

# State of Connecticut



## STATE RESPONSE FRAMEWORK (SRF)

Version 4.2

July, 2019

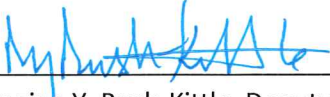
Prepared by  
Department of Emergency Services and Public Protection  
(DESPP)

Division of Emergency Management and Homeland Security (DEMHS)  
*In partnership with other CT State Agencies and Non-Governmental Organizations  
involved in Emergency Preparedness and Response Activities in the State of  
Connecticut*

## PROMULGATION OF VERSION 4.2

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The State Response Framework has been approved in accordance with Section 28-5(b) of the Connecticut General Statutes. Version 4.2 is an updated version of the framework originally approved in accordance with Section 28-5(b). This Framework should be read in conjunction with other state emergency management and response plans.



Regina Y. Rush-Kittle, Deputy Commissioner  
Division of Emergency Management and Homeland Security  
Department of Emergency Services and Public Protection

DATE: 09/24/2019



William J. Hackett, State Emergency Management Director  
Division of Emergency Management and Homeland Security  
Department of Emergency Services and Public Protection

DATE: 9/24/19



**Ned Lamont**  
GOVERNOR  
STATE OF CONNECTICUT

October 23, 2019

James C. Rovella, Commissioner  
Department of Emergency Services and  
Public Protection  
1111 Country Club Road  
Middletown, CT 06457

Dear Commissioner Rovella:

Pursuant to Section 28-5 (b) of the Connecticut General Statutes, I hereby approve Version 4.2 of the State Response Framework, dated July 2019.

Sincerely,

A handwritten signature in blue ink that reads "Ned Lamont".

Ned Lamont  
Governor

cc: Regina Rush-Kittle, Deputy Commissioner, Division of Emergency Management and  
Homeland Security  
William Hackett, State Emergency Management Director

# State of Connecticut State Response Framework (SRF)

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## Record of Changes

| Revision                                                                                                                                                                                       | Date Entered | Posted by  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|
| Review and update of SEOC roles by Emergency Management partners (memo dated 5/10/2019 to Agency Commissioners), inclusion of community lifelines. Decision memo to DEMHS Management 6/01/2019 | June 2019    | R. Stewart |
| addition to Demob Section based on IP                                                                                                                                                          | Dec 2019     | R. Stewart |
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## Section 1.0 Introduction

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### 1.1 Purpose and Scope

The purpose of the State Response Framework (hereby referred to as the Framework or the SRF) is to describe the interaction of State government with local, federal, and tribal governments, nongovernmental response organizations and other private sector partners, the media, and the public in implementing emergency response and recovery functions in times of crisis. In general, the Framework describes how the State of Connecticut and its partners will work together to support local governments and their residents in response to disasters and emergencies.

The SRF describes the general emergency operations concepts that normally apply in all disasters and emergencies requiring a state level response. The SRF also outlines the general responsibilities of the various emergency management partners at the local, state, and federal government level, as well as the private sector. Version 4.2 introduces Community Lifelines. The Federal Emergency Management Agency (FEMA) defines Community Lifelines as those services that enable the continuous operation of critical government functions and business and are essential to human health and safety, or economic security. Although the protection of life and property of citizens is always the top priority for decision makers, Community Lifelines provides additional services and structures. The seven Community Lifelines represent the most basic services a community relies on and which, when stable, enable all other activities within a community. The lifelines are designed to enable emergency managers, infrastructure owners and operators, and other partners to analyze the root cause of an incident impact and then prioritize and deploy resources to effectively stabilize the lifeline.

Section 1 of this framework provides the Purpose and Scope, Authority and Mission. Section 2 outlines the Concept of Operations for the State Emergency Operations Center (SEOC). Section 3.0 of this framework, describes the functional roles and responsibilities of state, local, regional, federal, international, and private sector emergency management partners. Section 4.0 contains the State's Pre-Activation Framework, since so many incidents may be handled without the need to activate the State Emergency Operations Center (SEOC.) Section 5.0 outlines the SEOC Standard Operating Procedures.

Appendix A outlines the State's Emergency Support Functions (ESFs), identifying primary and support agencies and their roles. Appendix B contains Plans and Supporting Documents. Appendix C is an All-Hazards Checklist for noticed events and Appendix D contains Terms and Acronyms. Appendix E contains Fact Sheets, templates for sit reps and additional information on Community Lifelines. Appendix F contains resources for State Agency Liaisons including the annual training and details on reporting to the State Emergency Operations Center. Appendix G contains State Response Framework Procedures and Checklists. Because of their length, Support Annexes for ESF 5, 7, 8, 11, 12, and 14 are incorporated into this framework as Addendum 1.

As the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security is in a state of constant monitoring, it is always operating under the SRF.

## 1.2 Goals and Objectives

The goal of this SRF is to create an integrated and coordinated framework to manage emergencies in the State of Connecticut.

The primary objective of this document and supporting appendices is to establish and maintain a document that can serve as a useful resource in preparation for, response to, and recovery from disaster. A secondary objective is to standardize the way that state and local governments organize to respond to emergencies. The State of Connecticut is divided into five emergency planning regions under the Division of Emergency Management and Homeland Security (DEMHS) of the Department of Emergency Services and Public Protection (DESPP). These DEMHS Regions are organized into Regional Emergency Planning Teams (REPTs) that include regional emergency support functions. Through this SRF, state agency response roles are also clearly identified in emergency support functions.

## 1.3 Authority

Title 28, Chapter 517 of the Connecticut General Statutes<sup>1</sup> is the major source of authority for the State of Connecticut and its political subdivisions to prepare for and respond to natural disasters and other emergencies.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988, which amended the Disaster Relief Act of 1974, PL 93-288, (the Stafford Act) is the federal legislation that creates a national program for disaster preparedness, response, recovery, and mitigation. Connecticut's emergency management program, developed under the authority of Title 28, complies with the federal program established by the Stafford Act.

Although there are many federal and state statutes and regulations that have a bearing on emergency management, Title 28 of the Connecticut General Statutes and the federal Stafford Act are the two laws most central to emergency management in Connecticut.

## 1.4 Mission

The mission of DEMHS/DESPP is to direct and coordinate all available resources to protect the life and property of the citizens of Connecticut in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery and public education. The goals of the Connecticut emergency management community (state and local governments and private response and recovery organizations) in times of natural or other disaster are built upon the State's identified Essential Functions below:

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<sup>1</sup> Title 28, "Civil Preparedness and Emergency Services". General Statutes of Connecticut. Revised 1 January 2019. [https://www.cga.ct.gov/current/pub/title\\_28.htm](https://www.cga.ct.gov/current/pub/title_28.htm)



| <b>State Essential Functions</b><br><i>(CT's Primary State Emergency Support Functions (ESF) Agencies)</i> |                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                                                                                         | <b>Government Leadership</b> – Provides visible and effective leadership for the people of Connecticut while restoring and maintaining critical state essential functions. <i>(DESPP, DAS, DoAg, DOC, DEEP, DPH, DOT, CTNG)</i>                                                                                 |
| 2.                                                                                                         | <b>Public Safety</b> – Maintains public safety and security for the people of Connecticut and decreases their vulnerability to threats and hazards. <i>(DESPP, DOC, DEEP, CTNG)</i>                                                                                                                             |
| 3.                                                                                                         | <b>Emergency Management</b> – Protects and preserves the lives, property and environment for the people of Connecticut from the effects of natural, technological or human-caused disasters. <i>(DESPP, DOT, DEEP, DPH, CTNG)</i>                                                                               |
| 4.                                                                                                         | <b>Public Health and Medical</b> – Ensures the continuity and strength of Connecticut’s medical, public health, mental health organizations and systems. Supports the health and well-being of the people of Connecticut, including vulnerable populations. <i>(DPH, DoAg)</i>                                  |
| 5.                                                                                                         | <b>Critical Infrastructure</b> – Preserves Connecticut’s infrastructure, including its transportation systems, energy systems, utilities, dams and other critical components. Supports and sustains the personnel required to operate and maintain the physical infrastructure. <i>(DESPP, DOT, DEEP, CTNG)</i> |
| 6.                                                                                                         | <b>Information Technology/Communications</b> – Protects, maintains and preserves Connecticut’s communications and technological capabilities. Ensures continued interoperability of Connecticut’s communications systems. <i>(DESPP, DAS)</i>                                                                   |
| 7.                                                                                                         | <b>Agriculture</b> – Promotes and preserves the livelihood of Connecticut’s agricultural community and all its members. <i>(DoAg)</i>                                                                                                                                                                           |
| 8.                                                                                                         | <b>Environment</b> – Protects, preserves and restores Connecticut’s natural environment, ecosystems, resources and natural habitats and mitigates the impact of natural disasters or other events. <i>(DEEP, DoAg)</i>                                                                                          |
| 9.                                                                                                         | <b>Information Collaboration</b> – Encourages and enhances information sharing and collaboration between Local/State/Federal and Private Sectors to more effectively respond and recover from all threats and protect the citizens of Connecticut. <i>(DESPP, DPH, CTNG)</i>                                    |

### 1.5 Organization

The Division of Emergency Management and Homeland Security (DEMHS) is part of the State of Connecticut's Multiagency Coordination (MAC) System under the Command and Management component of the National Incident Management System (NIMS). DEMHS's role is to coordinate and support incident management, lead Connecticut's MAC system, and act as the MAC Group Coordinator. DEMHS has primary responsibility for development and implementation of the state’s emergency management program. DEMHS is a division within the Department of Emergency Services and Public Protection, an agency of the Executive Branch of Connecticut State government. Under Connecticut General Statutes Section 29-1b(b), jurisdiction of DEMHS is delegated by the DESPP Commissioner to the DESPP Deputy Commissioner of DEMHS.

The Governor's State Emergency Operations Center (SEOC) in Hartford provides the main coordination center which serves as a location from which the MAC can operate. The five DEMHS Regional Offices are also part of the facilities component of the MAC, as are each State agency's individual EOCs and command centers. DEMHS staffs the SEOC, which is located in the William O’Neill National Guard Armory, 360 Broad Street in Hartford. The SEOC is the Governor’s direction and control center during times of crisis. During emergencies, the SEOC is also staffed with representatives (liaisons) of key state and private agencies, who may also serve on Task Forces as requested by

DEMHS. The SEOC maintains communications with other single state agency Emergency Operation Centers (EOCs), federal agencies and facilities, and certain private agency operations centers and the SEOC maintains communications with the towns and cities of the State through the DEMHS Regional Offices. The Media Center in the SEOC is used as a Joint Information Center (JIC) by federal, state, and local governments and private agencies involved in responding to an emergency. The DEMHS administrative office is located at DESPP headquarters 1111 Country Club Road in Middletown.

Connecticut's municipalities and two tribal nations are divided into five emergency preparedness planning regions. The five DEMHS Regional Offices, located in Bridgeport, Middletown, Hartford, Colchester and Waterbury, provide administrative support and planning assistance to local governments within their jurisdictions. During emergencies, the Regional Offices serve as resource coordinators and liaisons between towns and the SEOC. The staff of the Regional Offices may be augmented during emergencies.

Each of the State's 169 political subdivisions and two tribal nations has an emergency management director appointed by the local chief executive official of the municipality or tribe. A few local emergency management directors are full-time, paid directors. The majority of local emergency management directors are part-time directors with no staff support. Many of these part-time directors are volunteers. Most towns and cities have a municipal facility designated as a local EOC, which serves as the local chief executive official's direction and control center. During emergencies, local officials maintain communications with the DEMHS Regional Office serving their region.

### 1.5.1 Advisory Council Bylaws

DEMHS brings its partners together in a number of ways, including the DEMHS Statewide Advisory Council, established by the Commissioner of DESPP under the authority of Conn. Gen. Stat. Section 4-8. The bylaws of the DEMHS Advisory Council are attached in Appendix B.5.

## 1.6 Situation and Assumptions

Connecticut is the third smallest state in land mass, and the fourth most densely populated, with a population of about 3.5 million in the United States. Connecticut has eight counties, but they serve as geographic entities only; there is no county government in the State. The Connecticut River bisects the state, which is also bisected by major interstate highways, including I-84, I-91, and I-95. The state is situated between two major metropolitan areas; Boston and New York City. Three of the eight counties are statistically included in the New York City combined statistical area. The major natural hazards facing the state are severe weather in the form of flooding, tropical storms, and snow and ice. A record-breaking blizzard in February of 2013 represented Connecticut's fifth major natural disaster in two years. In January of 2011, Connecticut received a Presidential major disaster declaration for a record-breaking snowstorm that occurred on January 11-12, 2011. In the intervening two years, Connecticut's state and local governments and residents have experienced Tropical Storm Irene, the October Nor'easter, and Super Storm Sandy, resulting in four Presidential major disaster declarations prior to the February blizzard, which resulted in a fifth Presidential major disaster declaration. Since 2013, the State has received three additional major disaster declarations one for severe winter weather in January of 2015, severe storms, tornados and straight-line winds in May of 2018 and severe storms and flooding in September of 2018. Human-caused tragedies include the Sandy Hook shootings, which took place in December of 2012.

Connecticut's hazards are described in more detail in the State's Hazard Identification and Risk Assessment (THIRA), and in its Hazard Identification and Risk Assessment (HIRA).

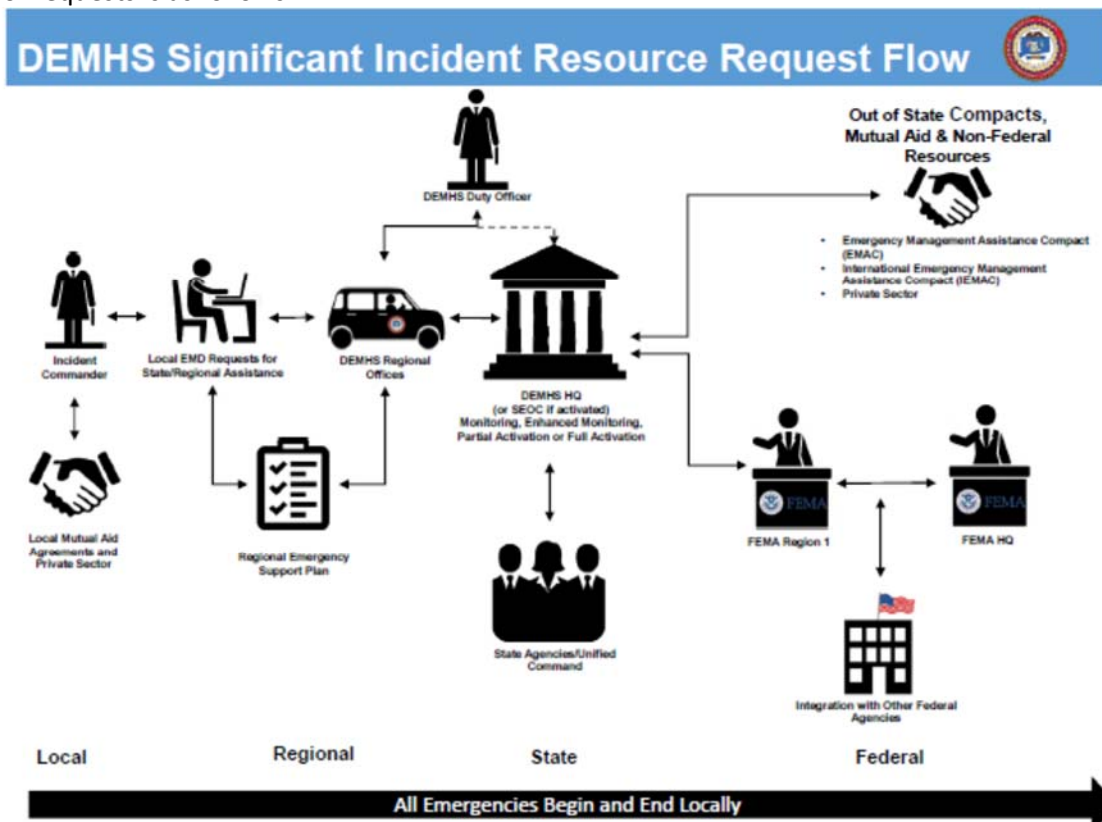
### 1.6.1 Planning Assumptions

1. Although the majority of disasters in Connecticut are managed locally, a disaster can occur with little or no warning, and can escalate to exceed the response capability of any single local authority or responding organization.
2. Achieving and maintaining effective individual and community preparedness is the first line of defense against disasters and can reduce the immediate stress on response organizations. This level of preparedness requires continual public awareness and education to ensure residents and businesses take precautions to reduce their emergency vulnerability, especially during and immediately after disaster impact.
3. Local governments utilize available resources and access mutual aid before requesting state assistance.
4. Local governments coordinate together through the five DEMHS Regional Emergency Planning Teams, and will utilize their Regional Emergency Support Plans to seek mutual aid among municipalities.
5. Municipalities will also use the Connecticut Intrastate Mutual Aid system, Conn. Gen. Stat. Section 28-22a, to seek mutual aid from other municipalities not necessarily within their DEMHS regions.
6. Local officials involved in emergency management initiate actions that save lives and protect property and the environment while maintaining direction and control of resources within their areas based on procedures outlined in a Local Emergency Operations Plan (LEOP).
7. DEMHS is always available to support local emergency management.
8. When state resources and capabilities are exhausted, additional resources are available through the Emergency Management Assistance Compact (EMAC), the International Emergency Management Compact (IEMC), and the federal government.
9. Emergency planning is based on pre-incident identification of at-risk populations and facilities and the determination of resource shortfalls and contingencies.
10. Persons who anticipate needing special care in emergency situations will inform their functional needs requirements to their Local Emergency Management Director or other local officials before an emergency occurs.
11. Each state or local agency and volunteer organization documents and seeks reimbursement, as appropriate and available, for expenses incurred during disaster operations.
12. DEMHS, state agencies, and the State Emergency Operations Center (SEOC) utilize the principles of the National Incident Management System (NIMS) when coordinating or involved in a state-level response to or supporting recovery in an incident.
13. The SEOC acts as a multi-agency coordination center (MACC) when activated and is a component of the state Multi-Agency Coordination System (MACS).
14. Government actions at local, state, judicial, legislative, and executive levels are executed according to statute and based on continuity of government planning to ensure stability of leadership in preparing for and responding to all hazards.
15. The purpose of State government and its respective agencies and subdivisions during incidents and emergency situations is to assist local jurisdictions in providing for residents and visitors based on the following priorities: life safety, incident stabilization, and property conservation in that order. All procedures outlined in this Plan adhere to these priorities.

