prevention & Control office and designated members of the Connecticut Fire Service. The Support Staff personnel may coordinate resource requests, supporting the Logistics function for Statewide Fire resources. These personnel may also serve as an advisor to DEMHS and the Commission on Fire Prevention & Control on general emergency management issues.

### **Key Positions in the Organizational Structure:**

State Fire Service Disaster Coordinator: Responsible for staffing ESF 4 in the State EOC and responsible for the oversight and implementation of the Plan and direction of the SFSDRP Committee. The State Fire Service Disaster Coordinator shall appoint a Vice Chair of the Disaster Committee and alternate(s) as needed. He shall be appointed by the State Fire Administrator in consultation with the Connecticut Fire Chiefs Association.

State Fire Service Disaster Plan Administrator: Provide support and assistance to the SFSDRP Committee, County and Regional Fire Coordinators through meetings, training programs, maintaining current Coordinator contact database for the Statewide emergency

activation/notification system, as well as the Task Force and Strike Team database. The SFSDRP Administrator may also seek financial support for equipment to support the SFSDRP and Fire Coordinators. This position works under the direct supervision of the State Fire Administrator.

Regional Fire Coordinators: Coordinates disaster assistance operations at the Regional level and provide resources into the affected area(s). Supports County Fire Coordinators for each County within their region. Serves as the RESF 4 chair for the DEMHS Regional Emergency Planning Team (REPT). There are a total of 5 coordinators, one per region, with at least one alternate per region, appointed.

County Fire Coordinator: One per County. County Fire Chief Associations, or like groups, may be contacted for a name to be submitted to the Regional Fire Coordinator for appointment. This position is the liaison between the County Fire Emergency Plans, within each County, and the Regional and State Fire Coordinators for the Plan. This person shall coordinate assistance among Fire agencies in that County and will be the primary contact for the regional logistics officer for resources. At least one alternate should be chosen for this position.

Operations, Planning, Logistics, Finance/Administration, PIO, and Liaison: These positions should be filled from within the Region to support the activation and implementation of the Plan. It is stressed that these positions are to support the requests of the Incident Commander for Fire Resources from the County and Region, and not to assume Command and Control of the Incident. However, upon the request of the AHJ for the incident, the Regional IMT may be activated to assist with Command and Control operations.

Regional EMS Liaison: Regional Fire Coordinator shall appoint One (1) for each Region. This position shall represent fire and non-fire based EMS resources. This position will assist in coordinating the efforts with ESF 8.  
A checklist for each key position with their role and responsibilities are identified in Appendix A.

Regional Haz Mat Liaison: Regional Fire Coordinator shall appoint One (1) for each Region. This position shall represent fire and non-fire based HAZ MAT Teams and resources. This position will assist in coordinating the efforts with ESF 10.  
A checklist for each key position with their role and responsibilities are identified in Appendix A.

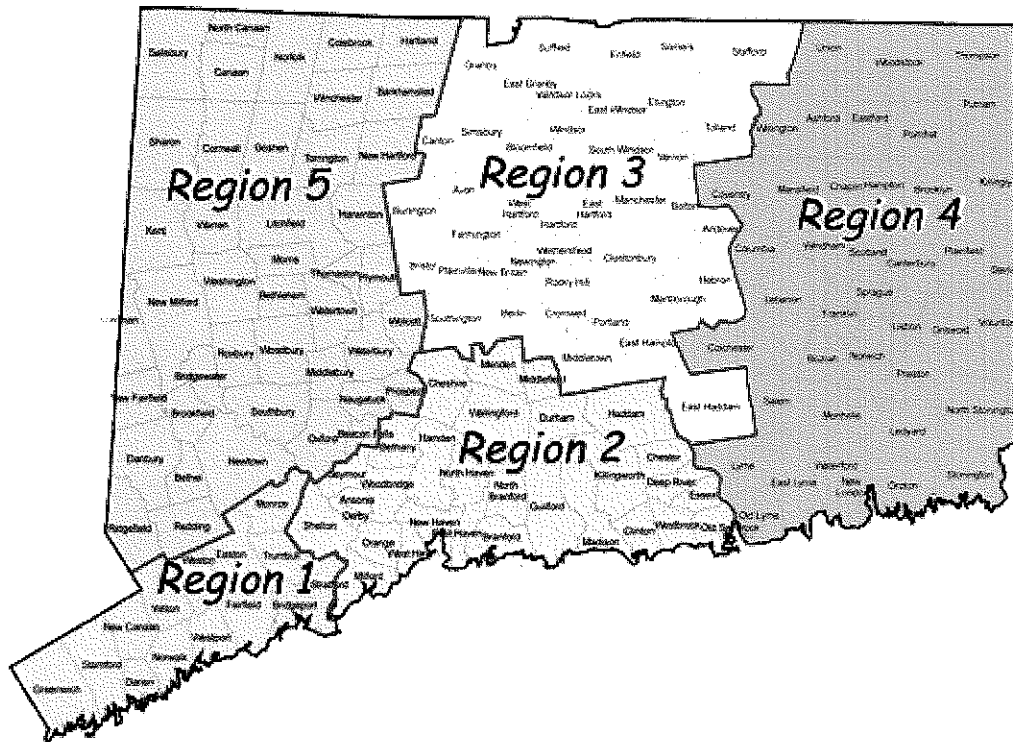
Fire Service Coordination Center ESF 4 : The FSCC shall be developed in the future, by the State Fire Administrator or his designee, to provide space for ESF 4 staff to support to the State Fire Administrator and/or State Fire Coordinator at the SEOC. It is the recommendation that the CFA be equipped with the necessary communications equipment and other support equipment to provide proper staff support.

## Regional Representation :

The SFSDRP Committee in conjunction with DEMHS, divided the state into five regional response areas. The Regions are designated Region 1 through 5; (see DEMHS map for clarification of municipalities within the 5 regions). Within each region, The Regional Fire Coordinator (RESF 4 Chair) will appoint at least one alternate for the RESF 4 position. Representatives should be geographically separate in the region when possible, minimizing the possibility of both persons being directly affected in the event of a disaster striking that region.

The SFSDRP has incorporated standardized forms for ordering resources into the affected areas. Activity logs and chronological logs that are in compliance with State and Federal guidelines are available to participating agencies. Current standardized fee schedules for the use of apparatus and equipment, allowable replacement costs will be provided to the participating agency when reimbursements are requested in accordance with Connecticut General Statute, Title §28-22a on declared disasters. It will be the responsibility of the participating agency to submit reimbursement forms to the appropriate Local, State or Federal agency.

**The 5 DEMHS Regions are designated on the following map**

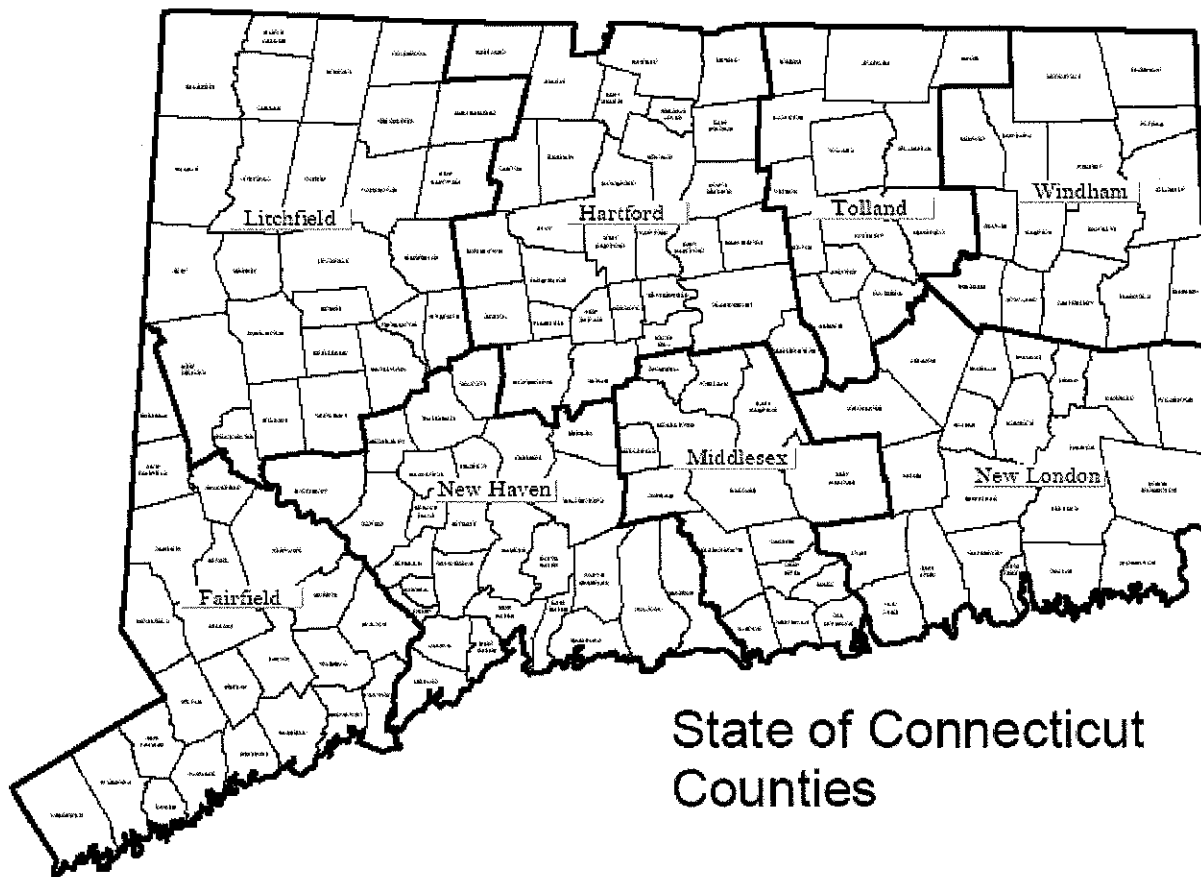




## County Representation :

County Fire Coordinators must be appointed for each County as a vital logistical link from the area. Alternates for each position should be appointed in the event that the primary person is not available during a disaster and should be geographically separate in the County when possible. Each County Fire Coordinator is responsible for tracking all available resources within the County (supported by resource typing work performed by DEMHS). The above appointments should be geographically separate from each other in the Region when possible. The individual departments shall then muster resources for the County and /or Region in support of the Plan.

**The 8 Counties are designated on the following map.**



## **Training Competencies :**

Each of the personnel appointed to a designated role within this Plan should be encouraged to complete the following phases of training, when available. These include:

Incident Management System training through Connecticut Fire Academy (CFA), National Fire Academy (NFA), Emergency Management Institute (EMI), DEMHS or I-200 offered through the Division of Forestry.

State Fire Service Disaster Response Plan Training offered through CFA or coordinated by the State Fire Disaster Plan Administrator at the County , Regional and State levels.

Positional Training and Certification coordinated through the DEP Division of Forestry within each Region (I-200, basic IMS, is a pre-requisite)

Integrated Emergency Management System available through DEMHS, FEMA EMI and IAFC, offered on a rotating basis, nationwide.

## **ACTIVATION OF THE SFSDRP**

When a Fire Department is affected by a disaster situation locally, the Fire Chief will request additional assistance from area mutual aid agencies. When the department is no longer able to obtain additional assistance from area departments using normal mutual aid, requests for County Fire Coordinators to assist with additional resources should be made. When the requests for resources expand outside of the County, the County Fire Coordinator will notify the Regional Fire Coordinator/s for additional assistance. The Regional Fire Coordinator will advise the Department of Emergency Management and Homeland Security (DEMHS) Regional Coordinator. If the Incident Commander determines a need for further resources, the municipality will request additional resources through the DEMHS Regional Coordinator. The request to DEMHS will be forwarded to ESF 4, working with other ESF's, including 9 or 10, depending on the situation. The DEMHS Regional or State EOC may be activated as needed. The SFSDRP will be activated when a request for additional assistance has been made to ESF 4 at the SEOC. See Appendix – for Flowchart.

### **Request for Assistance (RFA):**

Any municipality that has not opted out of the Intrastate Mutual Aid Compact (see §28-22a) and/or that has signed the Statewide Mutual Aid Agreement has authorized three (3) individuals to sign on behalf of that agency when requesting or deploying resources. All requests for assistance will be processed through the State EOC (SEOC) utilizing the "Request for Assistance Form" (CFS Form 1a) or subsequent plans. The requesting agency will complete the top portion of the form, assuring that a detailed explanation of the mission to which those resources will be assigned is included. The requestor then utilizes the remainder of the form to identify exactly what and how many of each resource type will be needed. The form utilizes the accepted resource typing methodology included within this plan. That request will then be forwarded to the SEOC for processing, through the appropriate ESF who will fill the request utilizing this plan. Once a Region has committed to

filling a request, the responding agency is to complete the "Response to Request for Assistance Form" (CFS Form 1b). Care should be taken to assure the proper type of resource and number being committed is completed, for each resource being deployed by the assisting agency. In addition, an hourly estimate of costs for the committed resources and estimated transportation costs to and from home base must be included on this form. That form, along with the Crew Deployment Form for that mission is to be returned to the SEOC, ESF 4 desk.

## **Resource Inventory:**

Each Regional Fire Coordinator will maintain an updated inventory of its equipment, vehicles and personnel which are available for response within the scope of this Plan. The participating agencies will review the resource inventory section for completion and submit to their County Fire Coordinator, who will gather the resource information to pass on to the Regional Fire Coordinator. County Fire Coordinators may utilize any resources from any agency, municipality, political subdivision or department that has agreed to participate in this Plan, these include Task Forces, Strike Teams, Fire Brigades or Haz-Mat Teams as examples. It is clearly understood, as is the standard practice with all mutual aid agreements that all equipment, vehicles, and personnel listed, will respond as described within this Plan only if available at the time of the request. When a request for assistance is received, the County Fire Coordinator will properly notify each participating department to request their available resources for deployment. The County Fire Coordinator will utilize the resource inventory as a guide to track and request available resources. The Connecticut Fire Service developed a method of typing resources which is consistent with resource typing used by FEMA and (supported by resource typing work performed by DEMHS) is indicated in Appendix B along with completed examples.

The available resources are to be updated when necessary in accordance with the following guidelines utilizing the "Resource Inventory Forms" (CFS Form 2).

