

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

TO: Governor Dannel P. Malloy
FROM: William J. Hackett, State Emergency Management Director
Division of Emergency Management and Homeland Security (DEMHS)
Department of Emergency Services and Public Protection (DESPP)
RE: Second Status Report on Governor's Emergency Planning and Preparedness Initiative
DATE: April 24, 2012

SUMMARY OF ACTIVITIES:

Over the past three months, DEMHS has continued to work with state, local, federal, and private sector partners to meet the directives of the Governor's Emergency Planning and Preparedness Initiative (EPPI), as outlined in your January 11th Initiatives release, my January 3rd Memorandum to you, and elsewhere. The purpose of this second Status Report is to give you an update on the actions that have been taken and progress made with regard to the EPPI, as well as to describe the next steps. We continue to be on target to have an All-Hazards Energy and Utilities Plan at the state and local levels available by August 1st, as well as to hold the statewide exercise well in advance of September 1st.

To review, the overall goal of this initiative is to enhance planning and preparedness by:

- Improving information-sharing during an emergency between state and local officials, and our utility providers;
- Increasing awareness and understanding of Connecticut emergency management systems, including the use of the National Incident Management System (NIMS), within the local, state, and utilities organizations;
- Developing a more comprehensive storm preparation and response plan that enhances existing planning by providing specific assignment of responsibilities in mitigation, preparedness, response and recovery activities that will apply to all hazards, including utility disruption events;
- Creating an All-Hazards Energy and Utilities Plan as an annex to the State Response Framework, to address response to and management of widespread utility outages by August 1st;
- Creating an Energy and Utilities Annex to the required template for Local Emergency Operations Plans (LEOPs) by August 1st;
- By September 1st, conducting a statewide real-time exercise in which each DEMHS region participates.

DEMHS has convened a number of work groups; each designed to address a particular aspect of enhancing our emergency planning and preparedness. The following is a list of the work groups:

- Commissioner-level
- Energy and Utilities
- Exercise
- Technology
- Agency and Utilities NIMS Training
- Local Officials Training
- Legal
- Planning Review
- Resource Support/Commodities/Private Sector
- Recovery
- Mass Care
- Interoperable Communications
- Child Emergency Preparedness
- State Emergency Operations Center Review: meeting scheduled for April 27
- Inter agency Debris Management Task Force (with DEEP): Workshop scheduled for June 5th

In addition to the groups that have met already, I have identified two additional groups that will be convened:

- Information/Education/Messaging: To be convened upon the conclusion of the legislative session.
- Financial: To handle the fiscal issues that arise, particularly with regard to the Statewide Exercise.

UPCOMING DATES:

In addition to the work group meetings that are described in this status report, two additional significant events are currently scheduled:

- The CT Conference of Municipalities, DEMHS, and DPH, are co-sponsoring the annual Emergency Management Symposium on May 1st at the Crowne Plaza in Cromwell. Over 580 emergency management professionals are scheduled to attend, including CEOs, EMDs, and other officials. The agenda is attached.
- Connecticut is participating in the 2012 National Level Exercise (NLE) sponsored by the federal Department of Homeland Security. The focus of the exercise is Cyber Security. In addition to smaller exercises in Washington and Boston during April and May, the State will be participating in a major communications exercise the first week in June. This exercise will test the same capabilities that are tested in a hurricane or other large scale event.

WORK GROUP ACTIVITIES:

Commissioner-level:

- Mission: To engage in the EPPI by providing and coordinating resources, responses, and actions; review recommendations, and provide input through the DEMHS Advisory Council
- Meetings: Full briefing: January 27
Advisory Council Meetings: January 12, February 9, March 8, April 12
- Next Meeting: **We would like to schedule a second Commissioner-level briefing in mid May, to prepare for the statewide exercise.**

Energy and Utilities:

- Mission: To identify policy issues that need to be addressed in various planning and preparedness documents, including the structure for further utility participation and coordination in pre-emergency local and state planning and exercise initiatives. To review draft documents and provide feedback on improvements.
- Status: The full group has identified issues that need to be addressed. A smaller group has been meeting to draft Emergency Support Function (ESF) 12 All-Hazards Energy and Utilities Annex to State Response Framework.
- Meetings: February 9, February 15, March 7, April 24th, and several smaller drafting group meetings
- Next Meeting: May 15th, to review and discuss “final” draft of Annex.
- Next Step: Draft All-Hazards Energy and Utilities Annex to Local Emergency Operations Plan.