## 1.7 Logistics Support and Resource Requirements

Through its five regional offices and the State Emergency Operations Center if activated, DEMHS coordinates logistics and resource support for any municipality, tribe or other jurisdiction in the state that is overwhelmed by a disaster or incident. Under NIMS, DEMHS operates the state’s logistics branch with two section chiefs, one for internal logistics, to support the SEOC, and one for external logistics, ESF 7. Within the operations of the State EOC, DEMHS follows the principles of ICS while accommodating the five DEMHS regions by managing resource requests through a Resource Request Management Unit. The Unit monitors requests for resources from municipalities, as well as from other state agencies, other states, or from non-governmental sectors. Appropriate Task Forces are activated to address these requests, including Evacuation Support, Commodities Distribution, Mass Care, Utilities and Communications Restoration, and Generators and Fuel. Requests are handled by up to five resource request unit staff members assigned to monitor each of the five DEMHS regions. The Unit is led by the Resource Request Unit Leader who maintains overall awareness of the process and handles requests that do not fall into one of the easily identifiable categories.

The flow of requests is as follows:



DEMHS/DESPP is in the process of expanding its coordination with Private Sector partners by implementing a CT –BEOC, a business EOC. For Connecticut, we envision the BEOC to be an additional seat for a business representative under Resource Requests to coordinate information sharing with the business community, and to maintain a role with ESF 7 Private Sector /Resource Support Group.

### 1.7.1 Credentialing

Connecticut maintains a Credentialing guide as part of its ESF 7 resource support process. See Appendix A section A.7.

## 1.8 Plan Maintenance

The State Emergency Management Director, working through the DEMHS Planning Manager/Coordinator and other key staff, conducts regular reviews of and updates to the SRF.

The SRF is reviewed annually with key state agencies (SEOC liaisons) as part of the state-wide annual exercise. Training is provided to the State Agency Liaisons on SEOC operations and agency roles in the SRF. The powerpoint presentation given to State Agency Liaisons in 2019 is included in Appendix F.

The SRF and related procedures are reviewed annually and revised due to After Action Reports/Improvement Plans as needed. Full plan updates, conducted in coordination with key state agencies, are completed every five years. State Agencies are sent sections of the SRF that contain their roles in Emergency Support Functions (ESF). The Agencies are asked to review and make any corrections or additions. The revised sections are incorporated into the Plan update.

| Summary Chart                  |                                                                                                                |                                                                                                                  |
|--------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Plan                           | Evaluation                                                                                                     | Revision Schedule                                                                                                |
| State Response Framework (SRF) | <ul style="list-style-type: none"> <li>AAR/IP</li> <li>Review (annually with State Agency Liaisons)</li> </ul> | Annual review; Full update every five years ( <i>see flowchart of process in the DEMHS Administrative Plan</i> ) |

A full description of the method and schedule for evaluation, maintenance, and revision of this plan and its procedures are included in the DEMHS Administrative Plan.

Procedures related to the SRF can be found in Appendix G.

## 1.9 Current Key Framework Initiatives

### 1.9.1 Mass Care Working Group, ESF 6

#### 1.9.1.1 DEMHS Mass Care Coordinator/EOC ESF 6 Mass Care Task Force

Recognizing that Mass Care is a vital component of emergency preparedness, response, and recovery, DEMHS established an ESF 6 *Mass Care Working Group* to the DEMHS Advisory Council. The *Mass Care Working Group* is charged with providing recommendations to the Council on regional and statewide solutions to high priority issues critical to assuring adequate shelter, nourishment and care throughout Connecticut during emergency events that exceed local capacity. The focus areas include but are not limited to:

- Sheltering Capacities and Capabilities
- Mass Feeding
- Shelter Staffing
- Co-location of persons, including those with functional needs, service animals and family pets

The Mass Care work group includes, among others, DEMHS, Department of Public Health (DPH), CT American Red Cross (CT ARC), the Connecticut Emergency Management Association (CEMA), Voluntary Organizations Active in Disaster (VOAD), ESF #11 Animals and Natural Resources (pet sheltering), Citizen Corps, and the Office of Protection and Advocacy for Persons with Disabilities (OPA);; Office of Early Childhood, Department of Social Services (DSS), Developmental Services, Mental Health & Addiction Services, Department of Administrative Services (DAS), Department of Correction (DOC), Commission on the Deaf and Hearing Impaired, Office of Policy & Management (OPM), Transportation (DOT), DESPP Connecticut State Police (CSP), University/Education System, U.S. Coast Guard (USCG) , U.S. Army Corps of Engineers (USACE), the CT Military Department, Salvation Army, and CT United Way 211.

DEMHS has designated an Emergency Management Program Specialist to operate as the DEMHS Mass Care Coordinator to organize the ESF 6 Mass Care Task Force if needed at the State EOC.

#### **1.9.1.2 Connecticut Child Emergency Preparedness Committee**

Recognizing the importance of planning for children in emergencies, DEMHS reconstituted the CT Child Safety and Crisis Response Committee (now called the Child Emergency Preparedness Committee), bringing together state, federal and local partners. The work of this committee continues under DESPP/DEMHS.

In Connecticut, it is estimated that over 200,000 children are enrolled in child care centers, child day care homes, and before and after school facilities. As part of this initiative funded by the American Recovery and Reinvestment Act of 2009, the State Departments of Social Services, DPH, DEMHS, Connecticut Commission on Children, and CT United Way 2-1-1 are working with Save the Children, local emergency response personnel and local child care programs to ensure an enhanced level of preparedness amongst the child care community. This initiative is examining disaster preparedness plans for the child care community currently in place in Connecticut. In partnership with state and local emergency officials, the initiative will enhance existing measures and provide additional training to child care providers so they are prepared to address the unique needs of children in an emergency.

Preparedness, Response and Recovery planning within the child care community is essential to ensuring the safety of children, their child care providers, and the greater community. Child care programs provide a foundation for young children's physical, emotional and cognitive well-being, and are essential to community recovery in the aftermath of an emergency. The inability of child care facilities to re-open following an emergency can force families to leave children unaccompanied or in unsafe, informal care, increasing their risk of injury or abuse while parents seek recovery assistance. Child care is essential to jumpstarting local economies following an emergency. A reliable workforce needs safe, secure child care for employees to resume work.

As a result of Connecticut's commitment to emergency preparedness and children, an *Act Concerning Children Affected by Disaster and Terrorism* Public Act 11-66 was passed. This Act requires DEMHS to amend current civil preparedness plans and programs to include planning activities specifically for children and youth in the event of natural or man-made disasters and terrorism. See Connecticut General Statutes Section 28-11.

The Office of Early Childhood is finalizing its CT Child Care Emergency Plan which was developed with input from various stakeholders. This plan will become an annex to the Appendix to the State Disaster Recovery Framework ESF14.

**1.9.1.3 State Long Term Recovery Committee (ESF 14)**

As a result of the destruction caused by Super Storm Sandy, the State Long Term Recovery Committee, led by a DEMHS representative, the Department of Insurance, has convened a number of smaller work groups to address recovery issues including housing, individual recovery, natural and cultural resources, and community planning and capacity building. Working collaboratively with the Federal and State Disaster Recovery Coordinators, as well as with a number of state and local agencies and officials, this group is not only addressing current needs, but has created a framework for future recovery planning and operations.

**1.9.1.4 Cyber Disruption Task Force (ESF 5)**

The Cyber Disruption Task Force (CDTF) is a taskforce of subject matter experts specifically charged with the responsibility for preparedness, detection, response and recovery planning and implementation activities associated with potentially catastrophic cyber incidents that may affect the State of Connecticut.

## Section 2.0 Concept of Operations

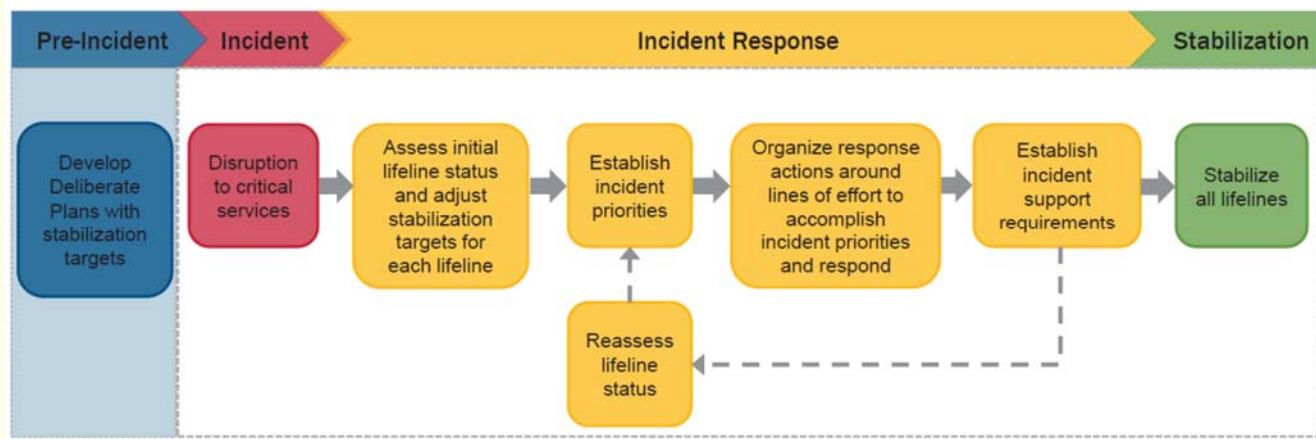
The following are generally accepted concepts of emergency response operations in the State of Connecticut. These concepts are generally valid in any type of disaster or emergency, except where specific policies or operational procedures set forth in this plan or another emergency operations plan state otherwise.

Within the National Incident Management System, in times of emergency, DEMHS, through the SEOC, operates, supports and oversees a Multi-Agency Coordination (MAC) System, which is a combination of facilities, equipment, personnel, procedures and communications integrated into a common system with responsibility for coordinating and supporting incident management activities.

The State of Connecticut MAC System includes an operations section, planning section, logistics section, finance and administration section, and partner agencies’ ESFs.

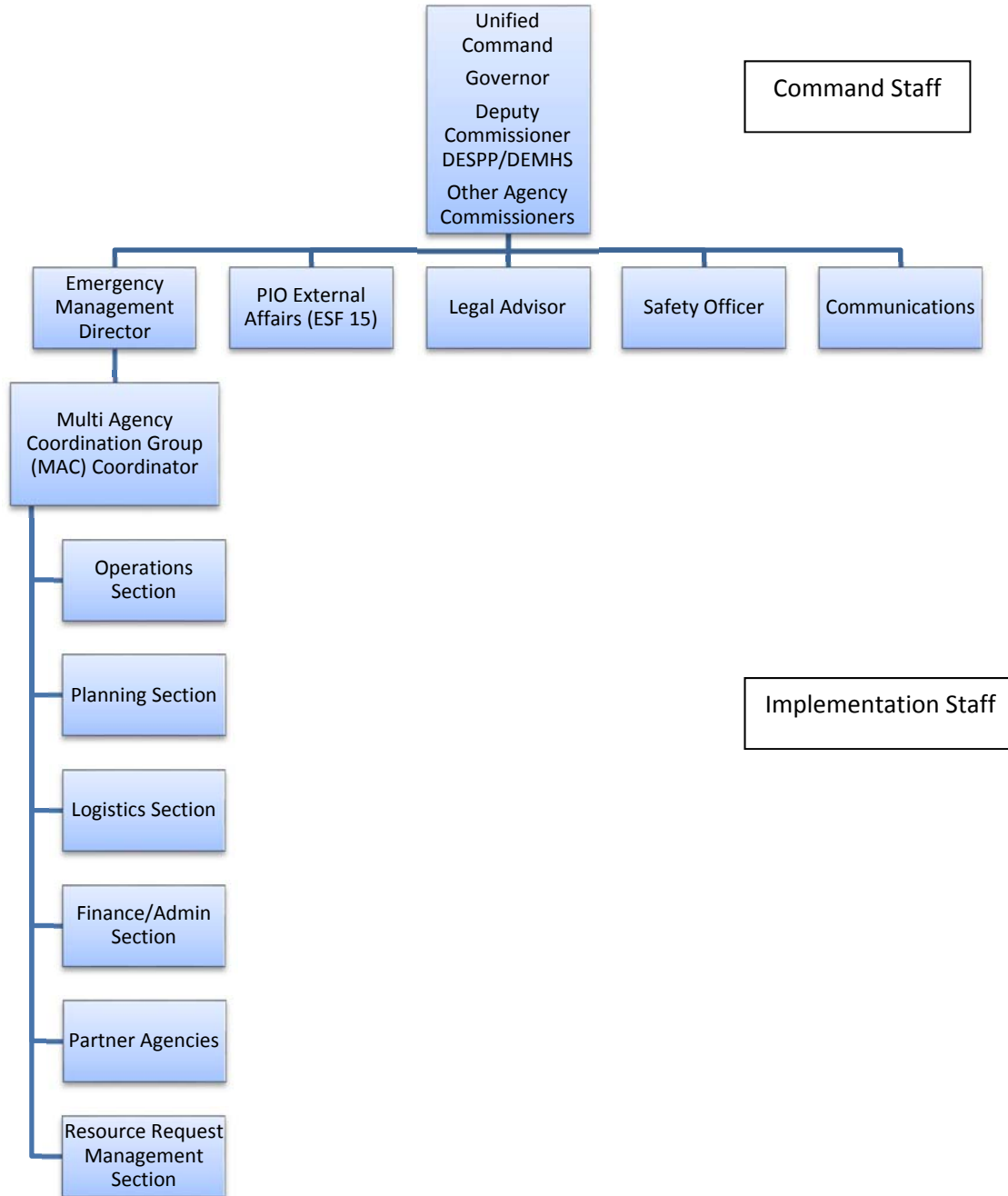
DEMHS’ primary functions in the SEOC during activation are:

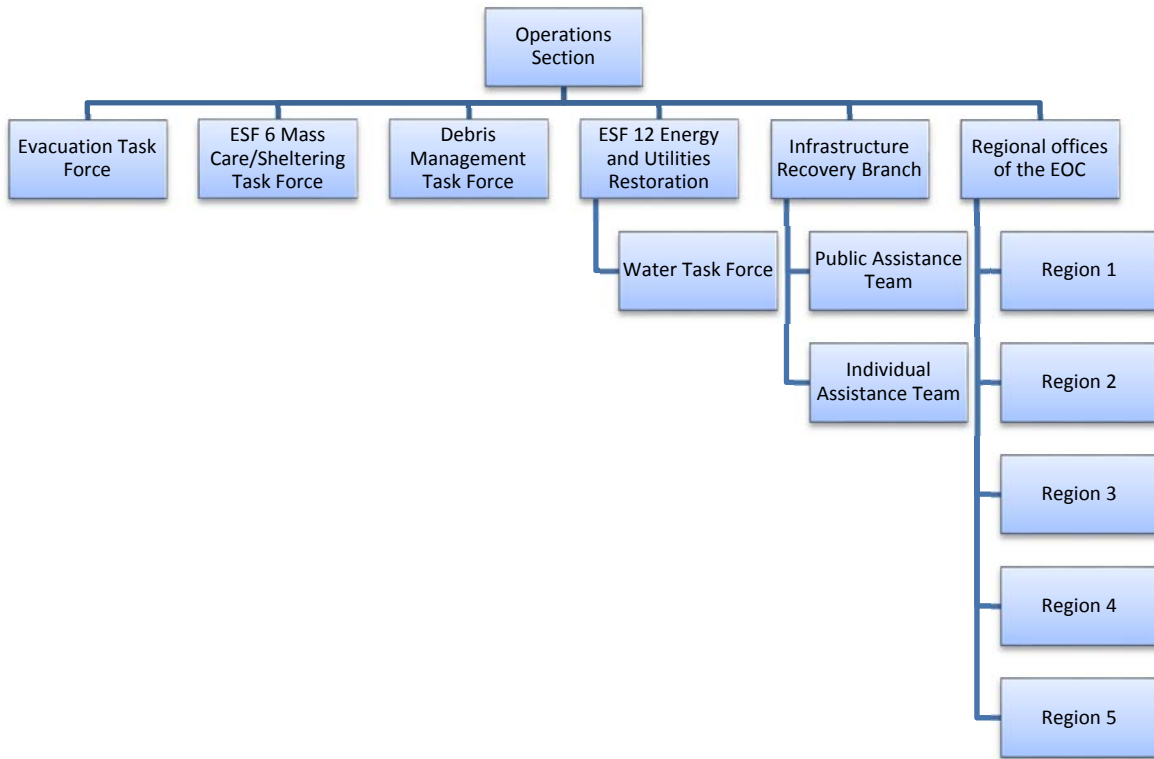
- Assessing potential impacts to Community Lifelines (see below), determine Incident Priorities, Acquire and Allocate Critical Resources;
- Supporting Relevant Incident Management Policies and Interagency Activities;
- Coordinating with other MAC systems (Other State EOCs, etc.);
- Coordinating with the Locals (EMDs, Local Chief Executive Officers, etc.);
- Supporting and Maintaining the Common Operating Picture (collecting and analyzing and reporting information [Situation Reports];
- Convening appropriate Task Forces to address emerging issues;
- Maintaining and supporting the Governor’s Public Information Team/Joint Information System (JIS).





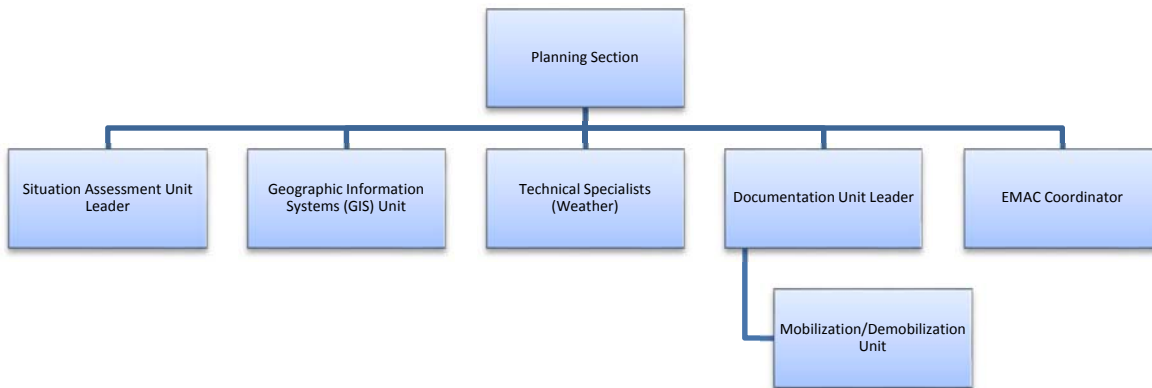
# MAC SYSTEM in the STATE EMERGENCY OPERATIONS CENTER





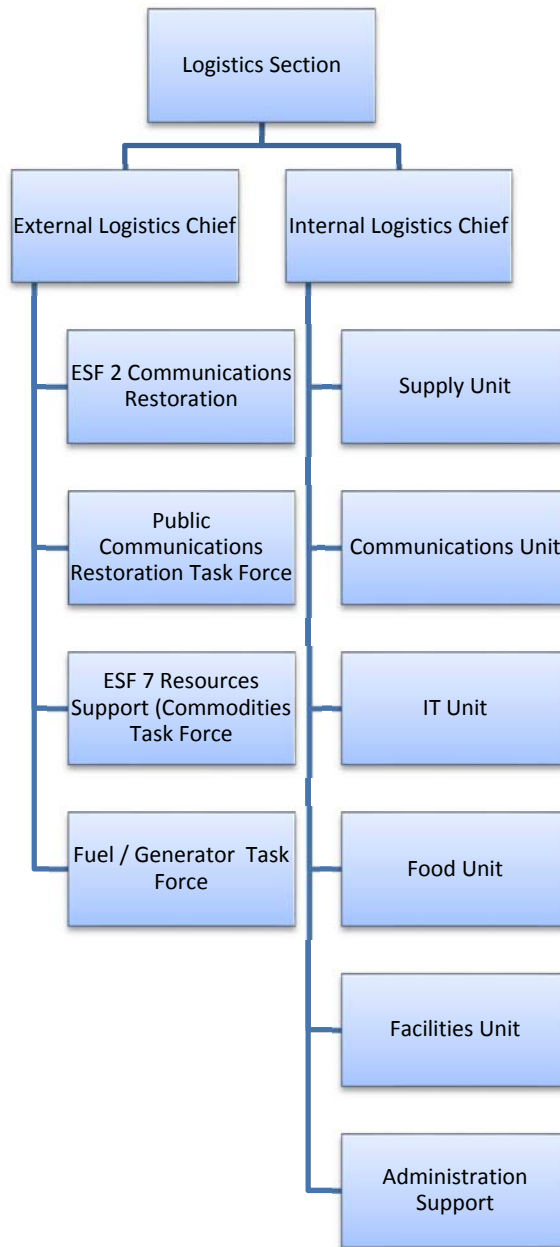
**Operations Section**

The Operations Section is responsible for managing State tactical operations to accomplish the incident objectives as detailed in the Incident Action Plan (IAP). The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations



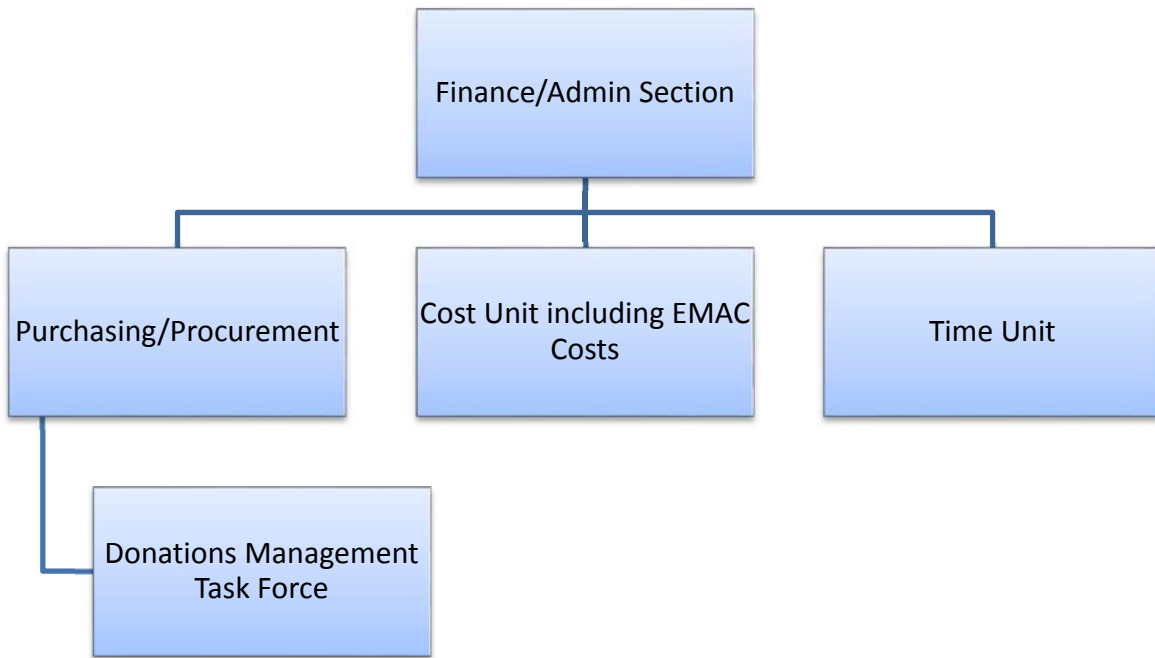
**Planning Section**

The Planning Section’s primary responsibility is to review and evaluate incident situation information and develop an Incident Action Plan, issue situation reports, review relevant incident and contingency plans and offer advice to Command Staff. The Planning Section can expand as necessary to include units for Situation Assessment Unit, Demobilization Unit, Resources Unit, etc.



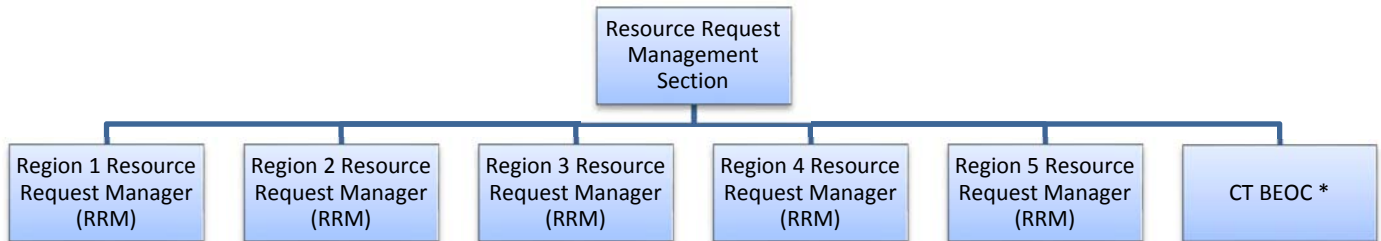
**Logistics**

The Logistics Internal Section is geared to supporting personnel and resources directly assigned to, and critical to the operation of, the SEOC. At the direction of the State Emergency Management Director, through the MAC Coordinator, the Logistics External Section may also be activated to arrange for assets and resources to enhance emergency management/response operations external to the SEOC.



**Finance/Administration**  
The Finance/Administration Section is responsible for monitoring incident-related costs and administering procurement contracts. This section may not be activated on all incidents. The Incident Commander retains responsibility for all finance-related activities until the Finance/Administration Section has been activated.

The Resource Request Management Section is responsible for managing the requests for resources from municipalities as well as other state agencies, other states, or from non-governmental sections.



\*CT-BEOC: An additional seat under Resource Requests at the EOC may allow business representatives to assist in information sharing between the business community and the State EOC.

The benefits of a CT BEOC include:

- A public-private partnership and information sharing network
  - Establish a common operating picture
    - Provide information
    - Obtain information
    - Identify requirements
    - Provide resources
  - Support State Disaster Recovery when public resources are exhausted
  - Approve the ability of Connecticut businesses and non-profits to prepare for, respond to and recover from natural and human-caused disasters, and to maintain the stability, resilience and economic recovery of communities.

**Mobilization of forces by the DESPP Deputy Commissioner for DEMHS.** The DESPP Deputy Commissioner for DEMHS may, under Connecticut General Statutes §28-5(c), take all preparatory steps, including the full or partial mobilization of civil preparedness forces in advance of an actual disaster, as may be necessary for the prompt and effective operation of the state emergency management (emergency response/emergency operations) plan. See also Conn. Gen. Stat. §§28-6, 28-7(f).

**Governor's Authority to Take Control of Any and All Forces of the State.** In the event the Governor declares a state of civil preparedness emergency, pursuant to Conn. Gen. Stat. §28-9, he may personally take direct operational control of any or all parts of the civil preparedness forces and functions in the State. The Governor may also take such actions as are reasonably necessary to protect the health, safety and welfare of the people of the state, to prevent or minimize loss or destruction of property, and to minimize the effects of hostile action. See also Conn. Gen. Stat. §§28-6, 28-7(f). The Governor's possible actions include:

- Mobilize emergency response and emergency management personnel at the municipal level if the state needs them—Conn. Gen. Stat. §28-7(f);
- Declare a state of emergency (Conn. Gen. Stat. §28-9); the declaration becomes effective upon filing with the Secretary of the State;
  - if the disaster is manmade, the legislature may meet and disapprove within 72 hours of filing with Secretary of the State. Also, if legislature not in session, Governor must meet with legislative leaders as soon as possible after the filing of the proclamation;
- Modify or suspend . . . any statute, regulation, or requirement or part thereof whenever in his opinion it is in conflict with the efficient and expeditious execution of civil preparedness functions. (Conn. Gen. Stat. §28-9(a)); this modification of suspension must be thoroughly explained and its full text must be filed with the Secretary of the State within four days of its declaration;
- Mobilize state or local offices of emergency management to carry out Governor's order (Conn. Gen. Stat. §28-9(b));
- Order and enforce blackouts (Conn. Gen. Stat. §28-9(c));
- Designate vehicles and persons that may move and the routes they will take (Conn. Gen. Stat. §28-9(d));
- Take appropriate measures to protect the health and safety of inmates of state institutions and school children (Conn. Gen. Stat. §28-9(e));
- Evacuate all or part of the population of affected or threatened areas, and take such steps as are necessary for the receipt and care of such evacuees (Conn. Gen. Stat. §28-9(f));
- Take any other steps the Governor thinks necessary to protect the public health, safety and welfare and to protect property (Conn. Gen. Stat. §28-9(g));
- Enter purchase or lease agreements with appropriate federal agencies to provide temporary housing for disaster victims (Conn. Gen. Stat. §28-9a(a)(1));
- Assist affected municipalities in acquiring sites for temporary housing (Conn. Gen. Stat. §28-9a(a)(2));
- Advance or lend money from the state's emergency contingency fund or any other source (Conn. Gen. Stat. §28-9a(2)(A));
- Take land, real property, vehicles or other property necessary to protect the public (Conn. Gen. Stat. §28-11).

**Distinction between Operational Control and Direction of Emergency Forces.** A distinction is made between (1) —operational control and (2) —direction of emergency forces. Operational control consists of the functions of: assignments of tasks; designation of objectives and priorities, and; such other control as is necessary to accomplish the mission. When a local jurisdiction's forces are operationally engaged within its own boundaries, both

operational control and direction of emergency forces are retained. When either State or local civil preparedness forces are sent elsewhere, operational control is exercised by the authority at the scene of the operation, but direction is retained by the parent jurisdiction. Conversely, forces sent to the aid of a locality from other State or local jurisdictions, civil or military, come under local operational control, but remain under direction of the parent agency. Direction of civil preparedness forces is retained at all times by the appropriate civil or military authority and includes the authority to commit to, or withdraw from, emergency operations. See, for example, Conn. Gen. Stat. §§28-6(b), 28-7(f), 28-8.

**Mutual Aid as First Means of Assistance.** Mutual aid agreements between local governments in effect at the time of the emergency are the first means of obtaining assistance when a city or town's resources are exhausted or nearly exhausted. See for example, Conn. Gen. Stat. §§28-8, 7-310, 7-277a. Local governments may also use the statutory Intrastate Mutual Aid System, which allows each municipality within the state to assist any other municipality. See Connecticut General Statutes §28-22a.

**Order of Mobilization for Emergency Forces Supporting Local Officials.** City and town governments shall be responsible for all people and property within their boundaries and jurisdictions to the limits of their resources. Emergency operations will be carried out principally by local forces supported by mutual aid, then, if requested, state forces, and, as available and needed, by military and/or federal forces. See, for example, Conn. Gen. Stat. §28-7(f).

**Local Requests for State Assistance.** Requests by local governments for State assistance shall be made through the appropriate DEMHS Region Office. State resources may include, but not be limited to, activation of volunteer civil preparedness force members, including Community Emergency Response Teams (CERT) in accordance with Title 28 of the Connecticut General Statutes.