The following options should be considered when using the Resource Inventory Form:

1. Only include resources that are available for response to a disaster elsewhere, without reducing your own capabilities to an unacceptable level.
2. The Types refer to minimum requirements. If all requirements are not met for a Type 1, but are for a Type 2, then list it accurately as a Type 2
3. Use the special information area on the inventory list for resources that need clarification for unusual attributes (Example: personnel that are bi-lingual or sign for the deaf).
  4. Use a separate list, if necessary, for additional resources not typed on these resource lists. Be specific in describing features or qualifications.

## **DEPLOYMENT OF RESOURCES**

### **Critical Concepts**

Critical to the success of this deployment plan are the three (3) concepts of: (1) efficient timeframe for deployment; (2) the ability to pre-stage resources in advance of a pending disaster and (3) pre-identified Strike Teams and Task Forces within each County and Region. In concert with these concepts, it is critical that all resources deployed are adequately documented and tracked from within each sponsoring County and Region. In addition, it is imperative that our personnel arrive on scene of a disaster with complete,

appropriate Personal Protective Equipment (PPE). The minimum PPE for all out of jurisdiction assignments through the SFSDRP shall be full structural PPE, as specified in NFPA Standards. In addition, it is highly recommended that for deployments including wildfire assignments, wildland PPE as specified in NFPA standards be carried as well.

- Time Frame for Deployment: Unless specified otherwise at the time of request, the standard for deployment of Fire Service resources shall be within three (3) hours of the mission assignment from the State EOC. Under certain circumstances a more rapid deployment may be deemed necessary by the SEOC and authorized as a “Rapid Activation”. Time frame for deployment of these missions shall be within one (1) hour of the mission assignment from SEOC. It is anticipated that the pre-identified Task Forces and Strike Teams will fill these resource requests.
- Pre-identified Task Forces and Strike Teams: each Region is encouraged to pre-identify Strike Teams, made up of five (5) like resources, and/or Task Forces, made up of five (5) mixed resources. Each Strike Team and/or Task Force is to have a designated, trained Team Leader and common radio communications. The primary mission of the Strike Teams and/or Task Forces will be response into areas affected by a disaster, to work within the Command Structure within that affected area. The most common use of these pre-identified teams will be for incidents requiring a rapid response, particularly those designated “Rapid Activation”. It is anticipated that “Rapid Activations” will peak quickly and terminate within a shorter time frame, thereby allowing for a shorter preparation time. To accomplish the rapid deployment all of the required deployment documentation should be compiled and maintained by the Regional Fire Coordinator in advance.
- Pre-Staged Resources: Based on the forecast of an imminent disaster, it may be advisable to stage resources in advance, to better position them geographically for a timely response into an affected area. That decision will be made by the AHJ with the knowledge of the SEOC, the ESF 4 representative and the sponsoring Regional Fire Coordinator. Once that mission has been assigned, the resources shall be prepared for deployment and sent to the identified staging area. The staging area designated must be under the direct supervision of a Staging Area Manager, provide the necessary logistical support to accommodate the deployed resources for a prolonged time period and provide a high degree of safety and security for all deployed resources. Once deployed to a staging area, all resources shall be considered in “active mission” status. Staged resources will only be released into an affected area, after confirming mission orders have been confirmed from the SEOC, ESF 4 representative.

## **Resource Definitions:**

To provide standardization in deployment, specific terminology has been chosen:

Strike Team: Five (5) like units, e.g. Type 1 Engines, with common communications, predefined amount of personnel, and an assigned Strike Team Leader. The Leader should be in a separate vehicle for mobility and will meet with the Team at a staging area or other designated location and coordinate their response to, and efforts during, the incident.

Task Force: Five (5) units, which need not be identical, e.g. three (3) Type 1 Engines and two (2) Aerials, with common communications, predefined amount of personnel and an assigned Task Force Leader. The leader may be in a separate vehicle for mobility and will meet with the team at a staging area or other designated location and coordinate their response to, and efforts during, the incident.

Single Resource: Individual engines, equipment, personnel that may be requested to support the incident. A single resource will be the equipment, plus the individuals required to properly utilize it.

Company Staffing: Individual personnel that make up a company for staffing purposes are designated in Appendix B (Personnel & Miscellaneous Equipment).

The advantage of the regional configuration in the SFSDRP is to provide effective mobilization and deployment of Fire Service resources in order to provide rapid assistance to areas affected by a disaster. Regions have been configured to mirror the DEMHS regional areas which provides for closer coordination with DEMHS and enables travel by Fire Service resources within any Region to be accomplished in an efficient manner.

### **Specialty Positions:**

1. During a disaster there are often requests for specialty positions to fill specific needs. For the most part these will be activated and deployed as a typical single resource based on their availability as determined by the County Fire Coordinator working with the Incident Commander. Several key positions have their own disaster response deployment plans and organizational structure. The SFSDRP is designed to utilize their system while still maintaining the integrity of the plan concept. Examples of these types of positions include public information officers, Foam Trailers and specialized Search and Rescue resources (DEMHS CT Task Force-1, USAR Team).
2. The State Fire Service Coordinator will then notify the appropriate Regional Fire Coordinator that they have responsibility for coordinating requests for the specialty position.
3. When a request is received at the State Emergency Operations Center and a mission has been authorized, the State Fire Service Coordinator will contact the Regional Fire Coordinator for the specialty position and initiate the request.
4. The State Fire Service Coordinator will identify the resource and working with the Regional or County Fire Coordinator, will then task the request through the local agency that will be providing the resource.
5. The State Fire Service Coordinator for the specialty position will track the deployment and keep the Regional Fire Coordinator up to date on the status of the mission and any future needs related to the assignment.

The purpose of this system is to keep the primary tasking through the system to the County Fire Coordinators and the local agencies. This provides a common issuer of tasking numbers at the local level and will minimize confusion by agencies being tasked.

## Documentation

Once a Request For Assistance has been received by the State Emergency Operations Center, and a Region has agreed to fill that request, the Regional Fire Coordinator must complete a "Disaster Team Deployment Form" (CFS Form 3) and an "Emergency Contact Form" (CFS Form 4) and fax them to ESF 4 at the SEOC.

The Crew Deployment Form shall contain the following information on each individual being prepared for deployment:

1. **Mission #** - to be issued by State E.O.C. Place next to the mission number the type of mission being filled. (Ex: ALS Strike Team)
2. **Date/Time Deployed** - to be updated as replacement crews are deployed.
3. **Message #** - original message number issued by the State E.O.C.
4. **Date/Time Demobilized** - to be updated as the mission is completed.
5. **Full Name** - as it would appear on payroll, social security, etc.
6. **Agency** - sponsoring department.
7. **Social Security Number** - as it appears on the individual's payroll records.
8. **Hourly Wage** - must indicate whether rate includes fringe. If it does not include fringe benefits, then the fringe benefit amount must be indicated in a percentage basis.
9. **Position** - to indicate position within strike team, task force or position filled resource request. (May also indicate fire service rank)
10. **Unit Designation** - apparatus number/designation individual is assigned to.
11. **Comments** - to provide additional information such as; fringe amount, special skills or when providing replacement personnel.

The Emergency Contact Form shall contain the name of a family member/friend and 24-hour contact number for each team member deployed.

## Uniform Mission Tasking Numbers

Each Regional Fire Coordinator will assure that all personnel and all equipment deployed under this plan are accounted for prior to, during and upon returning from each mission. To assist in the accountability process, the State Emergency Operations Center ESF 4 may issue uniform mission tasking numbers to all equipment, apparatus and personnel that are sent into an affected area or sent into staging areas. These numbers will be formatted as follows:

(Year) (Incident #) (Assignment #)

**CFS / 01 / 001 / TF001**

## **Mission Book**

When resources are deployed to an affected area, the Regional **Fire** Coordinator shall assure that the Strike Team Leader, or individual if single resource, receives a Mission Book which includes the following items prior to leaving home base:

1. Copy of all ICS forms (multiple copies of ICS 214, Unit Log).
2. Emergency Contact Form.
3. Copy of all vehicle/apparatus registrations.
4. Copy of basic vehicle/apparatus inventory.

## **Mission Orders**

In addition, the Strike Team Leader, or individual if single resource, will receive mission orders. The Mission Orders will clearly identify:

1. The mission tasking number.
2. Contact name and telephone number of the staging location in affected area.
3. Directions to staging area (maps are always helpful).
4. Primary mission objective and any special instructions.
5. 24-hour contact numbers for regional coordinator/staff (to allow team leader the ability to submit daily situation reports and any necessary emergency communications).

Two copies of the Crew Deployment Form; one will remain in the possession of the Strike Team Leader, the other will be submitted to the affected area's representative upon reporting to the staging area.

# **LOGISTICAL SUPPORT**

## **Self Contained**

The logistical support of mutual aid resources is critical in the management of a disaster effort. It is believed a tiered resource response will be necessary. Initial units sent to a disaster should be self-contained for a period of 72 hours or able to return home each day, unless otherwise advised by the affected jurisdiction that logistical support has been established for the mutual aid forces. It is a fundamental assumption that this logistical support will be established as soon as possible and will be maintained by the agency requesting the resources. This shall include full structural fire PPE and wildland fire PPE, as appropriate.

The size of the response sent to the area, the severity of the disaster, the extent of the area involved, and the infrastructure that is still functional within the affected area, will ultimately determine the extent to which logistical support is required.

1. Transportation to and from the area:
  - Staging areas, within and outside, the disaster area
  - Overnight storage for vehicles
  - Maps and directions for responding personnel
  - Emergency towing and repairs

- Designating fuel, oil, and water depots
2. Food supplies and preparation:
    - Self contained mobile food preparation units
    - Personnel to prepare/distribute meals
    - Sanitation and clean up
    - Food supplies/utensils
  3. Overnight shelter and rehabilitation areas:
    - Provide suitable (secure) overnight shelter
    - Environmental considerations (rain, sun/heat, insects)
    - Bedding
    - Transportation to and from shelter
    - Parking and security of apparatus
    - Electricity/generator power
    - Water and sanitary facilities
    - Communications links (in and out of the disaster area)
  4. Critical Incident Stress Debriefing (CISD) considerations – provided by DMHAS
  5. Affected worker support/assistance

### **Communications**

The key to the successful operation of the various resources into a region will depend heavily upon the ability of these agencies to communicate effectively among them. It is realistic to assume that in the wake of a major disaster, such as a hurricane, the existing communication system in the affected area will be inoperable or severely compromised. Therefore, responding mutual aid forces must be able to communicate with each other, independent of the local communications network. In addition, common terminology for all voice transmissions must be utilized.

It is essential that a statewide disaster communications network be established. This is perhaps the highest priority in the effort to design an effective statewide disaster response plan. A Frequency Plan has been established and is listed in Appendix C. The Communication Network should include the following:

1. The designation of a Statewide Communications Network (within the Statewide Emergency Management Radio Network) using non-proprietary hardware.
2. The non-proprietary hardware must have a cost that most small fire agencies can afford to purchase.
3. The Network must meet the eligibility requirements of FCC part 90.
4. The Network must be consistent with the State of Connecticut EMS Communications Plan.
5. The Network should be consistent with the use of transportable communications caches available through State Emergency Management, Regional, and local government agencies.



6. The CFS will maintain a current list of emergency contact telephone numbers and pager numbers of the Officers, Board of Directors, Disaster committee, State, Regional, and County Coordinators.
7. Computer access, regionally, with Internet connection.
8. Use of clear text during disaster for radio communication with all Fire Service resources.
9. Designate a Statewide Communications frequency within the Statewide Emergency Management Radio Network.

### **Mutual Aid Communications Units**

821 MHz. Common Channel Operation and Implementation:

As adopted by FCC Region 8 (New Haven, Middlesex, Litchfield and Fairfield ) and FCC Region 19 (Hartford, New London, Tolland and Windham) Counties have established rules for the use of these National Calling and Tactical channels. These are to be used for response under the guidelines of this Plan and for coordination between different levels and types of services. The following assignments are designated by CFCA Technical Advisory Fire Frequency Plan:

Region 1	Fairfield:	Group 4 - 1
Region 1	Litchfield:	Group 2 - 3
Region 2	Hartford:	Group 4 - 1
Region 2	New Haven:	Group 3 - 2
Region 2	Middlesex:	Group 1 - 4
Region 3	New London:	Group 2 - 3
Region 3	Tolland:	Group 3 - 2
Region 3	Windham:	Group 1 - 4

### **Regional Communications Personnel:**

Each region shall assure that it maintains communications personnel, which are capable of maintaining, operating and troubleshooting their assigned communication responsibilities. At a minimum, each region shall assure the availability of a communications technician and/or a communications unit leader. Detailed position descriptions can be found in the Appendix section of this plan.

- Communications Technician: Personnel serving in this capacity shall be responsible for the effective operations, troubleshooting and programming of radio equipment. This position shall provide technical advice to the requesting agency and/or the Communications Unit Leader.
- Communications Unit Leader: Personnel serving in this capacity shall be responsible for developing plans for the effective and efficient use of any statewide radio system or equipment, distribution of the radio equipment, inventory of communications equipment and the maintenance of same. When deployed, this position will report to the incident Command structure in place within the requesting agency.

# REIMBURSEMENT PROCEDURES

## Financial Assistance

When a major or catastrophic emergency exceeds local resources and area departments are unable to fulfill the needs of the citizens, then aid and assistance may be requested from the state of Connecticut. Such financial assistance is made available on a supplemental basis through a process of application and review. If community resources are insufficient, the local government may apply to the state for state assistance. The governor reviews the application, studies the damage estimates and, if appropriate, declares the area a state disaster. This official declaration makes state funds, personnel, and resources available.

However, if damages are so extensive that the combined local and state resources are not sufficient, the governor applies to the President for federal disaster assistance. A similar assessment of the application and damage estimates is completed. If the need for federal assistance is justified, the President issues a major declaration and resources are made available. This official declaration makes federal funds, personnel, and resources available. Federal funding is usually on a shared cost basis with 75% federal funds and 25% state funds.

## FEMA Reimbursement

This section serves as a reference for information on disaster cost recovery to assist individuals in documenting disaster-related expenditures following a Presidential and/or State Declaration to facilitate reimbursement from the federal government, the state of Connecticut and the County's private insurance carriers. This section may appear tedious and burdensome, but it reflects FEMA's requirements and emphasizes the need for close compliance. If the department fails to be comprehensive, detailed, and accurate in the type and extent of documentation, portions of the claim and possibly the entire claim will be disallowed, and the department will be required to absorb these costs.

