



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



TO: Municipal Chief Executive Officers, Service Chiefs, and Emergency Management Directors

FROM: William P. Shea, Deputy Commissioner

DATE: March 14, 2014

RE: 2014 Statewide EPPI Exercise Memorandum # 2—Convening the Municipal Mass Care/Functional Needs Working Group

I am sending this memorandum as part of the 2014 Governor's Emergency Planning and Preparedness Initiative (EPPI) Statewide Hurricane Exercise. This year we will exercise a statewide response to a Category 1 hurricane with a focus on Functional Needs and Mass Care. As in previous years, the Division of Emergency Management and Homeland Security (DEMHS) is sending correspondence containing information and tools to help you prepare for the upcoming Statewide Exercise as well as for the next inevitable emergency.

These messages and their attachments will also be posted on the DESPP/DEMHS website at <http://www.ct.gov/demhs>. This year's exercise is scheduled for Saturday, June 21 or Monday, June 23, depending on which day works best for your community.

The purpose of this second memorandum is to provide you with guidance on convening your municipal mass care/functional needs working group. The concept of functional needs is a very broad one. FEMA currently defines access and functional needs populations as those individuals who may have additional needs before, during, and after an incident in functional areas including, but not limited to: maintaining independence; communication; transportation; supervision; and medical care. Individuals in need of additional assistance may include those who have disabilities; live in congregate settings; are elderly; are children; are from diverse cultures; have limited English proficiency; are non-English speaking or have other communications barriers; or need transportation assistance.

As part of the exercise, we are requesting that you convene this group at least once before June. Depending on the size of your community, this working group may include, in addition to the usual Unified Command (CEO, emergency management, police, fire, school superintendent, local public health, etc..) emergency medical services, transportation companies, social services, hospitals, nursing homes, hospices,

and elderly housing representatives, Meals on Wheels, Visiting Nurses Association, Certified Nursing Assistance groups, food banks, and other local charitable groups, and community members with functional needs. Ask yourself, where can I get the most accurate information on the size of the functional needs population in my community, and who has the resources to assist in planning before, and responding to, an emergency?

For example, attached to this memo is a list of the number of individuals needing certain types of assistance that has been compiled by the CT Department of Public Health and federal partners. This is a list of individuals by zip code statewide and does not provide HIPAA-protected information. This dataset includes at-risk Medicare beneficiaries that rely upon an oxygen concentrator, ventilator or enteral feeding electricity-dependent durable medical equipment (DME) and ESRD (Dialysis) services.

These are gross numbers but should help in the allocation of resources during an emergency. It is important to remember this is **not** the sum total of individuals requiring assistance but it is a starting point to project some numbers. There are other individuals with private insurance and private payors that are not included in this number. Also, if a jurisdiction is hard hit by a disaster, the municipality can make a request through its DEMHS Regional Coordinator to DPH for more specific information at that time.

For another example, how many childcare centers do you have within your jurisdiction?

Answer can be found:

<https://www.elicense.ct.gov/Lookup/LicenseLookup.aspx> - search on Child Care

<http://search.211childcare.org/>

Working groups should consider a number of mass care planning topics such as sheltering, mass feeding, transportation, children's needs, and opening warming/cooling/showering/charging centers.

Municipalities are encouraged to work together on these issues, particularly if they want to open multi-jurisdictional shelters or provide other joint services.

A Multi-Jurisdictional Sheltering Agreement Template is attached to this memo for your review. The Red Cross is interested in supporting a multi-jurisdictional shelter in each region on June 21st, so please consider this option and contact your DEMHS regional coordinator if you are interested in participating.

Here are some issues that you may want to consider with your group:

- How can you best collect data on the demographics and needs of your community? Talk to partners such as first responders (Fire, police, EMS) and public health/social service agencies.
- What other partners should be at the table?
- Review the local Mass Care Annex for your municipality. Are there any updates or revisions that should be made? The local Mass Care template is located on the DEMHS website at http://www.ct.gov/demhs/lib/demhs/eppi/leop_esf_6_mass_care_standards_guidelines_v_1.pdf.
- What other plans does your community have that might relate to these topics? For example, is there a Public Health Point of Distribution plan? Another example, have the nursing homes in your community enrolled in the Long Term Care Mutual Aid Plan?
- What resources are available in your community and how can you plan on their use during an emergency?
- Where are most of your residents located and where will you most likely need to supply resources such as transportation or food/water?
- Public Messaging:
 - How does the municipality's planning provide people with functional needs the opportunity to develop a personal emergency plan? For some planning examples for various groups, please see: <http://www.getreadycapitolregion.org/>.
 - What is the municipality's plan to provide people with functional needs information about the existence and location of accessible services in an emergency?
 - What is the municipality's plan for canvassing or otherwise ensuring that people with functional needs-- who may be unable to leave their homes after a disaster—are able to access the services provided by the municipality after an emergency?

- How does the municipality's plan to distribute resources in the aftermath of a disaster provide for accessible communications at the points of distribution where resources are distributed?
- How can you use social media such as Facebook and Twitter to reach various groups in your community?
- Does the municipality's evacuation planning address the needs of people with disabilities:
 - With respect to accessible transportation? (For example, are there plans in place to provide special transportation before, during, and after emergencies?).
 - With respect to high-rise evacuation?
- Does the municipality's shelter plans require that shelters be sufficiently accessible, both architecturally and programmatically, to accommodate people with functional needs in an emergency?
 - For example, access to the building, access to facilities within the building.
 - For another example, once an individual has entered the building, how will information be communicated to them?

These are just suggested topics—there may be many more that your group may wish to address.

In our next memo, we plan to provide “menu” options for municipalities to choose how they will exercise their mass care/functional needs preparedness on June 21st or June 23rd. There will be more to follow on this.

A second goal of the exercise is to deploy the decontamination trailers and prime movers that are stationed across the state. Again, there will be more information to follow.

If you have any questions or require any additional information regarding the Statewide Hurricane Exercise, please contact us at DEMHS via e-mail at demhs.eppi.questions@ct.gov.

Sincerely,

A handwritten signature in black ink that reads "Will. P. Shea". The signature is written in a cursive style with a long horizontal stroke extending to the right.

William P. Shea
Deputy Commissioner
Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security