Exercise:

- Mission: To meet the Governor’s goal of a real time exercise by September 1st, with participation in planning and implementation by state agencies, municipalities, FEMA, and the private sector, including utilities.

Status: The exercise, which is based on the 1938 hurricane scenario, has been scheduled for July 28, 29, 30, and 31. The dates were deliberately chosen over both a weekend and weekdays so that towns with largely volunteer emergency management staff can participate on the weekend and towns with paid staff can participate on weekdays, to increase participation and keep costs down. The plan is for each town to participate two days. The first exercise day (either July 28 or July 30) will involve hurricane pre-landfall planning and preparation, and will run from 8:00 am to 12:00 pm. The second day (either July 29 or July 31) will involve hurricane response and recovery, and will run from 8:00 am to 2:00 pm. The topics for Day 1 will be provided at least two weeks in advance of the exercise, so that towns can review and update plans and procedures, in order to use them at their Unified Command meetings on the first exercise day. There is no way to “fail” this preparedness exercise if a town participates. The purpose of the exercise is to help the towns and the state

be better prepared to aid our residents during any type of a serious disaster, not just in a hurricane. It is anticipated that state agencies will participate all four days of the exercise.

Details of the four major measurable objectives have been determined, as follows:

- Objective 1: Every town in the state, every utility, state agencies, and the State will activate its Emergency Operations Center (EOC) and stand up its unified command to address a series of issues that will be presented. Representatives from various partners will be embedded in EOCs, including utilities within other utilities, utility representatives at local EOCs and DEMHS Regional Offices;
- Objective 2: Test communications flow involving municipalities, state agencies, and utilities in a number of different ways, including, but not limited to:
 - Every town logs in to Web EOC, or uses other means of communication with DEMHS Regional Office and State EOC;
 - Every town Unified Command will prepare 2 Incident Action Plans (IAP) one for each of the two operational periods, pre- and post- hurricane landfall. Unified Commands will include utility representatives;
 - Utilities will provide their own IAPs, with detailed info on where assets will be deployed during that period;
 - Towns will follow established processes and National Incident Management Systems/Incident Command System in making requests for assistance, including commodities requests.
- Objective 3: Actual on-site coordination of "make safe" crews, including local public works, and utilities
 - Crews will use priorities identified by municipalities and utility liaisons;
 - Crews will report back to local and state EOCs re status of work, and when work is completed
- Objective 4: Sheltering, particularly multi-jurisdictional sheltering, addressing functional needs issues.

A full scale exercise of the Connecticut Urban Search and Rescue Team is also scheduled for the weekend of July 28-29, to exercise response to a tornado. This pre-scheduled drill fits well with the hurricane exercise, as a tornado is a possible consequence. We also continue to tie into the National Guard Vigilant Guard Exercise, based in Rhode Island for the week of July 30th.

- Meetings: Full Group February 6, February 14, March 8, March 23
Various Small Group meetings held and scheduled.
- Next Full Group Meeting May 4.

Technology:

- Mission: To review current situational awareness capabilities such as WebEOC and GIS systems and enhance information sharing by, among other things, improving communications to and from utilities.

- Status: The group has convened subject matter experts from local, state, and private sector partners, and is proceeding to review WebEOC and GIS capabilities at various levels, in order to identify needed improvements.
 - Web EOC—Group reviewed entire current configuration (boards) and work flow of Web EOC, and solicited input recommendations for improvement. Now starting to walk through each board, addressing required fields and making modifications to reflect stakeholder input in order to make system more useful and user friendly. The Group will be working on accompanying training and desk reference guide. All of this work is in conjunction and collaboration with GIS Group.
 - GIS—Group has reviewed presentations from municipalities on current municipal GIS use for data collection and sharing with the public. Also reviewing available state, federal, and local data sources. In addition, group met with the power utilities to discuss data sharing to and from the utilities. Continuing to work with utilities to identify data that needs to be shared and the mechanisms to be used. DAS/ BEST GIS System is now operational, and GIS Group is testing.

Connecticut is working with Northeastern states and federal DHS on new GIS and incident command data sharing application known as Virtual USA. The state is active in leadership of this project on both technical and operational levels. Group is already testing sharing data between municipalities, state agencies, and the federal government using Virtual USA.

- Finally, the state Emergency Notification System Work Group has reviewed the use of the ENS during the past two major storms, and is creating a Best Practices Guide to assist municipal and state users to use the system efficiently.
- Meetings: WebEOC and GIS subgroups meet regularly, and will have improved products available for the Statewide Exercise.