## Reimbursement Eligibility

To meet eligibility requirements for FEMA reimbursement, an item of work must:

- Be required as the result of the major disaster event
- Be located within a designated disaster area
- Be the legal responsibility of the eligible applicant

## FEMA Categories of Work

FEMA provides reimbursement of funds based on the type of disaster-related work that was performed. Each activity for disaster-related work is eligible for a specific amount of reimbursement. Therefore it is imperative that all disaster-related work activities must be identified and documented as one of the following FEMA categories. Under the Statewide Emergency Response Plan, the work most often performed under this Plan is Emergency Work: Work performed immediately to save lives and protect improved property and public health and safety, or to avert or lessen the threat of a major disaster. Emergency Work contains two categories: Debris Clearance and/or Protective Measures.

## Disaster-Related Expenditures

FEMA will provide reimbursement of expenditures to perform emergency protective measures in disaster-related work. Reimbursements must be in accordance with Federal Financial Management Annex and 44 CFR, Part 206. Examples of eligible reimbursement activities include, but are not limited to:

1. Payroll expense for personnel operating at the incident
2. Hourly cost to operate capital equipment (fire engines, rescues, etc)
3. Expendable materials used at the incident
4. Equipment leased/purchased specifically for the incident
5. Contracted services made necessary by the disaster

### **Expenses for Personnel**

According to the federal regulations only actual hours worked, either overtime hours or regular time hours, can be claimed for FEMA category A & B (emergency work). If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, these payments must be in accordance with rates established prior to the disaster (i.e. Collective Bargaining Agreement).

On occasion, FEMA approves reimbursement for an option known as “backfilling”. If approved, this option would allow the department to be reimbursed when personnel are called back to work to replace an existing employee already approved to perform disaster related activities elsewhere. Accurate payroll records must be maintained to clearly identify the employee’s overtime hours versus regular time hours. In addition, records must identify each employee by location and purpose of the work in order to designate the proper FEMA category and organize the claim. The records must also include the CFS Mission Tracking Number. It is imperative that each member of a deployed CFS resource is accounted for daily on an ICS 214, “Unit Log”. In cooperation with the Commission on Fire Prevention & Control, resources deployed under the CFS Disaster plan will be reimbursed only for actual hours worked while assisting the requesting agency, plus travel time to and from home base. The practice known as “portal-to-portal” pay is not endorsed by the Fire Chiefs' Association and will not be reimbursed as a routine part of CFS deployments.

### **Expenses for Equipment**

Each department may be eligible for reimbursement of equipment owned by the department used in disaster work. To assist in the reimbursement process, FEMA has developed an equipment rate schedule. The Finance Section Chief should obtain the most recent version of the FEMA equipment rate schedule prior to submitting for reimbursement. The current approved FEMA rate schedule, for use in cooperation with this plan is included within this section.

Each request for reimbursement of department owned equipment must contain the following information:

1. Mission Tracking Number as issued by CFS
2. Type and description of equipment
3. Location equipment was used
4. Number of hours used each day (show dates)
5. Total hours actually used (no standby time allowed)
6. Category of work performed

### **Approved FEMA Equipment Rates for CFS**

FEMA maintains the base rates most often used for resources deployed under the SFSDRP. A complete listing may be obtained at [www.fema.gov](http://www.fema.gov) under Schedule of Equipment Rates.

### **Damage/Loss of Equipment**

Equipment that is damaged and/or lost during disaster incidents may be eligible for reimbursement. The damage and/or lost must be documented along with sufficient supportive documentation such as video and/or photographs. If the documentation is not comprehensive, detailed, and accurate, portions of the claim and possibly the entire claim may be disallowed, and the department will be required to absorb these costs.

### **Reimbursement Processing**

Each department is responsible for preparing the necessary documentation and submitting a reimbursement claim for resources deployed under this Plan. The County Fire Coordinator is responsible for collecting all documentation relative to the disaster incident from each department deployed. The County Fire Coordinator will compile the documentation and identify eligible reimbursement in accordance with current FEMA guidelines.

The County Fire Coordinator must coordinate the collection and documentation of all disaster-related forms and supportive documents for final review and possible submission to the Regional Fire Coordinator. The FEMA reimbursement process is unique to each disaster and has led to processing reimbursement funds in a different manner, creating some degree of confusion and problems in reconciliation. Therefore coordination between the County and Regional Fire Coordinators is paramount to ensure full and timely reimbursement.

## **CONNECTICUT FIRE SERVICE TRAVEL REIMBURSEMENT**

This section is intended to be a guide for the processing and submission of reimbursement requests for travel associated with the operation, support, or training for the SFSDRP. It is not intended to serve as a reimbursement procedure for expenses associated with the deployment of Fire-Rescue resources under this plan.

### **Travel Purpose**

The reimbursement process varies according to the purpose of the travel. Each purpose is subject to limitations, financial restrictions, and method of processing. The two purposes of allowable reimbursement are:

Section I      Travel in support of the State EOC and SFSDRP.

Section II     Non-emergency travel associated with the SFSDRP.

### **Processing**

The need for proper and accurate documentation cannot be overemphasized. The processing of travel requests will vary dependent upon the purpose of the travel. Any questions that may arise in the processing of these forms should be directed to the CFCA Executive Director.

Section I and Section II travel is processed through the State Fire Administrator to DEMHS in accordance with the CFS's Memorandum of Understanding with the State of Connecticut.

## **Section I: Reimbursement Process for State EOC**

Travel expenses, including per diem are eligible for reimbursement when an individual is operating at the State EOC or filling an assignment in a support role for ESF 4, such as liaison officer. Individuals will only be eligible for reimbursement if their activities are authorized, in response to a request for assistance through the State Disaster Response Network, and the necessary tasking number has been received. Individuals will only be reimbursed for actual travel expenses and will receive a per diem rate for meals as established by the State of Connecticut. Individuals operating under these guidelines will be considered as part of the state mutual aid program and will not be eligible for wages or overtime. Individuals traveling will be considered in the employment of their own respective agency. Any medical coverage or workers compensation claims will be processed through the individual's place of employment.

### **A. Travel Reimbursement Form**

All requests for reimbursement must be submitted on the four-part, "State Voucher for Reimbursement of Travel Expenses Form". This form is available through the Division of State Fire Marshal. All completed forms will be processed through the State Fire Administrator's Support Staff to DEMHS for reimbursement. Completed travel request vouchers should be submitted as soon as possible after the completion of your travel.

### **B. Per Diem**

Individuals will be paid in accordance with the standard State of Connecticut per-diem rate. Receipts are not required for this reimbursement.

### **C. Lodging**

Lodging costs are reimbursed on the basis of the actual costs for accommodations. Individuals are expected to stay in standard rooms and to request a government rate if available. An original receipt indicating payment in full and a zero balance must be submitted with your travel voucher to insure reimbursement.

### **D. Transportation Costs Transportation Costs**

Individuals are expected to travel in personal or an agency-owned vehicle when operating in the disaster response plan. Airline transportation or automobile rental requires approval from the State Fire Administrator or through the Commission on Fire Prevention & Control. Personal vehicle reimbursement is on a per mile basis. Individuals using a personal vehicle will be reimbursed at the current IRS mileage rate for business mileage. Individuals using an agency owned vehicle will be reimbursed for the actual cost of the fuel. Original receipts for fuel purchases must be submitted with your travel voucher.

### **E. Other Expenses**

Other expenses including tolls, parking fees, laundry charges, etc. are reimbursable if they are a direct result of your travel. Personal telephone calls, movie rentals or entertainment costs are not eligible for reimbursement. Original receipts must be submitted with your voucher for reimbursement.

## **Section II: Non-emergency travel associated with the SFSDRP**

Travel expenses, including per diem, are eligible for reimbursement when an individual is required travel in conjunction with the SFSDRP. The State Fire Service Coordinator will coordinate travel requests through the State Fire Administrator. Members of the Disaster Response Committee will coordinate their travel through the Chair of the Disaster Committee. Individuals will only be eligible for reimbursement if their activities

are authorized and involve activities associated with the Plan. Individuals will only be reimbursed for actual travel expenses and will receive a per diem rate for meals as established by the State Fire Administrator. The Plan will NOT be responsible for any wages or the replacement of personal leave time from the employing agency of the individual. Individuals traveling will be considered in the employment of their own respective agency. Any medical or worker compensation claims will be processed through the individual's employing agency.

**A. Travel Reimbursement Form:**

All requests for reimbursement must be submitted on the "CFS Expense Report Form" (CFS Form 5). All completed forms are to be sent to the State Fire Administrator. Completed travel forms should be submitted as soon as possible after the completion of your travel.

**B. Per Diem:**

Individuals will be paid in accordance with the standard State of Connecticut per-diem rate. Receipts are not required for this reimbursement.

**C. Lodging**

Lodging costs are reimbursed on the basis of the actual costs for accommodations. Individuals are expected to stay in standard rooms and to request a government rate if available. An original receipt indicating payment in full and a zero balance must be submitted with your travel voucher to insure reimbursement.

**D. Transportation Costs**

Individuals are expected to travel in personal or agency owned vehicles when traveling in conjunction with the disaster response plan. Airline transportation or automobile rental requires prior approval from the State Fire Administrator. Personal vehicle reimbursement is done on a per mile basis. Individuals using a personal vehicle will be reimbursed at the standard State of Connecticut rate per mile. Individuals using an agency owned vehicle will be reimbursed for the actual cost of fuel. Original receipts for fuel purchases must be submitted with your travel voucher.

Other expenses, including, tolls, parking fees, laundry charges, etc. are reimbursable if they are a direct result of your travel. Personal telephone calls, movie rentals, or entertainment costs are not eligible for reimbursement. Original receipts must be submitted with your travel expense form for reimbursement.

**PLAN IMPLEMENTATION**

**Responsibility:** The implementation of this plan shall remain with the person or persons with incident management authority in the event of a disaster within that jurisdictional area.

**Actions:**

- \_\_\_\_\_ Adopt Statewide Fire Service Disaster Response Plan and blend into current Incident Management System.
  
- \_\_\_\_\_ In the event of an emergency/disaster when mutual aid assistance has been exhausted, the local jurisdiction shall conduct a needs assessment for determining the type and amount of additional resources required.
  
- \_\_\_\_\_ The locally affected jurisdiction establishes contact with County Fire Coordinator through the office of the Regional Emergency Manager.
  
- \_\_\_\_\_ Transmit to the County Fire Coordinator what logistical support, equipment, and personnel are needed for the affected local jurisdiction.
  
- \_\_\_\_\_ The County Fire Coordinator contacts the State Fire Coordinator through the Regional Fire Coordinator and Emergency Manager with the needs assessment for the affected jurisdictions within the County.
  
- \_\_\_\_\_ The State Fire Coordinator contacts the Regional Fire Coordinator to verify the resources available within the Region to respond to the affected County.
  
- \_\_\_\_\_ Regional Fire Coordinator gathers resources within the Region, verifies their response through the County Fire Coordinator into the affected jurisdictions and advises State Fire Coordinator which resources (committed or sent) from within the region.
  
- \_\_\_\_\_ Regional Fire Coordinator contacts the State Fire Coordinator when resource requests can not be filled from within the Region.
  
- \_\_\_\_\_ The State Fire Coordinator gathers resources from the unaffected Regions and outside State assistance for response to the affected Counties/jurisdictions through the Regional Fire Coordinator.
  
- \_\_\_\_\_ Regional Fire Coordinators contact their County Fire Coordinators to notify them of State activation and that resources may be requested.
  
- \_\_\_\_\_ The State Fire Coordinator will establish an appropriate Fire Command/IMS structure (ESF 4, working with ESF's 9 and 10) in close proximity to or at the State EOC.

**STATE FIRE ADMINISTRATOR**

**Position Responsibilities:** Overall coordination and implementation of the Disaster Response Plan through the Disaster Coordinator.

**Actions:**

- \_\_\_\_\_ Annually appoints the Chair of the SFSDRP Disaster Committee who also serves as the Statewide Fire Disaster Coordinator.
  
- \_\_\_\_\_ Notifies the State EOC Coordinator through the Commission on Fire Prevention & Control annually with the identity of the Statewide Disaster Coordinator.
  
- \_\_\_\_\_ Appoints other members to assist the Disaster Committee as deemed necessary.
  
- \_\_\_\_\_ Communicates with Statewide Fire Disaster Coordinator on all matters affecting Statewide Disaster Planning.
  
- \_\_\_\_\_ Assists Statewide Fire Disaster Coordinator with Plan implementation and management as necessary.
  
- \_\_\_\_\_ Contacts adjacent State Chiefs' Associations, as necessary, to coordinate planning activities.
  
- \_\_\_\_\_ Liaison with IAFC for situation updates and assistance needs.
  
- \_\_\_\_\_ Attends critiques of the Plan.



**STATEWIDE DISASTER COORDINATOR**

**Position Responsibility:** Overall direction, coordination, implementation and management of the Statewide Disaster Response Plan.

**Actions:**

- \_\_\_\_\_ Appointed annually by the State Fire Administrator upon recommendation from the Statewide Disaster Response Committee of the Connecticut Fire Chiefs Association.
- \_\_\_\_\_ Serves as Chairman of the Disaster committee for the SFSDRP.
- \_\_\_\_\_ Appoints a Vice Chair of the Disaster Committee.
- \_\_\_\_\_ Appoints Regional Fire Coordinators for each of the three (5) DEMHS response regions
- \_\_\_\_\_ Maintains contact with all Regional Fire Coordinators upon appointment.
- \_\_\_\_\_ Holds regular Disaster committee meetings. These meetings shall be conducted at least quarterly.
- \_\_\_\_\_ Represents the Disaster Committee to the Boards of Directors of CFCA.
- \_\_\_\_\_ Makes reports to the full CFS on the Plan and the activities of the Disaster Committee, as needed.
- \_\_\_\_\_ Assists Regional Fire Coordinators with assigning key staff members for the Plan, as well as County Fire Coordinators. Personnel may be drawn from law enforcement, EMS, or other fields as deemed appropriate for the success of the Response Plan.
- \_\_\_\_\_ Insures Plan updating, training, funding and other administrative functions are on-going.
- \_\_\_\_\_ Coordinates Plan activation.
- \_\_\_\_\_ Serves as the Incident Commander for the Statewide Fire Service Disaster Response Plan during Plan activation.
- \_\_\_\_\_ Serves as Fire Service representative/liaison in the State Emergency Operations Center to ESF 4.