**Activation and Use of the Connecticut National Guard.** The Connecticut National Guard, State Military Department, if available, may be activated by the Governor to support local and/or state civil preparedness forces. In such event, however, it would complement and not substitute for other state or local forces in emergency operations. Military forces will remain at all times under military command but will support and assist other emergency forces through mission-type assignments to include objectives, priorities, and other information necessary to the accomplishment of the mission.

**Local Government Situation Reports.** Local governments are responsible for providing periodic situation reports to appropriate DEMHS Regional Offices whenever local civil preparedness forces are engaged in emergency operations or are preparing for emergency operations (increased readiness) in anticipation of an actual disaster or emergency.

**State Government Line of Succession.** The Constitution of the State of Connecticut, in Article IV (4), provides the following line of succession of State Government:

1. The Governor of the State (Section 5)
2. The Lieutenant Governor of the State (Section 18)
3. The President Pro Tempore of the Senate (Section 19)

The Constitution further provides "in order to ensure continuity in operation of State and local governments in a period of emergency resulting from disaster caused by enemy attack, the general assembly shall provide by law for the prompt and temporary succession to the powers and duties of all public offices, the incumbents of which



may become unavailable for carrying on their powers and duties." Article XII (11), section 3. In addition, under Conn. Gen. Stat. §4-8, —each department head shall designate one deputy who shall in the absence or disqualification of the department head, or on his death, exercise the powers and duties of the department head until he resumes his duties or the vacancy is filled.

**DEMHS Line of Succession.** For purposes of the operation of the State Emergency Operations Center, the line of succession is the DESPP Deputy Commissioner for DEMHS, the State Emergency Management Director, or such other employee as the Deputy Commissioner or Director may designate.

**Common Tasks of State Agencies in Emergency Response.** All agencies and departments have common tasks as follows:

- a. Implement plans and procedures to protect inmates, institutionalized persons, and department personnel;
- b. Thoroughly document agency emergency operations including maintenance of activity and resource request logs at the SEOC and departmental EOCs;
- c. Account for disaster-related expenditures for equipment, supplies, material and labor utilized by the agency;
- d. Render reports to the SEOC as required;
- e. Follow the succession of leadership as described in Conn. Gen. Stat. §4-8 (see above) and the agency's Continuity of Operations (COOP) Plan ;
- f. As requested by DEMHS, and in accordance with Conn. Gen. Stat. Section 28-5(e), participate in pre-emergency planning, training, and exercises, including serving on, leading or supporting emergency preparedness working groups, committees or task forces convened by DEMHS.
- g. As requested by DEMHS, participate in, lead, or support Task Forces that are convened by DEMHS or the Governor in response to an emergency.
- h. Following a disaster, the agency will participate in a initial damage assessment as requested by DEMHS. This includes conducting a damage assessment, completing the initial assessment for State Agency forms provided by DEMHS and submitting them within the requested timeframe.

**Responsibility of State Agencies To Perform Missions Not Specifically Assigned.** All State agencies and departments not specifically assigned missions in an emergency operations plan will be expected to respond to emergencies, within their respective capabilities:

- a. As directed by the Governor, or requested by DESPP Deputy Commissioner for DEMHS/State Emergency Management Director; or
- b. When, in their judgment, the welfare or safety of the State is threatened.

**Authority of State Agency Heads to Commence Emergency Operations.** Department and agency heads, or anyone legally administering their offices, shall activate their departmental standard operating procedures for emergencies:

- a. By direct order of the Governor, by request of the DESPP Deputy Commissioner for DEMHS or the State Emergency Management Director, or
- b. When, in their judgment, the welfare or safety of the state is threatened.

State Departments or agencies will provide copies of their emergency operations plans and procedures to DEMHS and will update those copies as needed.

**State Agency Heads or Designees to Staff SEOC.** Maximum coordination of resources will be achieved through the presence of commissioners, department heads or their designees at the SEOC, located at the Armory.

**Responsibility of Governor in Requesting Federal Assistance.** The Governor is responsible for requesting federal emergency relief and disaster assistance on behalf of local governments, businesses, and residents of the state. See, for example, Conn. Gen. Stat. §§28-9, 28-9a, 28-9d.

**Responsibility of DESPP/DEMHS Deputy Commissioner, State Emergency Management Director, and Agency Heads to Advise Governor Regarding Emergency Response Actions, Orders and Directives.** The DESPP Deputy Commissioner for DEMHS, the State Emergency Management Director and agency/department heads are responsible for advising the Governor in the Unified Command of emergency response actions and orders appropriate to the emergency situation. The Governor is responsible for issuing orders and giving directives to state agencies and other non-state officials as the situation warrants.

**Communications: State to Advise Local Officials of Appropriate Protective Actions.** Whenever appropriate, and time and circumstances permit, the SEOC will provide local officials with recommended protective actions for the public as well as with other recommended actions appropriate to the emergency situation. Communications between the SEOC and local officials may include, but not be limited to, the following:

- a. Conference calls;
- b. Faxes or emails through DEMHS Regional Offices;
- c. Radio contact through DEMHS Regional Offices, the SEOC, or DEMHS Headquarters;
- d. Other available technology.

**State to Advise Public through Media.** The SEOC will provide the public with recommended protective actions and other information through the media, which may include:

- a. Mass alerts through emergency notification systems (e.g., CT ALERT and Emergency Alert System);
- b. Public inquiry support may be provided by United Way 211.
- c. Broadcast Media including CT-N. CT-N has a live web stream that can broadcast 24/7 to the world wide web.
- d. Social Media—mainly Twitter (@CTDEMHS) will be used when possible.
- e. Communications designed to reach non-English speaking residents as well as those with functional needs.
- f. ESF-15 Working Group: Information is shared with the working group members by email. The working group members disseminate the information to applicable partners and points of contacts.

## 2.1 State Emergency Operations Center

The State Emergency Operations Center (SEOC) is the State's coordination center for emergency services during any major emergency affecting the State of Connecticut. The SEOC is activated when ordered by the Governor, after advisement by the Commissioner of the Department of Emergency Services and Public Protection, the DEMHS Deputy Commissioner, State Emergency Management Director, or one of their designated representatives.

The Primary SEOC 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 tactically dispersed throughout the State. When a major emergency or disaster strikes, centralized unified emergency management is needed. The Governor's Unified Command operates from the SEOC.

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

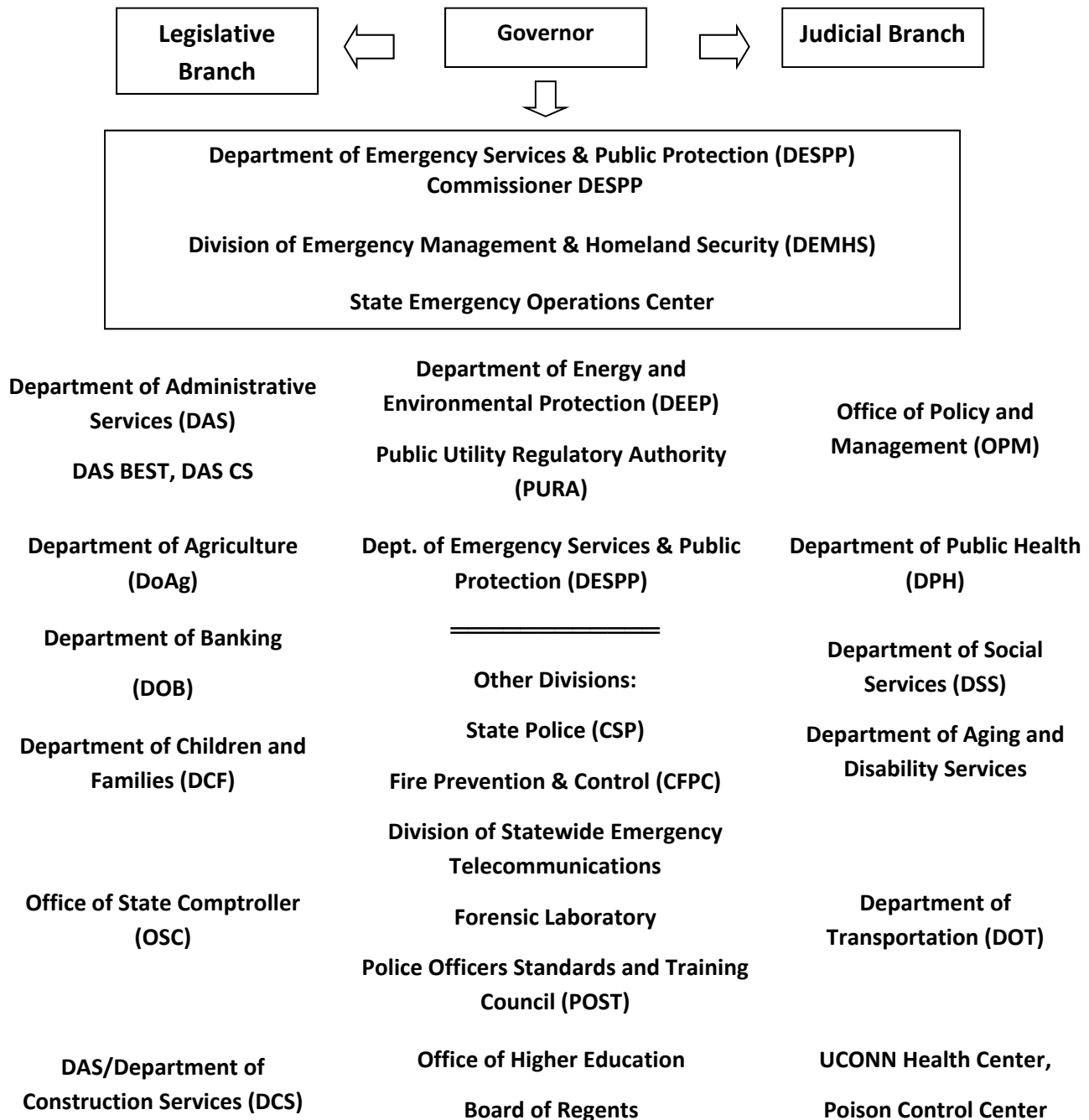
An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are among those performed in the State of Connecticut EOC:

- 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 EOCs, be it regional or local, other jurisdictions and levels of government;
- Providing emergency information and instructions to the public, including making official releases to the media and the scheduling of press conferences as necessary in coordination with the Governor's Press Office.

## Section 3.0 Functional Roles and Responsibilities

The following chart shows State Agencies and Non-Governmental Organizations generally involved in disaster response in the State of Connecticut. A detailed list of agency roles and responsibilities follows the chart.

**Figure 3-1 Governor, State Agencies, and Non-Governmental Organizations Involved in Disaster Response**



|                                                                |                                                                   |                                                                        |
|----------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Department of Consumer Protection (DCP)</b>                 | <b>Department of Insurance (DOI)</b>                              | <b>United Way – 211</b>                                                |
| <b>Department of Correction (DOC)</b>                          | <b>Department of Labor (DOL)</b>                                  | <b>Adventists Community Services</b>                                   |
| <b>Division of Criminal Justice</b>                            | <b>Office of the Chief Medical Examiner (OCME)</b>                | <b>American Red Cross (ARC)</b>                                        |
| <b>Department of Developmental Services (DDS)</b>              | <b>Department of Mental Health and Addiction Services (DMHAS)</b> | <b>Salvation Army</b>                                                  |
| <b>State Department of Education (SDE)</b>                     | <b>Military Department<br/>State Attorney General</b>             | <b>CT Voluntary Organizations<br/>Active in Disaster<br/>(CT VOAD)</b> |
| <b>Department of Economic and Community Development (DECD)</b> |                                                                   |                                                                        |
| <b>Department of Housing (DOH)</b>                             | <b>Department of Motor Vehicles (DMV)</b>                         |                                                                        |

### 3.1 The State Role

A primary role of state government is to supplement and facilitate local efforts before, during and after incidents. The State provides direct and routine assistance to its local jurisdictions through emergency management program development and by routinely coordinating and collaborating with federal officials. Under the Stafford Act, the State is responsible for requesting federal emergency assistance for communities and, at their request, tribal nations. The following section summarizes the roles of the Governor and key state agencies before, during and after an emergency, particularly in the event of a natural or other disaster:

#### 3.1.1 Governor

Responsibilities include but may not be limited to:

- Directing activation and implementation of the State emergency response plans (NOTE: This is a prerequisite to receiving federal assistance under the Robert T. Stafford Emergency Relief and Disaster Assistance Act, PL 93-288, as amended.);
- Directing and controlling emergency and non-emergency public information by assigning appropriate personnel to provide public information as specified in State emergency response plans.
- Ordering activation of National Guard units;
- Declaring civil preparedness emergencies and invoking emergency powers as appropriate under Section 28-9, Conn. Gen. Statutes, including but not limited to:
  - 1) ordering the evacuation of stricken or threatened areas and taking such steps as are necessary for the receipt and care of evacuees (Conn. Gen. Stat. §28-9(f));
  - 2) ordering into action local civil preparedness mobile support units or other civil preparedness forces (Conn. Gen. Stat. §§28-5(c), 28-6, 28-7(f), 28-9(b));

- 3) ordering state agencies or instrumentalities to clear wreckage and debris from publicly or privately owned lands and waters (Conn. Gen. Stat. §28-9c);
  - 4) modifying or suspending statutes, regulations or requirements which conflict with the expeditious and efficient execution of civil preparedness functions (Conn. Gen. Stat. §28-9(a); and
  - 5) seizing and using real or personal property as the public exigency requires (Conn. Gen. Stat. §28-11);
- Declaring driving bans under Section 3-6, C.G.S. or ordering other appropriate actions necessary under Section 3-1, C.G.S
  - Evaluating the need for federal disaster assistance and directing DEMHS to develop formal requests for Presidential disaster or emergency declarations or U.S. Small Business Administration disaster declarations as appropriate (Conn. Gen. Stat. §§28-9a, 28-9b, 28-9d);
  - Directing the Department of Agriculture to develop formal requests for USDA assistance as appropriate;
  - Inviting FEMA officials into the state during the pre-declaration phase of a disaster to observe disaster-related conditions in the state and to review the situation with state officials;
  - Requesting or authorizing requests by the Adjutant General, State Coordinating Officer, or other appropriate official for specialized military assistance;
  - Executing the Federal-State Agreement in the event of a Presidential disaster or emergency declaration;
    - Making, in coordination with DEMHS, American Red Cross, and FEMA, public appeals for assistance for response and recovery;
  - If appropriate, activating the Interagency Debris Management Task Force; and
  - If appropriate, activating existing mechanisms to solicit donations.
  - Communicating with state nonprofit providers regarding emergency management issues, including unmet needs and the availability of federal disaster aid.

### 3.1.2 Connecticut State Agencies and Offices

#### 3.1.2.1 All Agencies

In addition to Common Tasks of State Agencies in Emergency Response listed in the Concept of Operations, Section 2, and fulfilling the mission assignments listed below, all agencies shall support emergency operations as specifically directed by the Governor's Office or through DEMHS. This may also include staffing the SEOC, Task Forces, and Disaster Recovery Centers (DRCs) and developing public information as situations warrant.

State agencies operate under NIMS, and wherever possible, follow a standardized Incident Command System (ICS), including the convening of Unified Command, agency Incident Management Teams, and creation of Incident Action Plans.