Agency and Utilities NIMS Training:

- Mission: To (1) review existing utility/public service company training programs and personnel participation levels; (2) review and/or develop Incident Command System training for utilities/public service company personnel, including training on the State Response Framework and state/local/private sector emergency management roles, participation on regional and state emergency planning teams, and participation in joint training and exercises; (3) develop training for state agency officials and staff involved in emergency management on the State Response Framework and state/local/private sector emergency management roles, as well as Incident Command System basics. The group is also working on how to present these materials.
- Status: Full group meetings in February and March, as well as regular smaller group meetings. Draft training power point has been developed and it is anticipated that it will

be ready for distribution and training starting in May. Anticipated audiences are local, state, and utility officials and employees.

Local Officials Training:

- Mission: To prepare a curriculum for local officials on disaster preparedness, including emergency management roles at the state, local, DEMHS region, and federal level, as well as legal roles and responsibilities.
- Status: Connecticut Conference of Municipalities (CCM), Connecticut Council of Small Towns (COST) and DEMHS working to create a CEO disaster preparedness primer, as well as curriculum for presentation to local CEOs and other municipal leaders.
- Meetings: February 15th
- Presentation at CCM/DEMHS CEO Disaster Preparedness Workshop on March 2nd in Meriden. Power point is now available on DEMHS Web Site.
- Next Step: Continue work on local CEO/EMD guide. Establish a plan for presenting local officials training in regional CEO meetings.

Legal:

- Mission: To address legal issues raised by the other work groups, or in other venues, regarding disaster preparedness and planning. To initiate a review by state agencies of waiver/modification of laws, regulations, and policies as may be needed during times of emergency.
- Status: Explanatory email and template has been sent to state agencies. Responses are expected by June 1st.
- Meetings: As needed.

Plans Review:

- Mission: To review existing state and local plans and templates, and to make changes to, among other things: memorialize successful EOC Task Forces into the State Response Framework (SRF); convert existing plans and work groups into Emergency Support Functions; review standard operating procedures, to include, for example, embedding utility representatives into DEMHS Regional offices to enhance information flow; to assist in drafting All Hazards Energy and Utilities Annex to SRF; to assist in drafting similar annex template for Local Emergency Operations Plan.
- Status: Working with other groups to draft necessary documents, including updated template for Mass Care annex to Local Emergency Operations Plan.
- Meeting: As needed.

Resource Support/Commodities/Private Sector

- Mission: To memorialize changes to the Commodities Distribution Standard Operating Procedure (SOP); to formalize the commodities request process; to increase involvement of private sector in communications flow and other emergency preparedness measures.

- Status: Meetings held in March and April. Key members of group (for example, Military Department and leaders of the State Emergency Operations Commodities Task Force) are reviewing and updating the SOP; Request Flow Chart has been created; Standardized Request Form is being designed.
- Next Meeting: May 3rd. It is anticipated that all documents will be ready for use during the Statewide Exercise.

Recovery:

- Mission: To stand up a Long Term Recovery Emergency Support Function, ESF 14, group to create a State Disaster Recovery Framework modeled on the newly released National Disaster Recovery Framework.
- Status: The Insurance Department and the Department of Economic and Community Development (George Bradner and Mike Lettieri) have been identified as leads of this group. Identifying likely partners and first steps, to begin full initiative after September 1st.
- Meetings: February 8, April 19, April 26 and ongoing.

Mass Care:

- Mission: To stand up a Mass Care Emergency Support Function, ESF 6, group, to, among other things, review and revise as necessary the Mass Care template of the Local Emergency Operations Plan.
- Status: Group created a revised draft Mass Care template for municipalities, including sheltering and mass feeding guidance.
- Regular meetings have been held.
- Group has been presenting draft in all five DEMHS Regions for review and comment. Three Regions have been visited: the remaining two meetings are scheduled for April 25 and April 26th. The final version will be released at the May 1st CCM/DEMHS/DPH Annual Emergency Management Symposium.

Interoperable Communications:

- Mission: To standardize and maximize interoperable communications throughout the state. Mission will be amended to include public communications restoration.
- Status: Ongoing.

Child Emergency Preparedness:

- Mission: To ensure that issues related to children in disasters are addressed at the state and local levels.
- Status: Active and ongoing. Local lead identified; co-leader is Commission on Children.