**STATEWIDE DISASTER COORDINATOR (Continued)**

- \_\_\_\_\_ Assigns qualified personnel to work as Logistics Officers at ESF 4 in the State EOC in the event of activation.
  
- \_\_\_\_\_ Develops appropriate IMS support structure to implement the Plan. Such a support structure may be activated in cooperation with the Commission on Fire Prevention & Control's Office.
  
- \_\_\_\_\_ Serves as the liaison, during the disaster, to the affected Regional Fire Coordinator in providing needed resources from other regions in the state.
  
- \_\_\_\_\_ Notifies Regional Fire Coordinators of Plan activation and that resources may be required.
  
- \_\_\_\_\_ Coordinates and manages the Plan while implemented.
  
- \_\_\_\_\_ Assigns or is assigned a liaison in the affected area.
  
- \_\_\_\_\_ Coordinates response requests from outside the disaster area or.
  
- \_\_\_\_\_ Coordinates demobilization of resources and deactivation of the Plan.
  
- \_\_\_\_\_ Critiques response with Disaster Committee and makes appropriate recommendations to the SFSDRP for changes in the Plan.

**VICE-CHAIR DISASTER RESPONSE COMMITTEE**

**Position Responsibilities:** Assists the Disaster Coordinator in the overall direction, coordination, implementation and management of the Statewide Disaster response plan.

\_\_\_\_\_ Appointed annually by the Chairman of the Disaster Committee.

\_\_\_\_\_ Serves as chairman and disaster coordinator in the absence of the Statewide Disaster Coordinator.

\_\_\_\_\_ Responsible for coordinating all grants and training programs offered by the Disaster Committee.

\_\_\_\_\_ Serves as the Logistics Officer at the SEOC as necessary.

\_\_\_\_\_ Provides recommendations on revisions necessary to update the Plan.

\_\_\_\_\_ Liaisons with external associations and agencies on training opportunities.

**REGIONAL FIRE DISASTER COORDINATOR**

**Position Responsibility:** Command disaster assistance operations at the regional level.

**Actions:**

- \_\_\_\_\_ Appointed annually by the Chair of the Disaster Committee.
- \_\_\_\_\_ Identifies at least one (1) alternate for the Region.
- \_\_\_\_\_ Appoints Fire-Rescue personnel and/or activates a Regional IMT to assist in filling the roles of Operations, Planning, Logistics, Administration, EMS Liaison, Liaison, Public Information and their alternates as well as other positions deemed necessary to fill the Incident Management positions prior to or immediately after the disaster.
- \_\_\_\_\_ Serves as Incident Commander for the SFSDRP in the affected Region. Uses the Statewide Fire Coordinator as liaison for assistance outside of the Region.
- \_\_\_\_\_ Serves as member of the State Disaster Planning Committee.
- \_\_\_\_\_ Identifies County Fire Coordinators.
- \_\_\_\_\_ Interacts with various Area Emergency Operations Centers in the Region.
- \_\_\_\_\_ Identifies mobilization staging areas for disaster assistance. Updates this information as needed.
- \_\_\_\_\_ Coordinates mutual aid assistance into the disaster area.
- \_\_\_\_\_ Pre-determines equipment, personnel, etc. that are available for response from within the region.
- \_\_\_\_\_ Communicates with the State Fire Disaster Coordinator.
- \_\_\_\_\_ Responsible for training of staff, functional leaders, and alternates.
- \_\_\_\_\_ Maintains access to inventories of equipment, personnel, etc. in region.
- \_\_\_\_\_ Utilizes NIMS as the management structure and establishes the components of it, as needed in support of the Region's activities.

**REGIONAL FIRE DISASTER COORDINATOR (Cont)**

\_\_\_\_\_ Prepares Task Forces or Resources available for rapid mobilization within 2 hours of a request.

\_\_\_\_\_ May serve as a liaison between Unified Command agencies within their region during an activation.

**COUNTY FIRE COORDINATOR**

**Position Responsibility:** Serves as the liaison for the Regional Fire Disaster Coordinator to the local emergency management authority.

**Actions:**

- \_\_\_\_\_ Appointed annually by the Regional Fire Disaster Coordinator.
- \_\_\_\_\_ Serves as a liaison for the Plan within the local EOC.
- \_\_\_\_\_ Identifies a contact for each department in the County.
- \_\_\_\_\_ Identifies each department's ability to provide assistance and what form that assistance will take; personnel, apparatus, etc.
- \_\_\_\_\_ Identifies resources for response; reports and updates this information to the Regional Fire Coordinator.
- \_\_\_\_\_ Keeps records for rapid activation of personnel, equipment, etc. in the County.
- \_\_\_\_\_ Updates the Regional Fire Coordinator and reports changes of equipment, personnel, etc.
- \_\_\_\_\_ Shall receive and/or assist the affected jurisdiction with their response needs assessment and transmits this through the Local Emergency Manager to the State Fire Coordinator through the Regional Fire Coordinator.
- \_\_\_\_\_ If the County Fire Coordinator is in the affected area, the Coordinator becomes the requestor for assistance through the Regional Fire Coordinator.
- \_\_\_\_\_ If the County Fire Coordinator is in an unaffected area, resources are gathered as requested by the Regional Fire Coordinator.
- \_\_\_\_\_ Utilize NIMS as the recognized management system and activate the components of it as needed.

**INFORMATION OFFICER**

**Position Responsibility:** This is a specialty position deployed through the Plan using an established system developed by the Connecticut Fire Service. Their responsibility is to deploy as requested and work for the requesting agency as tasked to formulate and release information about the incident to news media, the Public, and other appropriate agencies in a timely and accurate manner as approved by the State EOC, Public Information. Represent the CFS in a professional manner.

**Actions:**

- \_\_\_\_\_ Appropriate Regional Fire Coordinator shall contact the PIO Section Deployment Team Committee Chairperson to identify requested resources.
- \_\_\_\_\_ A roster of members for the PIO Deployment Team will be kept by the Deployment Team Chairperson.
- \_\_\_\_\_ The PIO Deployment Chairperson shall check in and establish communications with the State EOC, ESF 14, Public Information.
- \_\_\_\_\_ All Fire Service PIO resources will be coordinated through ESF 4 at the State EOC. Tasking numbers will be received from the Regional Fire Coordinator and be confirmed to the local agency through the County Fire Coordinator.
- \_\_\_\_\_ When deployed to an incident the PIO will serve at the direction of the local agency and assigned local incident commander.

**REGIONAL EMS LIAISON**

**Position Responsibility:** Contact, communicate, and coordinate with the EMS private providers and those not directly under the immediate authority of the local fire department within the Region in accordance with the Disaster Response Plan. The emergency medical services function is the responsibility of ESF 8 “Health and Medical.” The SFSDRP is used as the method to mobilize and deploy pre-hospital EMS resources. The Regional EMS Liaison provides a link between the Regional Fire Coordinators and the field for EMS resources, especially those that may not be associated with local fire departments.

**Actions:**

- \_\_\_\_\_ Appointed by the Regional Fire Coordinator annually.
- \_\_\_\_\_ Check in and establish communications with the Regional Fire Coordinator, and receive briefing and assignment.
- \_\_\_\_\_ Identify assisting EMS agencies/jurisdictional representatives and establish communications and link them into the resource availability process.
- \_\_\_\_\_ Provide a point of contact for assisting EMS agencies/jurisdictional representatives, in coordination with the Regional Coordinator and appropriate County Coordinator.
- \_\_\_\_\_ Identify available ALS and BLS units, the number and types of transport units, and personnel that are State certified paramedics or EMT’s, and report these numbers to the Regional Logistics Officer.
- \_\_\_\_\_ Respond to requests for EMS organizational contacts.
- \_\_\_\_\_ Monitor emergency situation and involvement of each EMS agency/jurisdiction.
- \_\_\_\_\_ Monitor incident operations to identify and resolve EMS related inter-organizational coordination problems.
- \_\_\_\_\_ Demobilize at the request of the Regional Fire Coordinator and forward pertinent incident documentation.



**REGIONAL OPERATIONS SECTION OFFICER**

**Position Responsibilities:** Management and coordination of all resource deployment from the Region consistent with the Plan. This position is staffed at the determination of the Regional Fire Coordinator.

**Actions:**

- \_\_\_\_\_ Activate and brief Operations Section branches, groups, and/or divisions, as necessary, to support the mission request.
- \_\_\_\_\_ Participate in the preparation of an incident action plan for resource deployment, after consultation with Operations staff.
- \_\_\_\_\_ Execute the incident action plan.
- \_\_\_\_\_ Contact, assemble and brief all branch, group, and division supervisors.
- \_\_\_\_\_ Implement pre-staging areas as necessary.
- \_\_\_\_\_ Determine on going needs, request additional resources as necessary, and resolve problems reported by subordinates.
- \_\_\_\_\_ Update Regional Fire Coordinator, as needed.
- \_\_\_\_\_ Maintain log, including operational times, significant events, names of section personnel, etc.
- \_\_\_\_\_ Brief personnel as to current status of emergency operations and incident action plan objectives prior to deployment and relief.
- \_\_\_\_\_ Implement demobilization of Regional Operations Section, forward all logs and pertinent data for incident documentation.

**REGIONAL PLANNING SECTION OFFICER**

**Position Responsibility:** Collect, evaluate and disseminate information about the incident situation and status of resources, prepare strategies for the regional incident action plan, and manage the planning section unit(s). This position is activated at the determination of the Regional Fire Coordinator.

**Emergency Actions:**

- \_\_\_\_\_ Check in and obtain briefing from the Regional Fire Coordinator.
- \_\_\_\_\_ Organize, activate, brief, and manage planning section units (Situation, Resource, Documentation, Demobilization) as necessary.
- \_\_\_\_\_ Screen incoming damage and casualty information and see that pertinent data is posted to status boards, maps or similar records.
- \_\_\_\_\_ Utilize ICS forms 202-206, 221 as necessary.
- \_\_\_\_\_ Gather complete intelligence regarding the incident situation and status of resources.
- \_\_\_\_\_ Evaluate preliminary disaster information. Determine the extent of damage and estimate the extent of records required to support the emergency operations.
- \_\_\_\_\_ Schedule and facilitate planning meetings with Regional Fire-Rescue Coordinator and staff.
- \_\_\_\_\_ Maintain status of all emergency response resources.
- \_\_\_\_\_ Compile and display incident and resource status summary information.
- \_\_\_\_\_ Assist in preparation of the regional incident action plan for operational periods.
- \_\_\_\_\_ Assemble information on alternative strategies and make recommendations for the plan to the Regional Fire Coordinator.
- \_\_\_\_\_ Prepare and distribute regional incident action plan.
- \_\_\_\_\_ Prepare demobilization plan and distribute as necessary.
- \_\_\_\_\_ Brief relief personnel as to plan section/incident status.
- \_\_\_\_\_ Maintain a unit log, including operational times, significant events, names of personnel, etc.
- \_\_\_\_\_ Insure documentation is complete for this section and entire incident.

**REGIONAL LOGISTICS SECTION OFFICER**

**Position Responsibility:** Manage resources, which provide for personnel, equipment, facilities, Services, transportation and material in support of the disaster activities. This position is activated at the determination of the Regional Fire-Rescue Coordinator.

**Emergency Actions:**

- \_\_\_\_\_ Organize, activate, brief and manage Logistic Section branches/personnel (County Coordinator, Support Branch, Services Branch, Other), as necessary.
- \_\_\_\_\_ Participate in the preparation of the regional incident action plan.
  - Advise on current service and support capabilities.
  - Prepare service and support elements of the incident action plan.
- \_\_\_\_\_ Identify current and future services and support requirements for planned and expected operations.
- \_\_\_\_\_ Coordinate and process all requests for additional resources from the Section Chiefs (in conformity with priorities established within the incident action plan).
- \_\_\_\_\_ Utilize resources as established within the Statewide Fire Service Disaster Response Plan through the Regional Fire Coordinator or liaison.
- \_\_\_\_\_ Maintain a section log including operational times, significant events, contracts, names of personnel, etc.
- \_\_\_\_\_ Notify relief personnel of current emergency/logistics status.
- \_\_\_\_\_ Demobilize section in conformity with demobilization plan.
- \_\_\_\_\_ Forward all pertinent data, logs, reports, paperwork to Plans for incident documentation.

**REGIONAL FINANCE/ADMINISTRATIVE SECTION OFFICER**

**Position Responsibility:** Manages and coordinates the financial and administrative aspects of the incident. Supplies documentation for reimbursements. This position is activated at the determination of the Regional Fire Coordinator.

**Emergency Actions:**

- \_\_\_\_\_ Organize, activate and brief administrative units (Time Recording, Legal, Cost Analysis, Compensation and Claims), as necessary.
  
- \_\_\_\_\_ Attend planning meetings to gather information and provide financial, cost, and administrative analysis.
  
- \_\_\_\_\_ Provide information to the County Fire Coordinators on reimbursement issues associated with the event.
  
- \_\_\_\_\_ Obtain and record all financial data and prepare incident cost summaries, as necessary.
  
- \_\_\_\_\_ Maintain a unit log to include times, significant events, names of personnel, etc. that are assigned to administrative section.
  
- \_\_\_\_\_ Demobilize Administrative Section in accordance with plan approved by the Regional Fire Coordinator.

**LIAISON OFFICER**

**Position Responsibilities:** Serves as a Liaison for the Statewide Fire Disaster Coordinator to the Incident Command structure within an affected area.