During times of non-emergency, all state agencies are expected to participate as directed by DEMHS in planning, training, and exercise activities. See Conn. Gen. Stat. Section 28-5(e). DEMHS has established a number of work groups and committees under the DEMHS Advisory Council. The purpose of these groups is to facilitate collaborative emergency planning and preparedness activities, and to promote coordinated and integrated programs and policies. The work groups/committees are composed of state, local, federal, and private sector partners. The following is a partial list of these work groups:

- Public Safety Interoperable Communications Committee (ESF 2)
- Citizens Corps Advisory Council (ESF 5)
- Child Emergency Preparedness Committee (ESF 5, 6)

- Regional Collaboration Committee (ESF 5)
- Incident Management Committee (ESF 5)
- Emergency Management Data Working Group (ESF 5)
- State Cyber Security Committee (ESF 5)
- School Security Working Group (ESF 5)
- Homeland Security Working Group (ESF 5)
- Mass Care Working Group (ESF 6, 11)
- State Long Term Recovery Committee (ESF 14)
- Medical Reserve Corps (ESF 6, 8)
- Public Health Advisory Committee (ESF 6, 8)
- Resource Support/Commodities/Private Sector (ESF 7)
- Energy and Utilities Work Group (ESF 2,12)
- CTIC Executive Board (ESF 13)
- Statewide Long Term Recovery Committee (ESF 14)
- Public Information Work Group (ESF 15)

These groups are generally organized around the concept of Emergency Support Functions (ESFs) or Recovery Support Functions (RSFs). State agencies are expected to lead, support, or other participate in these work groups or committees as requested by DEMHS. The following is a list of ESFs with likely state agency roles:

- ESF 1 Transportation: DOT/CSP/DOC/CT NG
- ESF 2 Communications: DAS (BEST)/ DESPP DEMHS/ DSET/CSP
- ESF 3 Public Works: DAS/DOT/DEEP
- ESF 4 Fire: DESPP CFPC/DAS (Construction Services)
- ESF 5 Emergency Management: DEMHS
- ESF 6 Mass Care: DPH/DSS//DDS/DCF/DOC/DCP/DMHAS/Aging
- ESF 7 Resource Support/Private Sector: DAS/DOC/CT NG/DCP
- ESF 8 Public Health: DPH/DSS/Aging
- ESF 9 Search and Rescue: DESPP (CSP, DEMHS, CFPC)
- ESF 10 Hazardous Materials Response: DEEP/CFPC/CSP/DEMHS
- ESF 11 Animal and Natural Resources: DoA/DEEP/DECD
- ESF 12 Energy: DEEP (PURA)/OPM/DAS (Construction Services)
- ESF 13 Law Enforcement/Homeland Security: DESPP (CSP/Counter Terrorism Unit, POST, DEMHS/ Connecticut Intelligence Center (CTIC))
- ESF 14 Long Term Recovery and Mitigation: DOI/DECD/Housing/ DEMHS/DSS/DEEP
- ESF 15 External Affairs: DESPP/DEMHS/Office of the Governor/Joint messaging

In addition, during times of emergency or in preparation for a possible emergency, DEMHS convenes state agencies and other partners as needed as Task Forces to address short-term missions.

### 3.1.2.2 Department of Administrative Services (DAS)

Responsibilities include, but may not be limited to:

- Facilitating the acquisition of medical and food supplies.
- Providing vehicles and fuel to state employees with disaster or emergency assignments, including support of any joint FEMA-State Preliminary Damage Assessments.
- Requesting, receiving, analyzing and summarizing reports from state agencies regarding the influence of the incident upon absenteeism within the state workforce and the essential functions that may be or are threatened as a result.
- Serving as requested on any SEOC Task Force, including the State ESF 7 Resource Support Task Force.
- Issuing state contracts for relief supplies, equipment, and services, as needed.
- Reviewing and updating the Debris Management Contract, as needed.
- Activating the contract at the direction of the Interagency Debris Management Group.
- Requesting that state agencies activate their Incident Management Teams/Unified Commands, monitor directions from the SEOC command staff, report their status and problems through WebEOC, and carrying out their Continuity of Operations plans.

#### **DAS - Facilities Management**

Responsibilities include but may not be limited to:

- Distribution of emergency action checklists to be taken by building personnel prior to known impending emergency events such as hurricanes and major snowstorms.
- Monitoring state facilities in impacted areas and reporting on building conditions.
- Disseminate emergency information and notifications to affected tenant agencies personnel via the DAS alerts system.
- Assess the need for security resources to the effected sites and coordinate the timely deployment of same.
- Serve as the liaison to law enforcement and other first responders deploying to DAS-owned and leased facilities.
- Initiate and coordinate emergency repairs to mitigate any further damage from occurring.
- Coordinate and oversee permanent repairs to ensure that facilities are back up and fully operational as quickly as possible.
- Facilitate the relocation of critical functions of various state agencies when existing facilities are not accessible for occupancy due to adverse effects as a result of natural or manmade incidents.
- Assisting in identifying locations and opening shelters at state owned facilities.
- Assist in identifying open land and space for use during debris management operations.

#### **DAS – Bureau of Enterprise Systems and Technologies (BEST)**

Responsibilities include, but may not be limited to:

- Supporting and restoring the communications infrastructure; facilitating the recovery of systems and applications from cyber-attacks; and coordinating Federal communications support to response efforts during incidents requiring a coordinated Federal response.
- Addressing cyber security issues that result from or occur in conjunction with incidents.
- Staffing the State EOC and DRCs; may also staff JFOs, JICs, JOCs and other facilities as requested by DEMHS.
- Serving on any DEMHS or SEOC Task Force, including leading and/or supporting the State Tele-Communications Restoration Task Force.
- Providing telecommunication support in Emergency Management facilities as needed.



- Assisting DESPP with information technology equipment, installation, repair, programming, and troubleshooting at the State EOC and at other locations as needed and requested.
- Facilitating the acquisition of communications and information technology equipment and services.
- Requesting and coordinating activities through the National Communication Service for emergency telecommunications service priority (TSP) and wireless priority services (WPS).
- Activating the DOIT ECC and Communications Center.
- Monitoring and reporting on the condition of the state agency telecommunications infrastructure.
- Coordinating agency business continuity and information technology disaster recovery plans in conjunction with agencies' staff, to include the activation of our out of state hot site when necessary.

#### **DAS—Division of Construction Services (DCS)**

Responsibilities include but may not be limited to:

- Office of the State Fire Marshal
- Office of the State Building Inspector
- Serving on any DEMHS or SEOC Task Force.

#### **DAS – Statewide Leasing and Property Transfer**

Responsibilities include but may not be limited to:

- Monitoring statewide leased facilities in impacted areas for security and damage related effects.
- Identifying and report statewide leased facilities that are closed due to the incident.
- Approving Leasing of state property
- Maintaining inventory of statewide leased facilities under DAS authority
- Monitoring and managing real estate matters on the leased data center in Groton.
- Maintaining direct contact with lessors and user agency contact personnel.
- Overseeing activities to restore leased sites as necessary.

#### **3.1.2.3 Department of Agriculture (DoAg)**

Responsibilities include but may not be limited to:

- Participate in and support/lead ESF #11 Animal and Natural Resources.
- Assessing the agricultural impact of any disaster or emergency and providing DEMHS with such written reports as it may require for use in developing requests for Presidential disaster or emergency declarations.
- Serving as requested on any DEMHS or SEOC Task Force.
- Developing for the Governor formal requests for agricultural assistance from the United States Department of Agriculture (USDA).
- Monitoring agricultural products for bacteriological contamination and implementing appropriate controls.

#### **3.1.2.4 Department of Banking (DOB)**

Responsibilities include but may not be limited to:

- Regulating state chartered banks, credit unions and other financial institutions in emergencies declared by the Governor.
- Serving as requested on any DEMHS Task Force.
- Regulating the sale of investment securities to Connecticut residents as well as the conduct of brokerage firms and their personnel involved in such sales, subject to such emergency controls as may be imposed by the Governor and/or at the national level.

- Coordinating with the Boston and Washington, DC offices of the Securities and Exchange Commission; the Financial Industry Regulatory Authority (FINRA), a self-regulatory organization created under the Securities Exchange Act of 1934; and major exchanges such as the New York Stock Exchange to respond to major threats.
  - The securities markets are national in scope. Any biological, radiological or other major attack impacting the ability of the securities markets to process trades would clearly have an adverse effect on Connecticut residents.
  - In addition, note that the NASDAQ Exchange maintains an Operations Command Center for monitoring NASDAQOMX systems in Shelton, Connecticut.
  - Additionally, the Department of Banking would notify the Federal Reserve, the Conference of Bank Supervisors, the CT Credit Union League, CT Bankers Assoc., and the National Association of State Credit Union Supervisors.

#### **3.1.2.5 Department of Children and Families (DCF)**

Responsibilities include but may not be limited to:

- Implementing the State of Connecticut Behavioral Health Disaster Plan with partners at the Department of Mental Health and Addiction Services and the University of Connecticut Health Center through the CT Disaster Behavioral Health Response Network (CT-DBHRN). Serving as requested on any DEMHS or SEOC Task Force, including the State ESF 6 Mass Care Task Force.
- Coordinating the provision of psychological first aid services for victims and their families at a family assistance center if established or at other appropriate location.
- Coordinating the provision of psychological first aid for emergency responders at the scene.
- Providing medical support to the Department of Public Health as outlined in plans for addressing pandemic flu and other community health issues impacting children and families.
- Coordinating the provision of behavioral health services to children and families affected by incidents involving chemical agents or weapons of mass destruction.
- Coordinating with Federal Agencies and or nongovernmental support/response:
  - Substance Abuse and Mental Health Services Administration (through DBHRN)
  - Center for Mental Health Services
  - Center for Substance Abuse Treatment
  - Center for Substance Abuse Prevention
  - Federal Emergency Management Agency (FEMA) (through DBHRN)
  - Crisis Counseling Grant – Immediate Services
  - American Red Cross Behavioral Health (through DBHRN)
  - DCF Network of contracted medical, behavioral health, and community support services including but not limited to Outpatient Psychiatric Clinics for Children (OPCC) and Emergency Mobile Psychiatric Services.

#### **3.1.2.6 Office of the State Comptroller (OSC)**

Responsibilities include but may not be limited to:

- Designing an accounting system for disaster funds to meet federal regulations.
- Serving on any DEMHS or SEOC Task Force.

#### **3.1.2.7 Department of Consumer Protection (DCP)**

Responsibilities include but may not be limited to:

- Inspecting food establishments, warehouses, supply houses, slaughterhouses and processors affected by a disaster, and issuing appropriate regulatory orders to ensure consumer safety. Additional assets from Liquor and Drug Control would be utilized.

- Assisting the SEOC and the Fuel/Generator Task Force by providing current and updated information on local gas stations and fuel supplies.
- Serving on any DEMHS or SEOC Task Force.
- Developing public information, especially during the recovery phase, to advise disaster victims about dealings with contractors, good consumer practices, etc.
- Providing information regarding food, medical and pharmaceutical supplies.
- Implementing and maintaining the statewide database that assists the “Cities Readiness Initiative” from the Center for Disease Control (CDC) that enables the critical infrastructures and closed Points of Dispensing (PODs) to establish the pre-event inventory requirements of antibiotics; and medical supplies
- Assisting in the Chempack program.
- Interacting with DCP partners including FDA, USDA, CSP, DEA, CDC as well as local health & public safety entities. In the event of an attack on the food supply DCP inspectors would work with FDA and USDA assets to identify, isolate, and properly dispose of contaminated foodstuffs. Local and State law enforcement agencies would assist in this process.

### 3.1.2.8 Department of Correction (DOC)

Responsibilities include but may not be limited to:

- Assisting other state agencies as requested with the evacuation of institutionalized and/or other persons with disabilities and others with functional needs through the limited provision of vehicles and personnel.
- Providing assistance and support to DEMHS and the SEOC as outlined in the Memorandum of Understanding Number 2013CAU-21, dated March of 2013, including leading and/staffing the State ESF 7 Resource Support Task Force and DEMHS Regional Offices.
- Serving on any other DEMHS or SEOC Task Force.
- Assisting with joint FEMA-State Preliminary Damage Assessments.
- Providing mass food or shelter services as possible.
- Providing staff to augment any field offices in direct relation to any DOC facilities.
- Assisting with security and law enforcement as requested by Connecticut State Police (DESPP/CSP) in relation to facility perimeters.
- Providing technical assistance, personnel, and equipment in direct relation to any agency facility or building.
- In consultation with the Incident Commander and the Commanding Officer of CSP Emergency Services, assuming Incident Command of any situation requiring a tactical response to any DOC facility or building.
- Deploying the DOC Tactical Operations Unit to:
  - Standby for and conduct a Tactical Operation (if necessary) on any DOC facility or building.
  - Provide any other specialized services and/or equipment as needed.
- Providing DOC transport buses to assist with evacuation of any DOC facility or building or for other needs as deemed necessary by the Incident Commander.
- If DOC facilities or buildings are involved, providing public information through the JIC regarding status.

### **3.1.2.9 Division of Criminal Justice**

Responsibilities include but may not be limited to:

- Staffing the FBI Command Post, Joint Operations Center (JOC) and Joint Information Center (JIC), as requested by the FBI or DEMHS to provide legal advice as to Connecticut criminal laws and procedures and to coordinate state prosecutorial resources.
- Serving on any DEMHS or SEOC Task Force.

### **3.1.2.10 Department of Developmental Services (DDS)**

Responsibilities include but may not be limited to:

- Notifying DDS facilities of the emergency and determining if assistance is required.
- Serving as requested on the State ESF 6 Mass Care Task Force or any other SEOC or DEMHS Task Force.

### **3.1.2.11 Department of Economic and Community Development (DECD)**

Responsibilities include but may not be limited to:

- Assessing the impact of a disaster/ emergency upon businesses, industries and the general economy of CT or affected area and providing DEMHS with such written reports as may be required.
  - Providing qualified personnel to serve on joint Federal/State Preliminary Damage Assessment (PDA) Teams as requested by DEMHS.
  - Serving on any DEMHS or SEOC Task Force, including leading and/or supporting the State Long Term Recovery Committee, State ESF 14.
  - Implementing housing assistance plans, in coordination with DEMHS following Presidential declaration of disaster if the State elects to administer this program.
  - Maintaining up-to-date lists of local housing providers (LHAs, Nonprofits) and local rental assistance providers for use in locating available housing.

### **3.1.2.12 Department of Housing (DOH)**

Responsibilities include but may not be limited to:

- Serving on, leading or supporting any DEMHS or SEOC Task Force, including, but not limited to the State ESF 6 Mass Care; a Housing Task Force, or; State Long Term Recovery Committee, State ESF 14.

### **3.1.2.13 State Department of Education (SDE)**

Responsibilities include but may not be limited to:

- Facilitating communication and public information with school systems.
- Assisting with crisis counseling.
- Serving on any DEMHS or SEOC Task Force.

### **3.1.2.14 DESPP - Division of Emergency Management and Homeland Security (DEMHS)**

DEMHS primary functions in the EOC during activation are:

- Collecting and Situation Assessment
- Assessing potential impacts to Community Lifelines
- Incident Priority Determination
- Coordinating Critical Resource Acquisition and Allocation
- Supporting Relevant Incident Management Policies and Interagency Activities
- Coordinating with other MAC systems (Other State EOCs, etc.)
- Coordinating with the Locals (EMDs, Local Chief Executive Officers, etc.)
- Supporting and Maintaining the Common Operating Picture (collecting and analyzing and reporting information (Situation Reports), maintaining the JIC by establishing, with the Governor's Office, a regular communications rhythm.

- Training and assigning personnel to support emergency operations at the SEOC or other areas of operation/management.
- Standing up such Task Forces as are necessary to support the management and operations of the emergency.
- Coordinating Interoperable communications.
- Activating volunteer civil preparedness forces.
- Activating Urban Search and Rescue (USAR) as requested.
- Coordinating and disseminating public information.
- Maintaining and implementing the State Radiological Emergency Response Plan (RERP) for events at Millstone Station in Waterford, CT or Indian Point in Buchanan, NY as appropriate.
- Conducting hazard mitigation activities as appropriate.
- Serving on the Debris Management Task Force and implementing the State Debris Management Plan.
- Coordinating activities of the DEMHS Connecticut Intelligence Center (CTIC) as appropriate.
- Determining the need for, requesting, and coordinating a Preliminary Damage Assessment (PDA) of the disaster-affected areas in conjunction with FEMA.
- Drafting, for the Governor's signature, formal requests for Presidential disaster and emergency declarations under the Stafford Act and for U.S. Small Business Administration disaster declarations.
- Determining number and location of Disaster Recovery Centers (DRCs) in conjunction with FEMA.
- Coordinating the federal/state meeting subsequent to a Presidential declaration.
- Coordinating state agency staffing of DRCs, Disaster Field Offices ( DFOs) and Joint Field Offices (JFOs) as appropriate.
- Disseminating emergency data and information to local governments, state, and federal agencies.
- Documenting DEMHS emergency management activities.
- In times of non-emergency, DEMHS responsibilities include, but are not limited to:
  - Those found in Conn. Gen. Stat. Title 28, including providing the venue and process for collaborative, coordinated and integrated planning, training, exercise activities.