- \_\_\_\_\_ Appointed by the Statewide Fire Disaster Coordinator or Logistics Section Chief at the State EOC to respond to an impacted area.
- \_\_\_\_\_ Assesses the situation at the local emergency operations center and from input gathered from the Incident Commander, Emergency Manager, and Fire Chief.
- \_\_\_\_\_ Act as an intelligence source for ESF 4 and the DEMHS, reporting back to them on the status from ground zero.
- \_\_\_\_\_ Serve as a resource for the local jurisdiction, guiding them on the process to obtain resources through the Disaster Plan.
- \_\_\_\_\_ Function as a liaison in the re-deployment of units by advising the local jurisdiction of requests coming from other jurisdictions for resources and by advising the State EOC of the status/need for resources within the jurisdiction where they are currently deployed.
- \_\_\_\_\_ Verify that requested resources have, in fact, made it to the requesting jurisdiction and report to ESF 4/9/10 on their status as well as keeping the local jurisdiction advised as to the status of requested but not yet received resources.
- \_\_\_\_\_ Evaluate local support of mutual aid resources and determine if needs are being met. Work with requesting agency(s) to address resource support needs.
- \_\_\_\_\_ Assist in the demobilization process.
- \_\_\_\_\_ Log Plan weaknesses so revisions can be made and identify future training needs.
- \_\_\_\_\_ Assist with any questions that come up about the Plan or the reimbursement process.
- \_\_\_\_\_ Liaison between the local jurisdiction, State Division of Forestry, and other agencies for Plan implementation.

**COMMUNICATIONS UNIT LEADER**

**Position Responsibilities:** Personnel serving in this capacity shall be responsible for developing plans for the effective and efficient use of deployed communication equipment, distribution of communications equipment, inventory of equipment and maintenance of the same.

\_\_\_\_\_ When deployed, this position shall report to the Incident Management structure in place within the requesting agency/jurisdiction.

\_\_\_\_\_ Prepare a regional communications plan to serve the communications needs of the requesting agency/jurisdiction.

- Assess and advise on current communication service and support capabilities.
- Prepare service and support elements of the communications plan.

\_\_\_\_\_ Ensure the communication equipment is deployed, set-up, tested and functioning properly.

\_\_\_\_\_ Coordinate and assure the distribution of portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan.

\_\_\_\_\_ Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return.

\_\_\_\_\_ Assure repair, testing and programming communications equipment, as required.

\_\_\_\_\_ Maintain a section log including operational times, significant events, contracts, unit actions and personnel names.

\_\_\_\_\_ Demobilize in conformity with the Incident Demobilization Plan.

\_\_\_\_\_ Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation.

**COMMUNICATIONS TECHNICIAN**

**Position Responsibilities:** Personnel serving in this capacity shall be responsible for the effective operations, troubleshooting and programming of radio equipment. In addition, this position may provide technical advice to the requesting agency and/or the Communications Unit Leader.

- \_\_\_\_\_ Assure communications equipment is deployed, set-up, tested and functioning properly.
- \_\_\_\_\_ Assure communications equipment is utilized to fulfill the critical elements of the established Incident Communications Plan.
- \_\_\_\_\_ Coordinate and assure the distribution of portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan.
- \_\_\_\_\_ Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return.
- \_\_\_\_\_ Assure repair, testing and programming of communications equipment, as required.
- \_\_\_\_\_ Maintain a log of all repairs/service performed on equipment while deployed.
- \_\_\_\_\_ Provide for the transportation and security of equipment while deployed to, and returning from an affected agency/jurisdiction.
- \_\_\_\_\_ Demobilize in conformity with the Incident Demobilization Plan.
- \_\_\_\_\_ Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation.

**CONNECTICUT FIRE SERVICE  
STATE FIRE RESCUE RESOURCES  
(MOBILE)**

RESOURCE	RADIO CALL	COMPONENTS (MINIMUM)	MINIMUM COMPONENTS			
			TYPE I	TYPE 2	TYPE 3	TYPE 4
ENGINE COMPANY	ENGINE	PUMP WATER TANK HOSE - 2 1/2" (supply) HOSE - 1 1/2" (attack) HOSE - 3/4" PERSONNEL	1000 GPM 500 GALLONS 1200 FEET 200 FEET 4	500 GPM 500 GALLONS 1000 FEET 200 FEET 300 FEET 3	50 GPM 200 GALLONS  100 FEET 2	N/A
WATER TANKER	TANKER	PUMP WATER TANK	300 GPM 5000 GALLONS	300 GPM 2500 GALLONS	100 GPM 1000 GALLONS	1000 GALLONS
BRUSH/WOODS TRUCK	BRUSH TRUCK	PUMP HOSE - 3/4" WATER TANK PERSONNEL WHEELS X DRIVE	50 GPM 100 FEET 1000 GALLONS 2 6 X 6	10 GPM 100 FEET 150 GALLONS 1 4 X 4	5 GPM 100 FEET 75 GALLONS 1 4 X 4	5 GPM 100 FEET 75 GALLONS 1 4 X 2
AERIAL EQUIPMENT	AERIAL	LADDER PLATFORM TELESQUIRT	100 FEET	50 FEET	N/A	N/A
RESCUE/AMBULANCE TRANSPORT CAPABLE	RESCUE	PARAMEDIC EMT ALS EQUIPMENT BLS EQUIPMENT STATE CERT. FF'S	1 1 YES YES	2  YES YES	1 1 YES NO	2  YES NO
TECHNICAL RESCUE	TECH. RESCUE	AIR BAGS, SHORING, RAPELLING, ETC.	HEAVY	LIGHT	N/A	N/A
HAZARDOUS MATERIALS UNIT	HAZ-MAT	TECHNICAL LEVEL OR HIGHER	4	3	2	N/A
CFD (AIRPORT)	CFR	WATER FOAM TURRET GUN BUMPER TURRET PURPLE K PREMIXED FOAM	3000 GALLONS 400 GALLONS 1200 GPM 300 GPM	1500 GALLONS 200 GALLONS  300 GPM 500 LBS	   500 LB. EXT. 100 GAL. EXT.	N/A



**CONNECTICUT FIRE SERVICE  
STATE FIRE RESCUE RESOURCES  
(MOBILE) - CONTINUED**

RESOURCE	RADIO CALL	COMPONENTS	MINIMUM COMPONENTS			
			TYPE 1	TYPE 2	TYPE 3	TYPE 4
ALL TERRAIN VEHICLE	ATV	PUMP WATER TANK HOSE - 1' PERSONNEL	50 GPM 500 GALLONS 100 FEET 1	50 GPM 300 GALLONS 100 FEET 1	6 SEATS	2 SEATS
BULLDOZER (WITH OR W/O PLOW)	DOZER	SIZE  PERSONNEL	HEAVY (D-7, D-8) 1	MED. HEAVY (D-5, D-6) 1	MEDIUM (D-4) 1	LIGHT (JD-350) 1
TRACTOR TENDER	TRACTOR TENDER	FUEL COMPRESSED AIR	100 GALLONS OPTIONAL	N/A	N/A	N/A
TRACTOR PLOW	TRACTOR	SIZE  PERSONNEL	HEAVY (D-7) 1	MED. HEAVY (D-6) 1	MEDIUM (D-4) 1	LIGHT (JD-350) 1
CREW TRANSPORT	CREW TRANSPORT	PASSENGER SEATS	40	30	20	10
FIELD MOBILE MECH. W/ VEHICLE	MECHANIC	REPAIR OF MOBILE EQUIPMENT	HEAVY EQUIPMENT	LIGHT EQUIPMENT	N/A	N/A
FIELD KITCHEN	FIELD KITCHEN	MEALS	150	50	N/A	N/A
FUEL TRUCK	FUEL TRUCK	FUEL, SPECIFY TYPE (AV, DIESEL, GAS, JET)	1000 GALLONS	100 GALLONS	N/A	N/A
HEAVY EQUIPMENT TRANSPORT	TRANSPORT	CAPACITY	HEAVY (D-7, D-8)	MED. HEAVY (D-6)	MEDIUM (D-4)	N/A
ILLUMINATION	LIGHT	PORTABLE LIGHTS	TRUCK	TRAILER	N/A	N/A
PORTABLE PUMP	N/A	PUMPING CAPACITY	500 GPM	250 GPM	100 GPM	50 GPM
UTILITY TRANSPORT	UTILITY TRANSPORT	PAYLOAD WHEELS X DRIVE	1 TON + 4 X 4	UNDER 1 TON + 4 X 4	1 TON + 4 X 2	UNDER 1 TON + 4 X 2
MOBILE COMMAND VEHICLE	COMMAND POST	COMMUNICATION PERSONNEL (WORK AREA)	10	5	NA/	N/A
COMMUNICATIONS VEHICLE	COMMUNICATIONS	FREQUENCY RANGE	PROGRAM-MABLE	LOW BAND-VHF, UHF, 800 MHZ	VHF, UHF	N/A
AIR SUPPLY TRUCK	AIR TRUCK	COMPRESSOR STORAGE TANKS	25 CMF @ 5000 PSI 2000 CU FT	20 CMF @ 3000 PSI 1000 CU FT	15 CFM 2200 PSI 1000 CU FT	N/A

**CONNECTICUT FIRE SERVICE  
STATE FIRE RESCUE RESOURCES  
(AIRCRAFT)**

RESOURCE	RADIO CALL	COMPONENTS	MINIMUM COMPONENTS			
			TYPE 1	TYPE 2	TYPE 3	TYPE 4
AEROMEDICAL/RESCUE HELICOPTORS	AIR RESCUE	CREW	4	3	2	2
		MAXIMUM PATIENTS	6	3	2	1
AIR TANKER	AIR TANKER	CAPACITY	2000 GALLONS	1000 GALLONS	100 GALLONS	N/A
SUPPRESSION HELICOPTORS	CHOPPER	SEATS (INCLUDING PILOT)	16	9	5	3
		CARD WEIGHT	5000	2500	1200	600
		CAPACITY (POUNDS)	700	300	100	75
		TANK: GALLONS OF RETARDENT	BELL 214 HEAVY	BELL 204, 205, 212 MEDIUM	BELL 206 LIGHT	BELL 47 LIGHT
HELICOPTOR TENDER	HELI-TENDER	FUEL AND SUPPORT EQUIPMENT	ALL	N/A	N/A	N/A
HELITACK CREW	HEITACK	3-CREW PERSONNEL	ALL	N/A	N/A	N/A
FIXED WING	AIR	SEATS	7	6	4	2

**CONNECTICUT FIRE SERVICE  
STATE FIRE RESCUE RESOURCES  
(PERSONNEL & MISCELLANEOUS EQUIPMENT)**

RESOURCE	COMPONENTS	MINIMUM COMPONENTS			
		TYPE 1	TYPE 2	TYPE 3	TYPE 4
ADMIN./COMMAND PERSONNEL	INCIDENT COMMAND	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	OPERATIONS SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	PLANNING SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	MEDICAL SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	LOGISTICS SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	ADMIN. SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
SUPPRESSION	FIREFIGHTERS/OFFICER	STATE CERT.	VOL. W/TRAIN.	FAMILIAR	N/A
PARAMEDIC	STATE CERTIFIED PARAMEDIC	YES	YES	N/A	N/A
	STATE CERTIFIED FIREFIGHTER	YES	NO	N/A	N/A
EMERGENCY MED. TECHNICIAN	STATE CERTIFIED EMT	YES	YES	N/A	N/A
	STATE CERTIFIED FIREFIGHTER	YES	NO	N/A	N/A
HAZARDOUS MATERIALS	CERTIFICATION	COMMAND	TECHNICIAN	N/A	N/A
URBAN SAR	URBAN SEARCH & RESCUE	EXPERIENCED	N/A	N/A	N/A
URBAN SAR CANINE	URBAN SEARCH & RESCUE	EXPERIENCED W/HANDLER	N/A	N/A	N/A
WILDERNESS SAR	WILDERNESS SEARCH & RESCUE	EXPERIENCED	N/A	N/A	N/A
WILDERNESS SAR CANINE	WILDERNESS SEARCH & RESCUE	EXPERIENCED W/HANDLER	N/A	N/A	N/A
WATER RESCUE	SCUBA - OPENWATER	YES	YES	NO	N/A
	RESCUE SKIN DIVER	YES	NO	YES	N/A
FIRE INSPECTOR	STATE CERTIFIED	YES	COMPANY LEVEL	N/A	N/A
FIRE INVESTIGATOR	EXPERIENCED	ALL	N/A	N/A	N/A
COMM. OPERATORS	EMERGENCY MEDICAL DISPATCHER	YES	NO	N/A	N/A
MOBILE MECHANIC	EXPERIENCED	HEAVY EQUIPMENT	LIGHT EQUIPMENT	N/A	N/A
RADIO TECHNICIAN	LIST QUALIFICATIONS	ALL	N/A	N/A	N/A
<i>MISCELLANEOUS EQUIPMENT</i>					
RADIOS	LIST FREQ. & PL (CHANNEL GUARD)	TABLE TOP	MOBILE	HANDHEL D	N/A
CELLULAR PHONE		ALL	N/A	N/A	N/A
FAX MACHINE		ANY	N/A	N/A	N/A
DUPLICATION MACHINE	DESCRIBE	FULL SIZE	DESK TOP	N/A	N/A

**\*PENDING CERTIFICATION PROCESS**

**CONNECTICUT FIRE SERVICE  
STATE FIRE RESCUE RESOURCE INVENTORY FORM**

**EXAMPLE**

<b>Region:</b>	II	<b>County:</b>	Hartford
<b>Department Name:</b>	Manchester Fire-Rescue-EMS		
<b>Department Address:</b>	75 Center Street		
<b>City:</b>	Manchester	<b>Zip Code:</b>	06040
<b>Fire Chief:</b>	T. Weber	<b>Daytime Phone:</b>	(860) 647-3266
<b>24-Hour Phone:</b>	(860) 643-7373	<b>Fax Number:</b>	(860) 647-3268
<b>Contact Person:</b>	A/C Bob Bycholski		

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
<b>MOBILE EQUIPMENT</b>					
<b>ENGINE COMPANY</b>	1	1	1		
<b>WATER TANKER</b>					
<b>BRUSH TRUCK</b>					
<b>AERIAL</b>	1				
<b>RESCUE/AMBULANCE</b>					
<b>TECHNICAL RESCUE</b>					
<b>HAZ-MAT UNIT</b>					
<b>CFR (AIRPORT)</b>					
<b>ALL TERRAIN VEHICLE</b>					
<b>BULLDOZER</b>					
<b>TRACTOR TENDER</b>					
<b>TRACTOR-PLOW</b>					
<b>CREW TRANSPORT</b>					
<b>MOBILE MECHANIC</b>		1			
<b>FIELD KITCHEN</b>					
<b>FUEL TRUCK</b>					
<b>HEAVY EQ. TRANSPORT</b>					
<b>ILLUMINATION</b>		1			
<b>PORTABLE PUMP</b>			1		
<b>POWER GENERATOR</b>					
<b>UTILITY TRANSPORT</b>					
<b>MOBILE COMMAND VEH.</b>					
<b>COMMUNICATIONS VEH.</b>					
<b>AIR SUPPLY TRUCK</b>		1			With Personnel

**CONNECTICUT FIRE SERVICE  
STATE FIRE RESCUE RESOURCE INVENTORY**

***EXAMPLE***

<b>Region:</b>	II	<b>County:</b>	Hartford
<b>Department Name:</b>	Manchester Fire-Rescue-EMS		
<b>Department Address:</b>	75 Center Street		
<b>City:</b>	Manchester	<b>Zip Code:</b>	06040
<b>Fire Chief:</b>	T. Weber	<b>Daytime Phone:</b>	(860) 647-3266
<b>24-Hour Phone:</b>	(860) 643-7373	<b>Fax Number:</b>	(860) 647-3268
<b>Pager:</b>	(860) 596-8800		
<b>Contact Person:</b>	A/C Bob Bycholski		

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
<i>AIRCRAFT</i>					
RESCUE HELICOPTER					
AIR TANKER					
SUPPRESS. HELICOTERS					
HELICOPTER TENDER					
HELITACK CREW					
FIXED WING					
<i>PERSONNEL ONLY</i>					
INCIDENT COMMANDER		1			
OPERATIONS SEC. CHIEF		1			
PLANNING SEC. CHIEF		1			
MEDICAL SEC. CHIEF		1			
LOGISTICS SEC. CHIEF		1			
ADMIN. SEC. CHIEF		1			
SUPPRESSION		10			
PARAMEDIC		5			
EMT		10			
HAZ-MAT					
URBAN SAR					
URBAN SAR-CANINE					
WILDERNESS SAR					
WILDERNESS SAR CANINE					
WATER RESCUE					
FIRE INSPECTOR	1				
FIRE INVESTIGATOR	1				
COMM. OPERATORS					
MOBILE MECHANIC	1				
RADIO TECHICIAN					
<i>OTHER EQUIPMENT</i>					
RADIOS			5		List Attached
CELLULAR PHONE	2				
FAX MACHINE	1				
DUPLICATING MACHINE					

LIST ADDITIONAL PERSONNEL (W/QUALIFICATIONS) AND ADDITIONAL EQUIPMENT ON SEPARATE PAGE

**FREQUENCY PLAN**

Base, Mobile, Portable

<b>Frequency</b>	<b>CTCSS</b>	<b>Primary Use</b>
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**CONNECTICUT FIRE MUTUAL AID (Statewide)**

46.16 MHz	141.3 Hz	Statewide Base to Base
33.78	179.9 Hz	Mobile for Fire Ground

**CONNECTICUT FIRE MUTUAL AID (Counties)**

33.70 MHz	None	Litchfield & New Haven
33.86 MHz	None	Fairfield
33.88 MHz	None	Tolland & Windham
33.90 MHz	None	Tolland, Windham, New London
33.94 MHz	None	Hartford
46.18 MHz	Different per Town	Middlesex
33.80	Different per Town	Tolland & Windham Mutual Aid

**VHF INTERCITY NETWORK**

154.265 MHz	107.2 Hz	Hartford
154.265 MHz	82.5 Hz	Fairfield
154.295 MHz	107.2 Hz	South Central
154.295 MHz	118.8 Hz	Waterbury
154.280 MHz	82.5 Hz	Springfield
154.280 MHz	203.5 Hz	Winsted

**NATIONAL PUBLIC SAFETY**

821.0125/866.0125	156.7	National Public Safety Calling Repeater
821.5125/866.5125	156.7	National TAC 1 Repeater
822.0125/867.0125	156.7	National TAC 2 Repeater
822.5125/867.5125	156.7	National TAC 3 Repeater
823.0125/868.0125	156.7	National TAC 4 Repeater

## STATE OF CONNECTICUT EMERGENCY MANAGEMENT

**Sec. 28-7. Local and joint organizations: Organization; powers; temporary aid. (a)** Each town or city of the state shall establish a local organization for civil preparedness in accordance with the state civil preparedness plan and program, provided any two or more towns or cities may, with the approval of the commissioner, establish a joint organization for civil preparedness. The authority of such local or joint organization for civil preparedness shall not supersede that of any regularly organized police or fire department. **In order to be eligible for any state or federal benefits under this chapter, not later than January 1, 2008, and annually thereafter, each town or city of the state shall have a current emergency plan of operations that has been approved by the commissioner. The plan shall be submitted to the commissioner after it has been approved by the local director of civil preparedness and the local chief executive. Such plan may be submitted with a notice stating that the plan remains unchanged from the previous year's version. The emergency plan of operations of every town or city situated on the shoreline of the state shall contain provisions addressing an emergency caused by any existing liquefied natural gas terminal located on the Long Island Sound and every town or city situated on the shoreline of the state shall submit such plan to the joint standing committee of the General Assembly having cognizance of matters relating to public safety, in accordance with the provisions of section 11-4a, and the commissioner to obtain approval. The committee shall hold a public hearing regarding such plan not later than thirty days after receiving the plan. Not later than five days after the hearing, the committee shall (1) hold a roll-call vote to approve or reject the plan, and (2) forward the plan and a record of the committee's vote to the General Assembly. Such emergency plan of operations shall not be approved by the commissioner unless the commissioner determines that the plan proposes strategies that address all the activities and measures of civil preparedness identified in subdivision (4) of section 28-1. Each town or city of the state shall consider whether to provide for the nonmilitary evacuation of livestock and horses in such plan.**

(b) Each local organization for civil preparedness shall consist of an advisory council and a director appointed by the chief executive officer. The advisory council shall contain representatives of city or town agencies concerned with civil preparedness and representatives of interests, including business, labor, agriculture, veterans, women's groups and others, which are important to the civil preparedness program in the particular community. The director shall be responsible for the organization, administration and operation of such local organization, subject to the direction and control of the state director. The chief executive officer may remove any local director for cause.

(c) Each local or joint organization shall perform such civil preparedness functions in the territorial limits within which it is organized as the state director prescribes. In addition, such local or joint organization shall conduct such functions outside such territorial limits as are prescribed by the state civil preparedness plan and program or by the terms of any mutual aid agreements to which the town is a party.

(d) The director of each local or joint organization may, with the approval of the state director, collaborate with other public and private agencies within the state and develop or cause to be developed mutual aid agreements for civil preparedness aid and assistance in case of disaster too great to be dealt with unassisted. The director of such joint or local organization may, with the approval of the state director, enter into such mutual aid

agreements with civil preparedness agencies or organizations in other states. Such agreements shall be consistent with the state civil preparedness plan and program and, in time of emergency, each local or joint organization shall render assistance in accordance with the provisions of such agreements to which it is a party unless otherwise ordered by the state director.

(e) Each town or city shall have the power to make appropriations for the payment of salaries and expenses of its local or joint organization or any other civil preparedness agencies or instrumentalities.

(f) In the event of a serious disaster or of a sudden emergency, when such action is deemed necessary for the protection of the health and safety of the people, and upon request of the local chief executive authority, the Governor or the state director, without regard to the provisions of section 22a-148, may authorize the temporary use of such civil preparedness forces, including civil preparedness auxiliary police and firemen, as he deems necessary. Personnel of such civil preparedness forces shall be so employed only with their consent. The provisions of section 28-14 shall apply to personnel so employed.

(g) The state shall reimburse any town or city rendering aid under this section for the compensation paid and actual and necessary travel, subsistence and maintenance expenses of employees of such town or city while rendering such aid, and for all payments for death, disability or injury of such employees in the course of rendering such aid and for all losses of or damage to supplies or equipment of such town or city incurred in the course of rendering such aid.

(h) Whenever, in the judgment of a local civil preparedness director, with prior approval of the state director of emergency management, it is deemed essential to authorize the temporary assignment, with their consent, of any members of civil preparedness forces who are not paid employees of the state or any political subdivision thereof, for a temporary civil preparedness mission, the provisions of section 28-14 shall apply. A complete written record of the conditions and dates of such assignment shall be maintained by the local director concerned and such record shall be available for examination by the state director of emergency management and the Attorney General. The state director shall establish the necessary procedures to administer this section.

**Sec. 28-6. Mutual aid or mobile support units.** (a) All civil preparedness units, forces, facilities, supplies and equipment in the state are deemed to be available for employment as mutual aid or mobile support. They may be ordered to duty by the Governor or the commissioner only under the conditions defined in subsection (f) of section 28-7 or section 28-9, except that such civil preparedness units, forces, facilities, supplies and equipment may be employed in another state under the conditions specified in subsection (e) of this section.

**(b) Personnel of such civil preparedness units or forces, while engaged in officially authorized civil preparedness duty, shall: (1) If they are employees of the state, have the powers, duties, rights, privileges and immunities and receive the compensation incident to their employment; (2) if they are employees of a political subdivision of the state, and whether serving within or without such political subdivision, have the powers, duties, rights, privileges and immunities and receive the compensation incident to their employment; and (3) if they are not employees of the state or a political**



subdivision thereof, be entitled to such compensation from the state as is determined by the Commissioner of Administrative Services under the provisions of section 4-40 and to the same rights and immunities as are provided by law for the employees of this state, provided in no instance shall such compensation be determined at a rate less than the minimum wage as determined by the Labor Commissioner. All personnel of mobile support units shall, while on duty, be subject to the operational control of the authority in charge of civil preparedness activities in the area in which they are serving.

(c) The state shall reimburse a political subdivision for the compensation paid and actual and necessary travel, subsistence and maintenance expenses of employees of the political subdivision while in training or on call by the Governor for emergency duty as members of a mobile support unit, and for all payments for death, disability or injury of such employees incurred in the course of such training or duty, and for all losses of or damage to supplies and equipment of such political subdivisions used by such mobile support units.

(d) Whenever the mobile support unit of another state renders aid pursuant to the orders of the Governor of its home state and upon the request of the Governor of this state, this state shall reimburse such other state for the compensation paid and actual and necessary travel, subsistence and maintenance expenses of the personnel of such mobile support units incurred in rendering such aid, and for all payments for death, disability or injury of such personnel incurred in rendering such aid, and for all losses of or damage to supplies and equipment of such other state or a political subdivision thereof resulting from rendering such aid, provided the laws of such other state shall contain provisions substantially similar to those of this section.

(e) No personnel of mobile support units of this state shall be ordered by the Governor to operate in any other state unless the laws of such other state contain provisions substantially similar to those of this section or unless such state is a signatory to the Emergency Management Assistance Compact established in section 28-23a.

**Sec. 4-58a. Mutual aid fire pacts between state institutions and municipalities.** (a) The superintendent of any state institution shall have the power to enter into agreements with any town, city, borough, fire district or other governmental subdivision having the duty to extinguish fires within its limits or any volunteer fire department respecting mutual fire protection, including, but not limited to, arrangements respecting use of fire fighting equipment and the services of such personnel of such institution who are members of an institutional fire brigade.

(b) Any employee of a state institution who is a member of its regular or volunteer fire department or institutional fire brigade who is injured or dies as a result of responding to, working at or returning from a fire outside of such institution, in accordance with an agreement entered into under subsection (a) with the municipality in which the fire occurred, shall be deemed to have been injured in the course of his employment and he and his estate shall be entitled to all the benefits of title 5 and chapter 568, provided the superintendent of such institution shall have authorized his service at such fire.

(c) The superintendent of any such institution may withhold the services of any member of the regular, volunteer or institutional fire brigade for fire fighting duty outside of such institution by reason of his assignment to regular or special duties at such institution.

**Sec. 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 conducting 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**
- (4) Adopting and implementing the standardized incident management system approved by the Department of Emergency Management and Homeland Security.**

**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 personnel, firefighters, 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 wilful 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

**Sec. 7-323o. State Fire Administrator, appointment and duties.** There is established the position of State Fire Administrator who shall be appointed by the commission and who shall: (1) Carry out the requirements of section 7-323n; (2) administer federal funds and grants allocated to the fire services of the state; (3) provide technical assistance and guidance to fire fighting forces of any state or municipal agency; (4) develop a centralized information and audiovisual library regarding fire prevention and control; (5) accumulate, disseminate and analyze fire prevention data; (6) recommend specifications of fire service materials and equipment and assist in the purchasing thereof; (7) assist in mutual aid coordination; (8) coordinate fire programs with those of the other states; (9) assist in communications coordination; (10) establish and maintain a fire service information program, and (11) review the purchase of fire apparatus or equipment at state institutions, facilities and properties and, on and after July 1, 1985, coordinate the training and education of fire service personnel at such institutions, facilities and properties. The provisions of this section shall not be construed to apply to forest fire prevention and control programs administered by the Commissioner of Environmental Protection pursuant to sections 23-33 to 23-57, inclusive.