#### **3.1.2.15 DESPP - Division of State Police**

- Responsible for conducting both criminal and motor vehicle investigations in 82 of the 169 towns in Connecticut.
- Responsible for patrolling 600 miles of limited access highways, 7,000 miles of state and local roads.
- Receiving and relaying warnings to local governments as per the State Warning Plan (DESPP Message Center)
- Controlling access to dangerous or impassable sections of state-maintained and/or state- patrolled roads; Controlling traffic and access on State roads and highways traversing or passing near the incident scene.
- Monitoring dams, particularly state dams, as requested by the CT Department of Energy and Environmental Protection (DEEP), for high water levels and visible signs of loss of structural integrity and notifying appropriate state and local officials.
- Relaying warnings received from CONVEX (Connecticut Valley Electric Exchange) regarding hydroelectric dam releases and/or possible dam failures to appropriate state and local officials in accordance with specific warning plans for individual dams.
- Providing assistance, as requested, to local civil preparedness forces primarily for the purposes of search and rescue, route alerting, anti-looting, traffic control, curfew enforcement, and limiting access to a disaster area.

- Providing emergency transportation for state and federal officials.
- Serving on any DEMHS or State EOC Task Force, including but not limited to the State ESF 1 Evacuation Task Force.
- Assisting with victim identification through fingerprint, dental and DNA analysis.
- Exercising Incident Command System (ICS) authority, as available (e.g. agent detection, reconnaissance for living victims, etc.).
- Assisting local law enforcement with perimeter security, access control, and anti-looting patrols of evacuated areas
- Deploying the State Police Emergency Services Unit (ESU) which will provide specialized services and equipment as requested by the Incident Commander such as:
  - Bomb Squad
    - Incidents involving explosives
    - Search for explosives (K9)
    - Fireworks seizures
    - Storage of explosive evidence (**not** including IED's) as evidence
    - Technical assistance for Post Blast Investigations
    - Destruction of old ammunition, flares and chemical munitions
    - In the case of a crime scene or investigation of a suspected Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) incident, the DPS Emergency Services Unit (ESU) shall assume responsibility for collection, packaging, and transportation of evidence in accordance with an MOU with the FBI who has primary jurisdiction in such incidents.
  - Hazardous Materials Technician assistance
    - Any incident involving the use or threatened use of a Weapon of Mass Destruction including Chemical, Biological, Radiological, Nuclear, High Yield Explosives (CBRNE) types of Incidents.
  - Dive and Marine Unit
    - Any emergency in a marine environment including:
      - Lost boaters
      - Search & rescue
      - Underwater evidence recovery
      - Hull and pier sweeps
  - Tactical Team
    - Any high risk incident including:
      - Barricaded subjects; hostage situations; searches for armed and dangerous subjects
      - High risk warrant service
      - Special transportation protection (e.g. high risk prisoners, narcotics, firearms)
      - Dignitary protection
      - Crisis Negotiators for any tactical situation as well as suicidal individuals threatening the use of physical force against themselves or another.
  - Civil Disturbance teams for any civil disturbance or riot situation -Minimum Control Forces will be provided by each State Police district command and still be able to provide adequate patrol coverage and response.
  - Canine assistance is available for the following types of situations:
    - Tracking, building search, criminal apprehension
    - Search and rescue

- Body recovery
- Searches for explosives, narcotics and evidence of accelerants in suspected arson situations
- Training in the above areas for those agencies meeting the needs requirements
- Aviation assistance is available for the following types of situations:
  - Surveillance
  - Traffic enforcement
  - Search and rescue
  - Marijuana field location and eradication
  - Aerial photo missions
  - Tactical operations and medical transport
- Emergency Medical support is available for tactical situations, Weapons of Mass Destruction incidents, mass casualty incidents, and search and rescue.
- Public Information Office gathers and disseminates timely and accurate information regarding law enforcement efforts to the public through various print and broadcast media in the State of Connecticut.

#### **3.1.2.16 DESPP – Commission on Fire Prevention and Control (CFPC)**

Responsibilities include but may not be limited to:

- Activating and implementing the State of Connecticut Statewide Fire Service Disaster Response Plan.
- Movement and/or staging of pre-identified Task Forces, Strike Teams or resources for timely response into an affected area.
- Staffing the State EOC and/or DEMHS Regional Office to assist with mutual aid from the Statewide Fire Service.
- Serving on any DEMHS or SEOC Task Force.
- Assisting with collection and/or dissemination of information from the Fire Services.

### 3.1.2.17 DESPP—Division of Emergency Telecommunications

Responsibilities include but may not be limited to:

- Oversee the Connecticut Telecommunications System (CTS)
- Oversee the Everbridge Emergency Notification Contract
- 9-1-1 public safety answering point coordination
- Public Safety Data Network coordination
- Operating the State's 700/800 MHz Radio System
- Telecommunicator certification program (emergency dispatchers)
- Oversee the Everbridge Emergency Notification Contract
- Serving on any DEMHS or SEOC Task Force.

### 3.1.2.18 DESPP-Division of Scientific Services

- Provide resources as requested and necessary
- Serving on any DEMHS or SEOC Task Force.

### 3.1.2.19 DESPP – Police Officers Standards and Training Council (POST)

Responsibilities include but may not be limited to:

- Assisting with collection and/or dissemination of information from local law enforcement agencies.

### 3.1.2.20 State Attorney General

Responsibilities include but may not be limited to:

- Enforcement of laws regarding price fixing and price gouging (Connecticut General Statutes Sections 42-234 and 234A and Section 42-235).

### 3.1.2.21 Department of Energy and Environmental Protection (DEEP) – *(Note: many of the State's utility companies report directly to the State EOC - in person or via email/phone – therefore the actions below may be handled by or in coordination with the utilities.)*

Responsibilities include but may not be limited to:

- Investigating, monitoring and advising on the condition of private, municipal and State dams.
- Implementing the DEEP Oil and Chemical Spills Plan as appropriate.
- Assessing radiation risks from radiological sources and releases of radioactive material.
- Activating the New England Compact on Radiological Health as appropriate.
- Providing technical assistance to law enforcement and local officials regarding radiological sources and radioactive material.
- Coordinating with the US Nuclear Regulatory Commission and other federal agencies regarding inspection of radiological sources and radioactive material.
- Coordinating with the US Nuclear Regulatory Commission and other federal agencies regarding response to radiological sources and radioactive material.
- Developing public information, in coordination with the Governor's office, relative to environmental health hazards, including but not limited to, severe storms, tornadoes, floods, hurricanes, and coastal storms.
- Evacuating and securing all DEEP-owned land as necessary.



- Conducting search and rescue operations on DEEP-owned land, and assisting with other search and rescue operations through the provision of rescue boats and crews.
- Inspecting municipal water pollution control facilities and advising on protective actions and repairs.
- Providing technical assistance to local officials regarding the operations and management of dikes, dams, and other water control structures.
- Advising on the feasibility of land use for temporary housing sites and mass burial sites.
- Serving on the Debris Management Task Force and implementing the State Debris Management Plan.
- Advising on timber salvage, emergency debris disposal, and open burning.
- Notifying bulk oil terminal storage facilities of anticipated flood conditions and water levels, providing technical assistance to terminal operators.
- Assisting FEMA with the development of 15- and 90-day Hazard Mitigation Reports following a Presidential disaster or emergency declaration.
- Development of 180-day State Hazard Mitigation Plans following Presidential disaster declaration.
- Requesting emergency funding from appropriate federal agencies for stream channel restoration, clearing, or other emergency work.
- Documenting agency emergency response activities, flood warning operations, and recovery actions.
- Coordinating with the U.S. Army Corps of Engineers (USACE) regarding operation of Corps flood control projects in an emergency, ice jams, and other situations with flooding implications that may require involvement by the Corps.
- Coordinating with the U.S. Coast Guard (USCG), as appropriate, regarding the USCG's National Strike Team which may be called upon to react to major incidents of oil pollution or hazardous release.
- Assisting state agencies and local authorities with emergency debris removal.
- Providing qualified personnel to serve on Joint Federal/State Preliminary Damage Assessment (PDA) Teams.
- Operating the State Automated Flood Warning System.
- Requesting federal fire suppression assistance.
- Serving on any DEMHS or SEOC Task Force, including but not limited to leading or supporting the State ESF 12 Energy Restoration Task Force, Water Task Force, Interagency Debris Management Task Force.
- Monitoring and reporting to DEMHS on the restoration, maintenance and operation of utility services.
- Providing DEMHS with periodic updates on utility company operations and service interruptions throughout the emergency phase.
- Developing and submitting to DEMHS such written reports as it may require regarding the impact of a natural disaster upon utility operations.
- DEEP partner organizations:
  - New England Conference of Public Utility Commissioners (NECPUC) - provides regional regulatory assistance on matters of common concern to the six New England states. It addresses issues challenging the electricity, gas, telecommunications and water industries.
  - Independent Systems Operator of New England (ISO-NE) - ensures the day-to-day reliable operation of New England's bulk power generation and transmission system.
  - Federal Energy Regulatory Commission (FERC) - an independent agency that regulates the interstate transmission of electricity, natural gas, and oil.

### 3.1.2.22 DEEP/ Public Utility Regulatory Authority

Responsibilities include but may not be limited to:

Pre event:

- Designated and acts as a single point of contact and liaison providing direct coordination with all other State, regional and Federal Departmental response elements as requested by the Governor's Office, EOC and the affected utilities.
- Has a primary and secondary liaison officer(s) who reports to the State EOC when called upon and is available on an around the clock basis if needed.
- The liaisons are trained in Incident Command and the National Incident Management System.
- Provide input to periodic readiness assessments and participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.
- Provide appropriate staffing and participate in planning and exercises for short-term and long-term emergency management, restoration and protection operations, and the development of supporting operational plans, SOPs, checklists, or other job aids in concert with existing first-responder standards.
- Provide qualified personnel for assessing impact and damage to transmission, distribution and service lines, telephone facilities, pipelines and other regulated utility systems.
- Communicate with utilities in advance of storms or other significant emergencies.
- Provide technical support for the EOC, as requested.
- Coordinate with DOE, NERC, NARUC and other utility sector agencies and develop procedures for responding to regional outages.
- Develop contact list and calling tree of State agency personnel for use to facilitate restoration and protection efforts during emergencies.
- Continuously identifying capabilities required to prevent or respond to new emergency threats and hazards, or to improve the ability to address existing threats.

At the SEOC:

- Serve as the state's liaison to Connecticut's regulated and unregulated utility companies and State agencies to facilitate critical utility infrastructure protection and restoration.
- Serve on appropriate Task Forces at the EOC as requested by DEMHS.
- Furnishing available personnel as requested by Governor's Office/EOC.
- Provide technical assistance/guidance to federal and other state agencies.
- Coordinate with the EOC, Governor's Office and the utility companies to prepare and release public information regarding the emergency.
- Assist with disseminating emergency information and guidance to the public, private, and government organizations. All press releases are coordinated through the Governor's Office.
- Consult with legal counsel and disseminate proprietary information from affected public or privately owned facilities, when received.
- Keep the Governor's Office/EOC team informed of any utility related problems that may cause or contribute to extended outage(s).
- Accompany damage assessment teams when requested to do so.
- Receive and respond to information requests from municipalities and utility providers.
- Work with utilities on priority restoration of critical infrastructure, such as hospitals, prisons, water/wastewater plants, nursing homes and prisons.
- Process of waiver requests for the utilities.
- Facilitate public utilities communication with local state, and federal agencies and organizations.

- Coordinate requests from the utilities for assistance from state agencies and help facilitate critical infrastructure protection and restoration.
- Monitor, evaluate, and provide input to the utility companies and other support agencies and organizations that are responding to and recovering from emergencies.
- Maintain awareness of and monitor any unmet needs and priorities.
- Coordinate status reporting from all utility systems.
- Maintain notes, draft recommendations, and reports as directed or appropriate.

Recovery Activities:

- Serve as the point of contact for post-event damage reports to supply, distribution, and collection systems and conduct planning section meetings.
- Establish Docket(s), if necessary.
- Conduct a “lessons learned” and “best practices” review.
- Determine whether “performance standards” have been met and whether fines should be imposed (contingent on new legislation being enacted)

### **3.1.2.23 Office of Higher Education / Board of Regents**

Responsibilities include but may not be limited to:

- Coordinating shelter, mass feeding, non-surgical medical care, and temporary housing at state colleges, regional community colleges, and the University of Connecticut, depending upon student populations.
- Serving on any DEMHS or SEOC Task Force.

### **3.1.2.24 Department of Insurance (DOI)**

Responsibilities include but may not be limited to:

- Assisting in the determination of insurance coverage and damage assessment, as requested by DEMHS, through adjusters affiliated with Connecticut insurance companies.
- Providing qualified personnel to serve on Joint Federal/State Preliminary Damage Assessment (PDA) Teams.
- Coordinating with DEMHS on insurance disaster recovery issues, including liaison with insurance companies and public messaging.
- Serving on any DEMHS or SEOC Task Force, including leading and/or supporting the State Long Term Recovery Committee, State ESF 14.

### **3.1.2.25 Judicial Branch**

Responsibilities include but may not be limited to:

- Providing foreign language interpreters as requested by DEMHS to assist with public information and to assist disaster victims in applying for disaster assistance.
- Disposing of civil and criminal actions arising out of emergency or disaster situations, including possible hearings regarding quarantine and/or isolation of individuals.
- Providing assistance from Judicial Marshal Services to support first responders in emergency or disaster situations that may require additional support, such as use of lock-up facilities, transportation services and alternative modes of communications as needed.

### **3.1.2.26 Department of Labor (DOL)**

Responsibilities include but may not be limited to:

- Assessing damages to commercial and industrial structures, limited to safety assessment;

- Evaluating impact of a disaster or emergency on employment and developing and submitting to DEMHS such written reports concerning disaster-caused unemployment as DEMHS may require.
- Serving on any DEMHS or SEOC Task Force.
- Providing administration and operation of unemployment assistance.
- Soliciting additional manpower to assist in recovery operations as needed.
- Developing formal requests for federally provided worker health/safety assistance, in accordance with CT Labor Department's authority under CGS 31-368.

#### **3.1.2.27 Office of the Chief Medical Examiner (OCME)**

Responsibilities include but may not be limited to:

- Dispatching a representative to the Incident Command Post to authorize the movement of deceased persons by responders at the scene and to authorize removal of deceased persons from the scene.
- Providing and coordinating victim identification and mortuary services.
- Determining facilities to be used as temporary morgues.
- Developing requests through and in coordination with State EOC/DEMHS for Federal assistance to:
  - Assist in victim identification and mortuary services, including:
    - National Disaster Medical System (NDMS)
    - Disaster Mortuary Services Teams (DMORTs)
    - Setting up and operating temporary morgue facilities.
    - Processing, preparing, and disposing of remains.

#### **3.1.2.28 Department of Mental Health and Addiction Services (DMHAS)**

Responsibilities include but may not be limited to:

- Implementing the State of Connecticut Behavioral Health Disaster Plan with partners at the Department of Children and Families and the University of Connecticut Health Center through the CT Disaster Behavioral Health Response Network. (CT-DBHRN).
- Coordinating the provision of psychological first aid services for victims and their families at a family assistance center if established or at other appropriate location.
- Coordinating and providing behavioral health services to adults affected by incidents involving chemical agents or weapons of mass destruction.
- Coordinating the provision of debriefings for emergency responders at the disaster scene, when appropriate and within resources.
- Serving on any DEMHS or SEOC Task Force, including the State ESF 6 Mass Care Task Force.
- Federal and non-governmental partners:
  - Substance Abuse and Mental Health Services Administration
    - Center for Mental Health Services
    - Center for Substance Abuse Treatment
    - Center for Substance Abuse Prevention
  - Federal Emergency Management Agency (FEMA)
    - Crisis Counseling Grant – Immediate Services
  - American Red Cross Behavioral Health

#### **3.1.2.29 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS. (as an agency in the EOC)

- Serving on any DEMHS or SEOC Task Force, including the State ESF 1 Evacuation Task Force. To the greatest extent possible, the CT Military Department and the CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. *[The CT Military Department and National Guard have the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned.]*

| ESF                                         | CT MILITARY DEPARTMENT / CT NATIONAL GUARD MISSION                |
|---------------------------------------------|-------------------------------------------------------------------|
| <b>ESF 1 – TRANSPORTATION</b>               |                                                                   |
| 01                                          | Bus Drivers                                                       |
| 01                                          | Forward Air Control Cell                                          |
| 01                                          | Aviation Transportation                                           |
| 01                                          | Ground Transportation                                             |
| 01                                          | Aircraft Traffic Evacuation Flow                                  |
| 01                                          | Hurricane Evacuation Highway Support                              |
| <b>ESF 2 – COMMUNICATIONS</b>               |                                                                   |
| 02                                          | Joint Incident Site Communications Capability Package             |
| 02                                          | DEMHS Communications Support                                      |
| 02                                          | CST ADVON Vehicle Communications                                  |
| 02                                          | CST Unified Command Suite Communications                          |
| 02                                          | GEO Information System Support                                    |
| <b>ESF 3 – PUBLIC WORKS AND ENGINEERING</b> |                                                                   |
| 03                                          | Engineer Work Teams                                               |
| 03                                          | Engineer Assessment Teams                                         |
| 03                                          | Engineer Work Team Debris Removal                                 |
| 03                                          | Engineer Work Team Heavy Route Clearance                          |
| 03                                          | Sand Bag Operations                                               |
| 03                                          | Bridging Operations                                               |
| 03                                          | Levee (Stop Log) Operations                                       |
| 03                                          | Potable Water (via Water Buffalo)                                 |
| 03                                          | Aviation Damage Assessment                                        |
| 03                                          | HESCO Barrier Flood Wall                                          |
| 03                                          | Dry Span Bridging                                                 |
| 03                                          | Well Drilling                                                     |
| 03                                          | Engineer Work Team Light Route Clearance                          |
| <b>ESF 4 – FIREFIGHTING</b>                 |                                                                   |
| 04                                          | Firefighter Mutual Support                                        |
| 04                                          | Aviation Firefighting                                             |
| <b>ESF 5 – EMERGENCY MANAGEMENT</b>         |                                                                   |
| 05                                          | Emergency Response Team Liaison Officers (LNOs)                   |
| 05                                          | Unified Command Planning Cell                                     |
| 05                                          | DEMHS Regional LNOs                                               |
| 05                                          | JTF Staffing and Support                                          |
| 05                                          | Joint Staging, Reception, Onward Movement and Integration (JRSOI) |

|    |                                                                            |
|----|----------------------------------------------------------------------------|
| 05 | Incident Awareness and Assessment Team                                     |
| -- | <b>ESF 6 – MASS CARE, EMERGENCY ASSISTANCE, HOUSING AND HUMAN SERVICES</b> |
| 06 | Shelter Operations                                                         |
| 06 | Displaced Personnel                                                        |
| 06 | CT DMAT Support                                                            |
|    | <b>ESF 7 – LOGISTICS MANAGEMENT AND RESOURCE SUPPORT</b>                   |
| 07 | State Staging Area                                                         |
| 07 | Unified Logistics Element Support                                          |
| 07 | Commodities Distribution Point (Point of Distribution)                     |
| 07 | Logistics Operations Center                                                |
| 07 | Disaster Relief Supply Safe Haven                                          |
|    | <b>ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES</b>                          |
| 08 | Medical Support                                                            |
| 08 | National Pharmaceutical Stockpile (SNS)                                    |
| 08 | Smallpox                                                                   |
| 08 | Medical Evacuation                                                         |
| 08 | Mortuary Affairs                                                           |
| 08 | Pandemic Influenza Support                                                 |
| 08 | Civil Support Team Analytical Lab Support                                  |
| 08 | Chaplain Support                                                           |
|    | <b>ESF 9 – SEARCH AND RESCUE</b>                                           |
| 09 | Boat Teams                                                                 |
| 09 | Aircraft Search and Rescue                                                 |
| 09 | High Wheeled Vehicle Search and Rescue                                     |
| 09 | Search and Rescue / Recovery Patrol                                        |
| 09 | Search and Rescue Aviation Hoist Capability                                |
| 09 | Search and Rescue Horse                                                    |
| 09 | Community Highway Assistance Team (CHAT)                                   |
|    | <b>ESF 10 – HAZARDOUS MATERIAL RESPONSE</b>                                |
| 10 | Civil Support Team Environmental Assessment                                |
|    | <b>ESF 11 – ANIMAL AND NATURAL RESOURCES</b>                               |
| 11 | Civil Support Team Environmental Assessment                                |
| 11 | Avian Influenza Depopulation                                               |
| 11 | Horse Evacuation                                                           |
| 11 | Plant and Animal Disease Response Support                                  |
|    | <b>ESF 12 – ENERGY</b>                                                     |
| 12 | Generator Teams                                                            |
| 12 | Fuel Points                                                                |
| 12 | HVAC Support                                                               |
| 12 | Light Generation                                                           |
| 12 | Utilities Response Team                                                    |
|    | <b>ESF 13 – LAW ENFORCEMENT AND HOMELAND SECURITY</b>                      |
| 13 | Power Generation Facility Protection                                       |
| 13 | Fuel Storage Facility Protection                                           |

|    |                                              |
|----|----------------------------------------------|
| 13 | Airport Security                             |
| 13 | Public Transportation Security               |
| 13 | Prison Operations                            |
| 13 | Soft Target Protection                       |
| 13 | Traffic Control                              |
| 13 | General Security (WMD)                       |
| 13 | General Security (Non-WMD)                   |
| 13 | MANPADs                                      |
| 13 | Patrol Narcotics Detector Dogs               |
| 13 | Patrol Explosive Detector Dogs               |
| 13 | Patrol Military Working Dogs                 |
| 13 | Civil Support Team VIPR Support              |
| 13 | Critical Infrastructure Protection Team      |
| 13 | National Guard Response Force (NGRF)         |
|    | <b>ESF 14 – LONG TERM COMMUNITY RECOVERY</b> |
| 14 | Armory Usage                                 |
|    | <b>ESF 15 – EXTERNAL AFFAIRS</b>             |
| 15 | Provide JTC PAO, PIO and JVB                 |
| 15 | Joint Information Center (JIC)               |
| 15 | Joint Visitors Bureau (JVB)                  |

### 3.1.2.30 Department of Motor Vehicles (DMV)

Responsibilities include but may not be limited to:

- Assisting other state agencies as requested with the evacuation of institutionalized and/or other special needs persons through the limited provision of vehicles and personnel.
- Assisting the State Police through the provision of uniformed inspectors as requested. Providing communications support as necessary.
- With the Governor’s approval, obtaining grant extensions of core business functions such as registrations, licenses, emissions, permits, etc. (CGS §3-6a and §28-9).
- Providing emergency transportation for State and Federal officials.
- Assisting in the transportation of medical personnel to hospitals and medical facilities.
- Serving on any DEMHS or SEOC Task Force, including leading and/or supporting the State Fuel and Generator Task Force.
- Assisting with the identification of motor vehicles in support of the Debris Management Plan.

### 3.1.2.31 Office of Policy and Management (OPM)

Responsibilities include but may not be limited to:

- Providing information (census data, budget information, etc.) as requested by DEMHS for use in the development of requests for a Presidential disaster or emergency declarations.
- Expediting establishment of special accounts for disaster assistance funds and taking other actions necessary to expedite the availability of disaster assistance funds to local governments and individual disaster victims.
- Locating supplies of fuel for emergency vehicles and making recommendations for fuel allocations.
- Through the OPM State GIS Coordinator, support DEMHS in GIS initiatives and creation of products both at the SEOC and in preparation for and recovery from an event.

- Serving at the SEOC in the Fiscal Section, or on any DEMHS or SEOC Task Force.
- Assist DESPP in providing the state cost share for disaster assistance, including FEMA Other Needs Assistance and payment for resources provided under mutual aid systems such as the Emergency Management Assistance Compact (EMAC), Conn. Gen. Stat. Section 28-23a.
- Assisting in the implementation of the State Disaster Debris Management Plan.

### 3.1.2.32 Department of Public Health (DPH)

Responsibilities include but may not be limited to:

- Implementing the State of Connecticut Public Health Emergency Response Plan.
- Serving on any DEMHS or SEOC Task Force, including leading and/or supporting the State ESF 6 Mass Care Task Force.
- Assisting local public health in enforcing health codes.
- Support statewide efforts for implementation of medical countermeasures and non-pharmaceutical interventions.
- Assisting the Governor's Office with public information on public health matters including but not limited to:
  - food safety;
  - disease prevention;
  - non-pharmaceutical interventions;
  - drinking water;
  - human risk from environmental contaminants;
  - human risk from toxic substances;
  - hazard/incident specific information as it relates to public health.
- Coordinating with DEMHS, Military, State Police and DCP on requests for the Strategic National Stockpile (SNS) as needed.
- Coordinating public health response plans such as medical surge operations.
- Managing recruitment and deployment of healthcare volunteers as well as the associated technical systems.
- Providing toxicological and health risk assessment in response to major disasters.
- Coordinating with law enforcement agencies, private partners, and other local, state, and federal partners for the collection, packaging, shipping and analysis of patient clinical specimens and suspicious substances.
- Responding to requests for activation of the state's mobile field hospital.
- Maintaining systems for syndromic and disease surveillance, licensing, and other systems related to public health.
- Maintaining the health alert network (Everbridge) and other communication platforms such as MedSat and trunked radio systems (CSEERN).
- Coordinating information received or requested from healthcare systems.
- Developing formal requests for Federally provided health/medical assistance to support health care facilities, EMS providers, and public health officials in the following functional areas:
  - Assessment Teams for health/medical needs;
  - Medical Care Personnel including but not limited to Disaster Medical Assistance Teams (DMATs), Specialized DMATs, Disaster Mortuary Teams (DMORTs) and other deployable medical assets;
  - Health/Medical Equipment and Supplies (e.g. Strategic National Stockpile, CHEMPACK, etc.) and patient transfer within the National Disaster Medical System (NDMS) network;
  - Emergency Prescription Drug Assistance Program (EDAP).



### 3.1.2.33 Department of Social Services (DSS)

Responsibilities include but may not be limited to:

- Serving on any DEMHS or SEOC Task Force, including leading or supporting the State ESF 6 Mass Care Task Force, a Housing Task Force; the State ESF 14 Long Term Recovery Committee;
- Assisting disaster survivors in obtaining ongoing agency services including:
  - Transportation
  - Supplemental Nutrition assistance (SNAP and DSNAP)
  - Assisting disaster survivors to obtain state and federal assistance.

### 3.1.2.34 Department of Aging and Disability Services

Responsibilities include but may not be limited to:

- Serving on any DEMHS or SEOC Task Force, including leading or supporting the State ESF 6 Mass Care Task Force; a Housing Task Force; the State ESF 14 Long Term Recovery Committee;
- Assisting disaster victims, and particularly elderly disaster victims, in obtaining ongoing agency services including:
  - Chore and handyman services
  - Transportation
  - Nutrition assistance
  - Legal aid
  - Ombudsman services
  - Area Agencies on Aging
  - Assisting elderly disaster survivors in applying for state and federal assistance.

### 3.1.2.35 Department of Transportation (DOT)

Responsibilities include but may not be limited to:

- Signing and barricading unsafe or impassable state highways;
- Closing appropriate rail and airport facilities as a result of damage or other unsafe conditions.
- Inspecting, repairing, condemning and/or demolishing state-maintained transportation facilities.
- Coordinating any and all transportation resources in the state to assist with the evacuation of persons needing transportation.
- Serving on any DEMHS or SEOC Task Force, including leading and/or supporting the State ESF 1 Evacuation Task Force.
- Providing assistance in the field for local Make Safe operations under the State ESF 12 Annex, Make Safe Protocol (see Addendum 1 to this State Response Framework).
- Providing public information, in coordination with the Governor's Office, relative to road conditions and closures, flight service, train schedules, and ferry operations.
- Clearing debris from state-maintained roads.
- Advising the Governor on such matters as:
  - The need to declare driving bans.
  - The need for National Guard/Military Department personnel and equipment relative to the repair or protection of transportation facilities.
- Providing assistance in the regulation of the use of inland waterways and coastal waters by non-military marine craft.
- Coordinating with U.S. Coast Guard Captain of the Port Authority in relation to the closing and subsequent reopening of ports and waterways

- Providing qualified personnel to serve on Joint Federal State Preliminary Damage Assessment (PDA) Teams.
- In accordance with the State of Connecticut Disaster Debris Management Plan, providing assistance to municipalities for the purposes of debris clearance, inspection, repair and/or condemnation of transportation facilities, once departmental priorities have been met and providing limited assistance in search and rescue operations.
- Notifying the State EOC of disruptions or impending disruptions to the transportation system (e.g., road closures, bridge outages, damage to railways, etc.) and rectification of such disruptions.
- Preparing formal requests for financial assistance from the Federal Highway Administration.
- Providing traffic management assistance through the DOT Highway Incident Management System.

### 3.1.2.36 University of Connecticut Health Center, Connecticut Poison Control Center

Responsibilities include but may not be limited to:

- Providing advice and consultation to health care providers and the general public regarding the management of chemical exposures.
- In the event of a chemical terrorist attack or a Hazmat situation with the potential for chemical exposure and/or injuries, assisting in the coordination of hospital response by relaying information regarding known or possible chemical entities, as well as providing information regarding potential antidotes and their availability. Efficient deployment of these functions is dependent on early communication by first responders with the CPCC to identify substances involved or initial symptoms of those injured, as well as utilization of the C-MED/RCC system with hospital notifications.
- Utilizing toxicology clinic for subsequent follow-up of victims, or coordination of follow-up with other medical providers.
- Exposure data collected by the CT Poison Control is shared with the American Association of Poison Control Centers in near real-time and they in turn share it with the CDC.

## 3.2 Local Partners

The responsibility for responding to incidents, both natural and manmade, begins at the local level—with individuals and public officials in the municipality affected by the incident. Local leaders work with their emergency managers and first responders to prepare their communities to manage incidents locally. The Chief Elected or Administrative Official (“Chief Executive Officer”) is responsible for ensuring the safety and welfare of the people of that jurisdiction. Specifically, the Chief Executive Officer provides strategic guidance and resources during preparedness, response and recovery efforts. Emergency management, including preparation and training for effective response, is a core obligation of local leaders. See Connecticut General Statutes §§28-7, 28-8, 28-8a.

Significant incidents require a coordinated response across agencies, jurisdictions, political boundaries, and organizations.

Chief Executive Officers help their communities to prepare for, respond to, and recover from potential incidents.

Key responsibilities include:

- Establishing strong working relationships with local jurisdictional leaders and core private sector organizations, voluntary agencies and community partners.
- Participating in emergency management planning, training and exercises.
- Supporting participation in local mitigation efforts.
- Ensuring that local emergency plans take into account the needs of the jurisdiction and that the plans are reviewed annually and updated as necessary in accordance with Connecticut General Statutes §28-7(a).
- Encouraging residents to participate in volunteer organizations and training courses.

The Local Emergency Management Director (EMD) has the day-to-day authority and responsibility for overseeing emergency management programs and activities. He or she works with the Chief Executive Officer, appointed officials and first responders to ensure that there are unified objectives with regard to the municipality's emergency plans and activities. The local EMD is assisted by, and coordinates the efforts of, employees in departments and agencies that perform emergency management functions. Department and agency heads collaborate with the local EMD during development of the Local Emergency Operations Plan, and provide key response resources. Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, social services, environmental and natural resources agencies, etc.) are integrated into a workable plan to safeguard the community.

Each Local Emergency Management Director also has key responsibilities, including:

- Coordinating the planning process and working cooperatively with other local agencies and private-sector organizations.
- Developing mutual aid and assistance agreements.
- Coordinating damage assessments during and after an incident.
- Advising and informing local officials about emergency management activities before, during, and after an incident.
- Developing and executing public awareness and education programs.
- Conducting exercises to test plans and systems and obtain lessons learned.
- Involving the public, governmental partners, private sector and non-governmental organizations in planning, training and exercises.
- Operating as the point of contact with the Division of Emergency Management and Homeland Security (DESPP/DEMHS).

*(See Connecticut General Statutes §§28-7, 28-8 and 28-8a for examples of local responsibilities regarding emergency management.)*

[Volunteerism is also a crucial element in successful emergency management. In Connecticut, many municipalities have Community Emergency Response Teams (CERT), organized under a local official. CERT Teams often have a focused mission such as Shelter Administration, Traffic Control, and/or Animal Response (pet Shelter) in coordination with ESF #11. See the DEMHS web site for more information on the CERT program. The Citizen Corps Handbook which contains Standard Operating Procedures and sample forms related to CERT activations.]

### 3.3 Regional Partners

Each DEMHS Region has a Regional Emergency Planning Team (REPT) and a Regional Emergency Support Plan (RESP). The REPTs include CEOs and representatives from the RESFs (Regional Emergency Support Functions).

The responsibilities of these regional partners include:

- Fostering collaborative planning.
- Providing assistance to the local Incident Commander and the Emergency Management Director.
- Providing for expanded mutual aid through the activation of the Regional Emergency Support Plan.
- Providing collaborative resource development and allocation of available funds.