**Sec. 7-310. Operation of fire equipment in and provision of personnel and assistance to other municipality.** Any city, town, borough, fire district, independent fire department or independent fire company may locate, use, man and operate fire stations, fire apparatus, ambulances, rescue trucks, radio and fire-alarm systems and other fire equipment and provide personnel and other assistance for the investigation of the cause and origin of fires, in any other city, town, borough or fire district, upon such terms respecting the location, use,

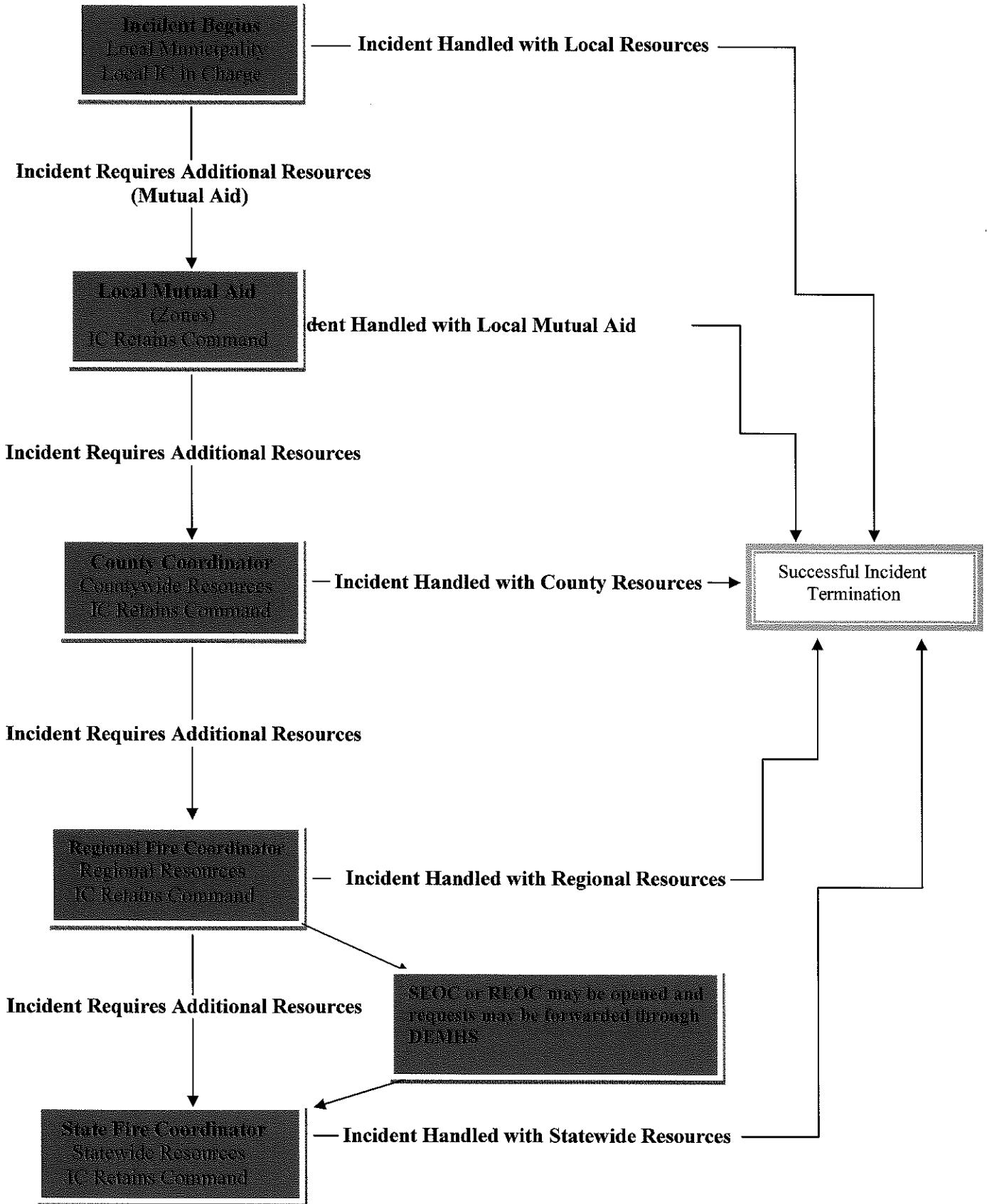
management and operation as may be mutually agreed upon between the boards of fire commissioners or other persons having the management and control of the fire departments or fire companies. Any officer or member of a fire department or fire company while operating outside the jurisdictional limits of his fire department or fire company in accord with such an agreement shall have the same rights, privileges and immunities that are granted him when operating within the jurisdictional limits of his fire department or fire company.

**Sec. 28-8. Outside aid by local police, fire or other preparedness forces.** (a) At the request of the chief executive authority of any town or city, the appropriate authority of any other town or city may, with the approval of the state director, or, if so ordered by the state director, shall, assign and make available for duty and use outside his own town or city, under the direction and command of an officer designated for the purpose, any part of the police, fire fighting or other civil preparedness forces under his control.

(b) The officer and members of police, fire fighting or other civil preparedness forces rendering outside aid pursuant to this section shall have the same powers, duties, rights, privileges and immunities as if they were performing their duties in their home town or city.

(c) The state shall reimburse any town or city rendering aid under this section for the compensation paid and actual and necessary travel, subsistence and maintenance expenses of employees of such town or city while rendering such aid, and for all payments for death, disability or injury of such employees in the course of rendering such aid and for all losses of or damage to supplies or equipment of such town or city incurred in the course of rendering such aid.

# Connecticut Fire Response Plan Requests for Assistance Flow Chart



Message #:		Date:		Time:		County:		Agency:	
Requestor:	Name:		Tel #:		Fax #:		Net:		
Brief Description of Mission Requested :									
Resources Report:	Date:		Time:		Estimated Resource Release:	Date:		Time:	
On Scene Contact:		Tel #:		Fax #:		Net:			
Resources Report Location:						Staging Tel #:			
Equipment Estimated Daily Work Hrs:		Personnel Estimated Daily Work Hrs:		Mission #:					
Comments/Information/Notes:									

**RESOURCES REQUESTED**

Category - Equipment	Type	CCode	Quantity	Comment/Info	Category – Personnel	Type 1	Type 2
Strike Team – Engine					Incident Commander/Manager		
Strike Team – Brush Truck					Chief/Officer – Administration		
Strike Team – Water Tanker					Chief/Officer – Finance		
Strike Team – Other -					Chief/Officer – HazMat		
Aerial – Ladder Truck					Chief/Officer – Liaison		
Aircraft, Fixed Wing					Chief/Officer – Logistics		
Aircraft, Rotary					Chief/Officer – Medical		
Ambulance – ALS					Chief/Officer – Operations		
Ambulance – BLS					Chief/Officer – Planning		
Arson Van – SFM					Chief/Officer – Public Information Officer		
All Terrain Vehicle, Bombardier					Chief/Officer – Safety		
All Terrain Vehicle, Personnel Carrier					Diver – Skin/Scuba – Open Water		
All Terrain Vehicle, Honda type 4 wheel					Diver – Skin/Scuba – Fast Water		
Automobile					Dispatcher – Emergency Medical		
Automobile, Fire/Police					Dispatcher – Fire Service		
Bus					Dispatcher – Public Safety		
Command Trailer					Driver – Engine		
Command Vehicle					Driver Operator		
Fire Engine (structural)					EMT – State Certified		
Foam Truck					EMT/Firefighter		
Kitchen Trailer					EOC Staffing – FFCA,DOF,CAP,FASAR		
Pumper, Fire					EOC Staffing – SFM		
Radio – Cache					Fire Fighter – Structural		
Radio – Mobile					Fire Fighter – Volunteer		
Radio – Portable					Fire Fighter – Forestry		
Radio – Tower					Fire Inspector – State Certified		
Tanker, Water					Fire Inspector – Company Level		
Tender/Trailer, Water					Fire Investigator		
Trailer, Equipment					Fire Officer – Structural		
Trailer, Office					Fire Officer – Volunteer		
Truck, Brush					Fire Officer – Forestry		
Truck, Fire					Mechanic – Mobile – Heavy Equip		
Truck, Pick Up					Mechanic – Mobile – Light Equip		
Truck, Water					Paramedic – State Certified		
Other:					Paramedic/Firefighter		
Other:					SAR Leader		
Other:					SAR Leader - Assistant		
Other:					SAR Member – SFM		
Other:					SAR Member – Urban		
Other:					SAR Member – Urban – w/canine		
Other:					SAR Member – Wilderness		
Other:					SAR Member – Wilderness – w/canine		
Other:					Strike Team / Task Force Leader		
Other:					Strike Team / Task Force – Asst Leader		
Other:					Technician – HazMat		
Other:					Technician – Radio		
Other:					Other:		
Other:					Other:		

**STATE FIRE RESCUE RESOURCE INVENTORY FORM**

<b>Region:</b>		<b>County:</b>	
<b>Department Name:</b>			
<b>Department Address:</b>			
<b>City:</b>		<b>Zip Code:</b>	
<b>Fire Chief:</b>		<b>Daytime Phone:</b>	
<b>24-Hour Phone:</b>		<b>Fax Number:</b>	
<b>Pager:</b>			
<b>Contact Person:</b>			

**MOBILE EQUIPMENT**

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
ENGINE COMPANY					
WATER TANKER					
BRUSH TRUCK					
AERIAL					
RESCUE/AMBULANCE					
TECHNICAL RESCUE					
HAZ-MAT UNIT					
CFR (AIRPORT)					
ALL TERRAIN VEHICLE					
BULLDOZER					
TRACTOR TENDER					
TRACTOR-PLOW					
CREW TRANSPORT					
MOBILE MECHANIC					
FIELD KITCHEN					
FUEL TRUCK					
HEAVY EQ. TRANSPORT					
ILLUMINATION					
PORTABLE PUMP					
POWER GENERATOR					
UTILITY TRANSPORT					
MOBILE COMMAND VEH.					
COMMUNICATIONS VEH.					
AIR SUPPLY TRUCK					



**STATE FIRE RESCUE RESOURCE INVENTORY FORM**

<b>Region:</b>		<b>County:</b>	
<b>Department Name:</b>			
<b>Department Address:</b>			
<b>City:</b>		<b>Zip Code:</b>	
<b>Fire Chief:</b>		<b>Daytime Phone:</b>	
<b>24-Hour Phone:</b>		<b>Fax Number:</b>	
<b>Pager:</b>			
<b>Contact Person:</b>			

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
<i>AIRCRAFT</i>					
RESCUE HELICOPTER					
AIR TANKER					
SUPPRESS. HELICOPTERS					
HELICOPTER TENDER					
HELITACK CREW					
FIXED WING					
<i>PERSONNEL ONLY</i>					
INCIDENT COMMANDER					
OPERATIONS SEC. CHIEF					
PLANNING SEC. CHIEF					
MEDICAL SEC. CHIEF					
LOGISTICS SEC. CHIEF					
ADMIN. SEC. CHIEF					
SUPPRESSION					
PARAMEDIC					
EMT					
HAZ-MAT					
URBAN SAR					
URBAN SAR-CANINE					
WILDERNESS SAR					
WILDERNESS SAR CANINE					
WATER RESCUE					
FIRE INSPECTOR					
FIRE INVESTIGATOR					
COMM. OPERATORS					
MOBILE MECHANIC					
RADIO TECHICIAN					
<i>OTHER EQUIPMENT</i>					
RADIOS					
CELLULAR PHONE					
FAX MACHINE					
DUPLICATING MACHINE					

LIST ADDITIONAL PERSONNEL (W/QUALIFICATIONS) AND ADDITIONAL EQUIPMENT ON SEPARATE PAGE

**CFS Form 3**

**CFS - DISASTER TEAM DEPLOYMENT FORM**

**MISSION:**

**Date/Time Deployed:**

**Message #:**

**Date/Time Demobilized:**

Personnel	Agency	Social Security #	Hourly Wage	Position	Unit Designation	Comments

\*Fringe:



**CFS EXPENSE REPORT**

Payment is requested for expenses, which were incurred while on official Association business. Please submit separate expense report for each meeting.

<b>Name:</b>		<b>Date:</b>	
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	

<b>Reason for Travel:</b>	

<b>Total Miles Traveled:</b>		<b>@ \$0.21 per mile</b>	<b>\$</b>
------------------------------	--	--------------------------	-----------

<b>Lodging &amp; Meals:</b>				
	<b>Days Lodging</b>	<b>@</b>	<b>per day</b>	<b>\$</b>
	<b>Breakfast</b>	<b>@ \$</b>	<b>per day</b>	<b>\$</b>
	<b>Lunch</b>	<b>@ \$</b>	<b>per day</b>	<b>\$</b>
	<b>Dinner</b>	<b>@ \$</b>	<b>per day</b>	<b>\$</b>

<b>All other items such as tips, parking, cabs, etc. should be itemized:</b>	
	<b>\$</b>
	<b>\$</b>
	<b>\$</b>
	<b>\$</b>
<b>TOTAL DUE</b>	<b>\$</b>

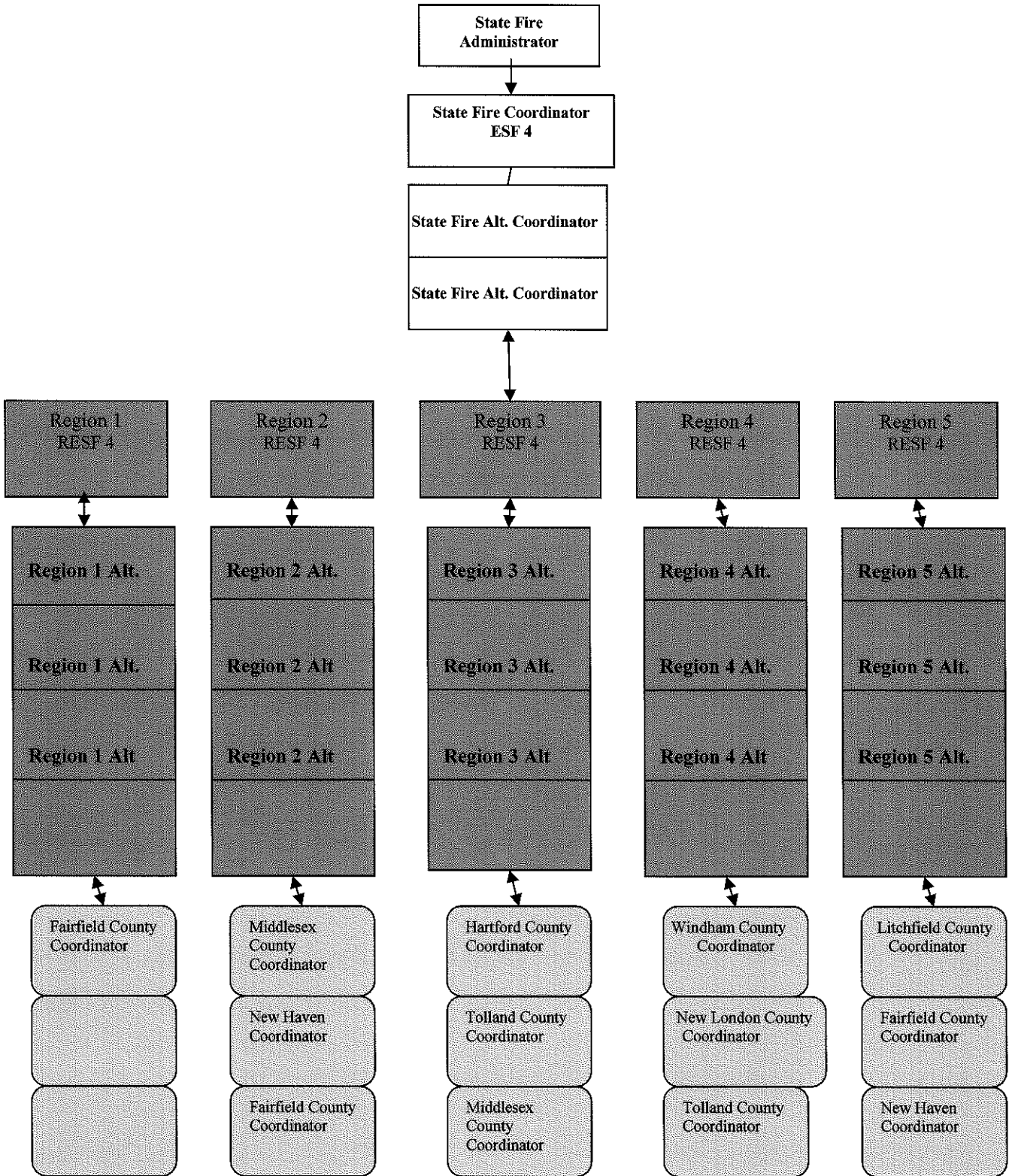
<b>Signature:</b>	
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<b>Approved:</b>		<b>Date:</b>	
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Receipts, with the exception of mileage, tips, and meals not exceeding the amounts indicated above must accompany all listed expenses.

**APPENDIX F**

**Statewide Fire Service Disaster Response Guide Organization**



## **Annexes :**

### **Annex A. ESF 4 Firefighting**

#### **Firefighting**

#### **Regional Emergency Support Function (RESF) #4**

#### **Coordinating or Support Organizations:**

##### ***Federal Government Organizations***

Department of Homeland Security, Federal Emergency Management Agency  
Department of Homeland Security, Office of Domestic Preparedness  
Department of Defense  
US Department of Agriculture

##### **Connecticut State Government Organizations**

Connecticut Department of Emergency Management and Homeland Security  
Commission on Fire Prevention and Control  
Connecticut Department of Public Safety  
Connecticut Military Department (CT National Guard)  
Connecticut DEP

##### ***Local Organizations***

Municipal and tribal governments and agencies with resources capable of supporting  
Firefighting Activities

##### ***Municipal, tribal, and district Fire Departments***

Municipal and tribal Police Departments  
PSAPs  
CMEDs

##### ***Private Organizations***

State Fire Chief's Associations  
County Fire Chief's Associations

## **I. Introduction**

### **a. Purpose**

The purpose of this document is to summarize how firefighting resources within DEMHS Regions will be mobilized and coordinated during a regional emergency or disaster requiring firefighting resources. A more detailed description of firefighting resource mobilization and coordination with the state of Connecticut can be found in the Connecticut Fire Service Disaster Response Plan. The concepts described in this document are based on the concept of operations detailed in that plan.

### **b. Scope**

FIREFIGHTING, RESF 4 identifies, requests mobilization of, and coordinates the response of specific firefighting resources within DEMHS Regions. FIREFIGHTING, RESF 4 provides for the strategic collaboration of firefighting efforts, and does not exert any direct operational control over FIREFIGHTING resources. Whereas catastrophic events may require the use of FIREFIGHTING resources from the local, state, and federal level, coordination of efforts at the regional level during catastrophes is essential. Therefore, the role of the RCC and FIREFIGHTING, RESF 4 cannot be overemphasized.

## **II. Policies**

- a. FIREFIGHTING, RESF 4 will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.
- b. The National Incident Management System (NIMS) and the Incident Command System (ICS) as taught by the National Fire Academy will be used by the RCC and FIREFIGHTING, RESF 4 during response activities.
- c. DEMHS Region 5 staff will facilitate coordination among member organizations to ensure that FIREFIGHTING, RESF 4 procedures are appropriately followed and are in concert with stated missions and objectives of the REOP.
- d. Essential information will be conveyed through the DEMHS Regional Coordination Center (RCC) as required by the incident and in accordance with existing ICS protocols.
- e. At the request of the DEMHS Regional office or Emergency Management, RESF 5, FIREFIGHTING, RESF 4 will staff the RCC and participate in regional emergency decisions concerning FIREFIGHTING. This action will provide technical expertise and the information necessary to develop an accurate assessment of an ongoing situation.
- f. FIREFIGHTING, RESF 4 will share information with the appropriate private, local, state, and federal agencies involved in FIREFIGHTING, RESF 4 related activities.

### III. Situation

#### a. Regional Emergency Condition

A variety of situations may occur that require the coordination of FIREFIGHTING activities on a regional level. Large structure fires, wild land fires, urban interface fires, air disasters, large scale flooding events, major storms, or coordinated terrorist events are some examples of situations that may rapidly exceed local firefighting abilities. Additionally, events of this type may significantly disrupt transportation, energy, and communication networks within DEMHS Regions, further complicating the process of searching for and rescuing victims.

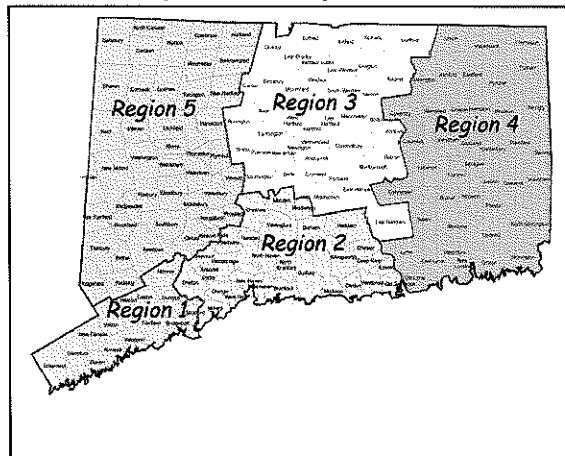
#### b. Planning Assumptions

- A request has been made, based on events that have occurred or are anticipated to occur in the near future, for regional coordination of emergency management efforts, including but not necessarily limited to FIREFIGHTING. This request may come from:
  - Local jurisdictions within DEMHS Regions, or
  - The SEOC, at the direction of the Governor during a declared State of Emergency
- FIREFIGHTING, RESF 4 will not assume direct command and control over any FIREFIGHTING activities or organizations.
- Sharing information during a regional emergency will benefit all communities. There are immediate and continuous information needs unique to the jurisdictional decision makers.
- FIREFIGHTING activities are life-saving and time critical activities, and coordination and prioritization of FIREFIGHTING tasks during regional emergencies is essential.
- Due to the nature of FIREFIGHTING activities, FIREFIGHTING, RESF 4 may play a key role during the initial hours or days following a major event and may require the support of other regional emergency support functions within the RCC.
- The RCC will be the point-of-contact for local municipalities within DEMHS Regions for information and requests concerning FIREFIGHTING.

### IV. Concept of Operations

#### a. General

According to the Connecticut Fire Service, Fire-Rescue Disaster Plan, the state is divided into five large regions for the purposes of fire service coordination (see figure). Each of the five regions has a designated a Regional Fire Coordinator, tasked with facilitating responses within the region. Further, the plan designates a County Fire Coordinator for each Connecticut county, who works on the sub-regional level in support of the Regional Fire Coordinator. Disaster response, on the state-wide level, is overseen by the State Fire





Coordinator, who is responsible for leading Emergency Support Functions for Firefighting at the State EOC.

DEMHS Regions include parts of the state fire plan's regions 1 and 2 (Western and Central Connecticut, respectively). Additionally, DEMHS Region 5 includes municipalities from Litchfield, Hartford, Fairfield, and New Haven Counties. Therefore, coordination of resources within Region 5 may require the coordination of multiple regional and county fire coordinators.

If the Region 5 RCC staff determines that Firefighting, RESF 4 representation is required at the RCC, the Region 5 RCC will request that the State Fire Coordinator designate a Firefighting, RESF 4 lead for Region 5 who will represent Firefighting, RESF 4 in the RCC.

A current list of State, Regional, and County Fire Coordinators (and alternates), including contact information, is maintained by the State Fire Service

**b. Notification**

The DEMHS Regional staff has established an emergency notification matrix for FIREFIGHTING, RESF 4 based on the Connecticut Fire Service, Fire-Rescue Disaster Plan. This matrix is included as an attachment to this document, for ease of updating. This matrix identifies the State Fire Coordinator as the lead for Firefighting, RESF 4 in DEMHS Regions. Once contacted, the State Fire Coordinator will designate a DEMHS Regional lead appropriate for the situation, based on the geographic area involved. Options for the DEMHS Regional lead could include the Regional Fire Coordinator for Region 1 or 2, or a County Coordinator from New Haven, Litchfield, or Fairfield County.

Emergency notification for FIREFIGHTING, RESF 4 will follow this format:

- i. Request(s) for regional coordination of FIREFIGHTING efforts is (are) made by a local authority(ies) to the DEMHS Regional office; or
- ii. During a declared State of Emergency, the SEOC directs the DEMHS Regional offices to establish FIREFIGHTING, RESF 4 within the regional RCC.
- iii. The DEMHS Regional staff (or Emergency Management, RESF 5) will contact the Regional FIREFIGHTING, RESF 4 lead, as identified on the FIREFIGHTING, RESF 4 emergency notification matrix.
- iv. The Lead for FIREFIGHTING, RESF 4 will be responsible for selection of and notification of other FIREFIGHTING, RESF 4 personnel required to staff the RCC, based on the circumstances and nature of the mission(s).

**c. Coordination**

**i. Initial Actions**

Upon establishment of FIREFIGHTING, RESF 4 at the RCC, FIREFIGHTING, RESF 4 will conduct an assessment of FIREFIGHTING related needs and capabilities within Region 5, including but necessarily limited to:

- Current requests from local municipalities with Region 5

- Ability to coordinate intra-regional FIREFIGHTING assets based on:
  - Scope of the incident
  - Municipalities directly affected or already involved in the response effort
  - Available resources within the region, based on the FIREFIGHTING, RESF 4 inventory list (based on the County Fire Coordinators' inventory, as outlined in the Connecticut Fire Service, Fire-Rescue Disaster Plan)
- Based on the assessment of intra-regional resources, FIREFIGHTING, RESF 4 will determine the need for resources from outside of the affected Region. Such resources may include municipal or private agencies from towns outside of the DEMHS Region, State resources including CT-TF-1, the National Guard, CSP, or Federal resources including FIREFIGHTING strike teams or task forces.
  - Requests for any resources (local, state, or federal) from outside of a DEMHS Region will be made by FIREFIGHTING, RESF 4 to the SEOC through DEMHS communication protocols.

**ii. Continuing Actions**

Throughout the event, or as long as FIREFIGHTING, RESF 4 is a functional element of the RCC, FIREFIGHTING, RESF 4 will coordinate the flow of FIREFIGHTING related information through the RCC to appropriate local, state, federal, and private agencies. FIREFIGHTING, RESF 4 will collaborate with other regional support functions and the regional planning and operations staff in developing Incident Action Plans for each operational period during the incident.

**iii. Stand Down**

FIREFIGHTING, RESF 4 will perform its function in collaboration with the command staff of the RCC and at the request or direction of the local and state authorities. When the decision to de-activate FIREFIGHTING, RESF 4 is agreed upon, FIREFIGHTING, RESF 4 will stand down in a manner consistent with ICS and NIMS protocols.

**V. Execution for FIREFIGHTING, Emergency Support Function 4**

**a. Responsibilities for FIREFIGHTING, RESF 4**

FIREFIGHTING, RESF 4 is responsible for assessment of and coordination of search and rescue related activities within Region 5 during catastrophic events. As part of the RCC, FIREFIGHTING, RESF 4 participates in planning, operational, and logistics activities as needed. FIREFIGHTING, RESF 4 is responsible for providing discipline-specific information during the development of Incident Action Plans throughout the course of the event.

**b. Essential Elements of Information**

The primary role of the RCC is to convey information about the event and response to the state and local governments, as well as all agencies involved in

the response. Information specific to FIREFIGHTING, RESF 4 may include, but is not necessarily limited to:

- Jurisdictions involved
- Agencies participating in the response
- Injuries and medical emergencies
- Detailed damage reports
- Intra-regional response capabilities
- Extra-regional response capabilities and availability
- Response needs and priorities
- Weather or other conditions that may affect the response

**c. Functions Before and During a Regional Emergency**

**i. Mitigation/Prevention Phase**

During the mitigation phase, FIREFIGHTING, RESF 4 will:

- Monitor the development of FIREFIGHTING capabilities within DEMHS Regions
- Keep the FIREFIGHTING, RESF 4 resource inventory for DEMHS Regions up to date
- Keep the FIREFIGHTING, RESF 4 emergency notification matrix for DEMHS Regions up to date
- Assist DEMHS Regional (RCC) agencies in the development of FIREFIGHTING capabilities as opportunities present

**ii. Preparation Phase**

During the preparation phase, all regional emergency support function personnel will accomplish the following:

- Train on the DEMHS Regional Emergency Operations Plan activation and implementation.
- Train on NIMS / ICS protocols
- Participate, as determined, in regional exercises
- Train on the regional coordination center (RCC) setup and coordination of FIREFIGHTING, RESF 4

**iii. Emergency Response Phase**

When activated during the emergency phase, FIREFIGHTING, RESF 4 will assemble at the RCC and perform the information, planning, and coordination role described in this plan.

**iv. Recovery Phase**

During this phase, FIREFIGHTING, RESF 4 will continue to provide any associated coordination and information relevant to FIREFIGHTING, RESF 4.

**VI. Administrative Information for FIREFIGHTING, RESF 4**

Administrative information and supplemental data for FIREFIGHTING, RESF 4 operations is contained in the following policies and/or documents:

- The National Response Plan
- State of Connecticut, Statewide Fire and Rescue Disaster Plan
- State of Connecticut, Regional Emergency Operations Plan

## APPENDIX G

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

- **ACTIVATION of STATE E.O.C.**
- **E.O.C. EQUIPMENT NEEDED**
- **FIRE DEPARTMENT RESPONSIBILITIES IN E.O.C.**
- **EOC IMS STAFF AND LAYOUT CHART**
- **AGENCY LOG**
- **ORGANIZATIONAL CHARTCT EOC SOP**

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

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

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

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

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

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

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

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

### **ACTIVATION OF S.E.O.C.**

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

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

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

### **E.O.C EQUIPMENT NEEDED**

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

- Cellular telephones
- Statewide Fire – Rescue Disaster Response Plan

- Fire Service Disaster Operations Manual
- Note pads
- Pencils, pens

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

Additional items to consider:

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

### **FIRE SERVICE RESPONSIBILITIES IN E.O.C.**

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

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

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

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

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

### **FIRE SERVICE STAFF**

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