*(See Connecticut General Statutes §28-22a for the Intrastate Mutual Aid System, which provides the guidelines for each municipality in Connecticut to provide mutual aid assistance to any other municipality in the state.)*

### 3.4 Emergency Support Functions at the State and Local/Regional Level

**DEMHS Advisory Bulletin 2007-1** outlines the role of emergency support functions (ESFs) in Connecticut. As described in Advisory Bulletin 2007-1, the definition of an ESF in Connecticut as used by DEMHS at the state and

regional level has been modified from the definition used in the National Response Framework, in order to coordinate with the current organizational composition, command structure and requirements of the Connecticut emergency management community.

The rationale behind the use of the ESF structure and terminology is to encourage all levels of government in the State of Connecticut to work in a coordinated and standardized manner with our partner states, as well as with federal entities. The use of standardized functional categories will help to create a seamless transition from local to state to federal emergency management.

The following definitions and assumptions apply to ESFs in Connecticut:

- An ESF is defined as a discipline-oriented working group. ESFs at both the state and local level are intended to foster collaborative planning within a particular discipline, and not to alter existing incident management coordination. The ESF structure is intended to provide a resource tool for the Incident Commander, not to replace or interfere with any established unity of command.
- The DEMHS Regional Emergency Planning Teams, including any ESF subcommittees, are intended to develop regional resource coordination. During an incident, these Regional Emergency Planning Teams are not intended to provide a command and control vehicle—they are strictly to provide resource information, through the DEMHS Regional Coordinator, both down to the appropriate local communities and up to the SEOC.
- See DEMHS SEOC SOP, Section 6.0 of this Framework, for more detail re: the relationship between DEMHS and Regional Partners.

### 3.5 Non-Governmental Organizations (NGO)

Government agencies are responsible for protecting the lives and property of their citizens and promoting their well-being. The government cannot, and does not, do this work alone, however. In many facets of an incident, government agencies work with private-sector groups as partners in emergency management. One critical component of the private sector is non-governmental organizations (NGOs) that provide aid to people in need. In Connecticut, many of these NGOs belong to the organization known as Connecticut Volunteer Organizations Active in Disaster or CT VOAD. A number of NGOs have agreements with the State of Connecticut to supply various types of assistance before, during and after an incident (See Section II of this Framework). For example, the Red Cross provides mass care; the Salvation Army provides canteen services; United Way 2-1-1 provides information dissemination/collection and rumor control; and the Adventist Community Service provides donations management.

NGO responsibilities may include but are not limited to:

- Identifying shelter locations and needed supplies in cooperation with local Emergency Management Directors.
- Identifying and coordinating emergency food supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, or assistance with post-emergency cleanup.
- Providing counseling services to disaster victims.
- Providing support services to the response and recovery of the incident.

### 3.6 Private Sector

Many private sector entities are responsible for operating and maintaining portions of local, state and national critical infrastructure/key resources, which are publicly or privately controlled resources essential to operation of the economy and government. During an incident, key private sector partners should be involved in the local crisis decision making process or at least have a direct link to key local emergency management directors.

Communities cannot effectively respond to, or recover from, incidents without strong cooperative relations with the private sector. When an incident escalates to require state involvement, key private sector partners, such as public utilities, may be engaged by DEMHS to participate in the Multi-Agency Coordination (MAC) system virtually or at the SEOC itself. Such interaction may occur in a number of different ways, including through CT Infraguard, and/or the State ESF 7 Resource Support/Private Sector Task Force.

Private sector responsibilities may include but are not limited to:

- Planning for the protection of employees, infrastructure and facilities.
- Planning for the protection of information and the continuity of business operations.
- Planning for the response to and recovery from incidents that impact their infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how they can help.
- Developing and exercising emergency plans before an incident occurs.
- Establishing mutual aid and assistance agreements (where appropriate) to provide specific response capabilities.
- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.
- Particularly for public utilities at the SEOC, maintaining situational awareness by reporting outage numbers; staffing of internal and local EOCs; providing situation reports; communicating restoration priorities and activities.

### 3.7 Federal Partners

The Governor, through the Multi-Agency Coordination System, may request assistance from the federal government, including, through DEMHS, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988, which amended the Disaster Relief Act of 1974, PL 93-288. Connecticut is located in FEMA Region 1: The Headquarters for FEMA Region 1 is in Boston, Massachusetts. FEMA Region 1 is headed by a Regional Administrator. Other federal resources and coordination with the state may be found in specific plans including the Disaster Recovery Framework (ESF 14).

### 3.8 Interstate/International Partners

Connecticut works with other states and nations, to develop robust mutual aid and other collaborative efforts. Emergency Management Partnerships include: the Northeast States Emergency Consortium (NESEC), comprised of the state emergency management directors and other personnel from the six New England states, New York and New Jersey. and the International Emergency Management Group (IEMG), comprised of the New England States and the Eastern Provinces of Canada. Emergency Management Compacts to which Connecticut belong include the Emergency Management Assistance Compact (EMAC), a mutual aid system among all of the states (Connecticut General Statutes §28-23a) and the International Emergency Assistance Compact (Connecticut General Statutes §28- 22d). Generally, requests by the State of Connecticut for mutual aid from other states or countries are made through DEMHS, at the direction of the Governor.

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## Section 4.0: Connecticut Pre-Activation Framework

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### 4.1 Introduction

Under Title 28, Chapter 517 of the Connecticut General Statutes, the Connecticut Department of Emergency Services and Public Protection (DESPP), Division of Emergency Management and Homeland Security (DEMHS), is responsible for emergency management and homeland security for the state. This framework document will outline pre-activation steps as well as articulate communications and coordination procedures between DESPP/DEMHS internal and external partners for a potential emergency. These activities are dependent upon the current situation status and may be scaled up or down at the discretion of the DESPP Commissioner, Deputy Commissioner of DEMHS, and the State Emergency Management Director.

### 4.2. State Unified Command Structure and Pre-Activation Activities

The state Unified Command for a state-wide or regional incident would typically be used for those incidents that go beyond municipal capacity to respond, or those incidents that require assistance from across multiple state agencies (e.g. incident response that requires integration and sustained coordination among and across multiple state agencies).

Although, the State Response Framework is always active, and DESPP/DEMHS is in a constant state of monitoring, additional steps are taken for noticed events. The term 'Pre-Activation' refers to actions being taken in response to a potential or developing incident prior to the activation of the state Emergency Operations Center (EOC).

The state Unified Command normally includes Commissioners from affected or involved agencies acting in support of the Governor. The composition of the state Unified Command may change depending on the event, but in general, would include the Office of the Governor, DESPP (Divisions of EMHS, CSP, and Fire Prevention and Control), DOT, DPH, DEP, and the Military Department. In some cases, Commissioners from DAS, DOC, DMV, DSS, or DoAg may be included in the Unified Command, among others, depending on the incident. The exact composition and size of the state Unified Command will depend on the type and size of the incident.

Pre-activation activities involving the state Unified Command are generally managed by DESPP/DEMHS, in the role of integrating the state-wide response to an incident and coordinating with the Governor's Office as necessary. Interaction with the Governor's Office will vary depending on the type and size of the incident. Management of the pre-activation activities have been delegated by the DESPP Commissioner to the DESPP Deputy Commissioner of the Division of Emergency Management and Homeland Security (DEMHS) and the State Director of Emergency Management.

Typically, the range of pre-activation activities include:

- Monitoring;
- Providing situational awareness;
- Pre-incident preparations and coordination by various agencies.

During the monitoring phase of an incident or potential incident, DESPP/DEMHS will track the development of a potential incident (in the case of an approaching weather system, for example). This phase may include communication and coordination with other state agencies; with federal partners such as the National Weather Service (NWS), the National Hurricane Center or FEMA; private sector partners such as utility companies, and; state and regional level Emergency Support Function Groups or Task Forces. In the case of non-weather related incidents, the monitoring phase might include coordination with homeland security or intelligence entities or partners such as the Counter Terrorism Unit, including the state Intelligence Fusion Center (Connecticut Intelligence Center, or CTIC), the Division of State Police, or federal partners such as the FBI, Coast Guard or the Transportation Security Administration (TSA.)

In the case of natural events, the State Director of Emergency Management will normally coordinate monitoring of situational awareness activities. In the case of Homeland Security related incidents, the monitoring and situational awareness activities would normally be coordinated by the DEMHS CTIC Director with the assistance of the State Director of Emergency Management, as necessary.

Depending on the nature of the incident, DESPP/DEMHS will prepare and distribute situational awareness advisories or bulletins to appropriate partners. For a weather-related incident, this would normally include weather bulletins to all municipalities and to state agencies. Depending on the type and severity of the weather system, these weather reports might begin as soon as 3-5 days prior to the event (in the case of a potential hurricane) or might begin just a few hours prior to the event (in the case of a rapidly developing severe weather system that can produce tornadoes). In the case of homeland security-related incidents, situational awareness reports would typically be drafted and distributed via CTIC. The distribution of these reports would be based on the type and sensitivity of information contained in the report.

Situational awareness often includes conference calls among the members of the state Unified Command, or with other entities, depending on the type and extent of the incident. These conference calls provide the necessary collaboration and coordination in advance of the activation of the state EOC. As the situation warrants, the Unified Command will assemble via conference call to advise the Governor on preparations being made, and recommended actions to be taken. Depending on the nature of the incident, the state Unified Command may meet with the Governor, usually in the state EOC, as part of the pre-activation coordination activities.

Conference calls are also held with partners beyond the state Unified Command, depending on the nature of the incident. For example, in the case of a severe approaching weather system, the Unified Command may host a state-wide conference call with municipalities across the state to review and share information and discuss preparations being made. These conference calls also provide an opportunity for the Governor and/or the Unified Command to provide a consistent message to the first responder community.

The timing and organization of these conference calls or meetings are coordinated by DESPP/DEMHS, on behalf of the Governor's Office in the role as coordinator and integrator of the state-wide response to an incident. Examples of events for which these calls or meetings might be necessary include severe weather events such as approaching snowstorms or tropical storms/hurricanes.

Pre-incident preparations are typically initiated as a result of recommendations from the state Unified Command, based on an assessment of the incident. All appropriate state agencies, including those within the Unified Command, should take such steps as each agency deems necessary to prepare for the event.

State agency preparations normally fall within two areas:

- Preparations necessary to protect and preserve agency staff, functions and assets (this might include COOP actions if certain agency locations are no longer viable, depending on the incident)
- Preparations necessary to sustain services to the agency constituency (for example, alternative means of service delivery might be necessary in the event of certain incidents).

### 4.2.1 DESPP/DEMHS Command Structure and Reporting for Pre-Activation Activities

Pre-activation activities will be managed by the State Director of Emergency Management in consultation with the DESPP Deputy Commissioner of DEMHS. As the situation warrants, the Director shall assign Multi Agency Coordination System (MACS) or SEOC positions. As the number of necessary tasks increases, the Director of Emergency Management will strive to distribute work as evenly as possible so staff members can accomplish these Pre-Activation goals while still maintaining their current workload. If a certain staff member must take on numerous extra responsibilities, thereby inhibiting his/her routine DESPP/DEMHS work, the individual's supervisor and/or manager should work with staff to balance the workload. Pre-Activation tasks may take priority over routine work.

Supervisors will keep a record of the task assignments to staff and the progress of each job. This information will be reported to the Director on a revolving timeline he determines (i.e., hourly, daily, weekly). The Director, or designee, will compile and report the overall percentage of completion to the Commissioner and/or other internal and external staff.

### 4.3 Operational Periods and the Planning "P"

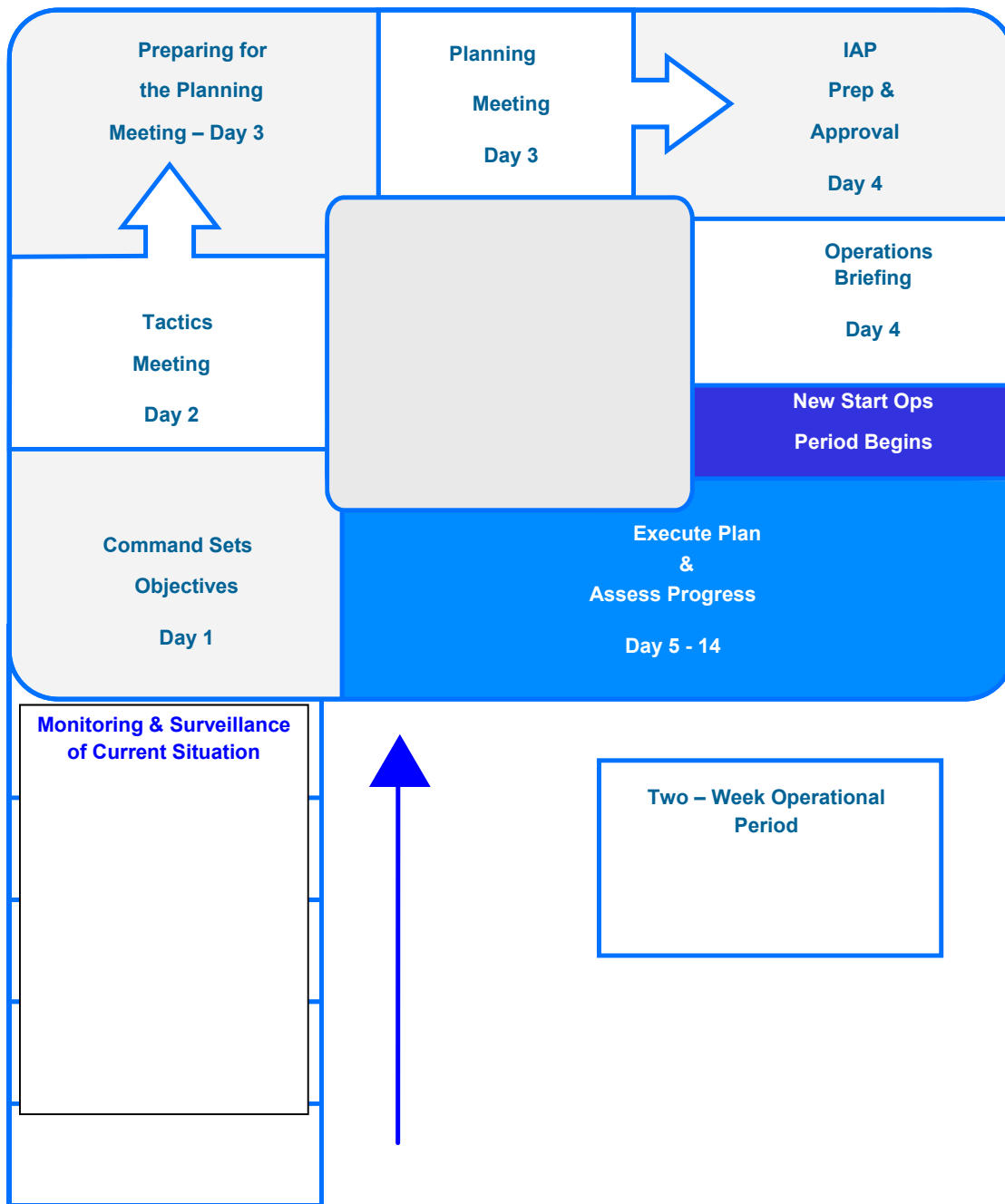
During Pre-Activation, the operational period will be determined by the State Emergency Management Director. DESPP/DEMHS operations will be in the "M" monitoring phase<sup>2</sup>. The State Director of Emergency Management will determine the need for staff to devote time to Pre-Activation activities that may take place in or out of the State Emergency Operations Center (EOC). The Director will be responsible for developing a staffing roster to accomplish those activities. The Director may assign this responsibility to the Planning Section Chief.

The Planning "P" will be followed as a guideline for planning activities, with the Planning Section Chief in charge of this process. Key factors will be monitored to determine when to increase the frequency of operational periods. Three key factors to increasing the frequency of the operational period have been identified. These factors may also drive the decision to partially or fully activate the State EOC. The three factors are:

- Governor's Direction
- Recommendation of Unified Command
- Other



Below is an example of the Planning “P” with a two-week operational period:



## 4.4 Coordination with other State Agencies

The lead state agency, if other than DESPP/DEMHS, will be determined by the situation and/or by the Governor. Information sharing and situational awareness between agencies is critical to the successful management of the emergency. The DESPP/DEMHS Public Information Officer will act as a liaison with any other agencies to collect data that may be included in the State of Connecticut Situation Report.

## 4.5 Coordination with New England States

Regular monthly coordination calls take place between the state Emergency Management Directors through the Northeast States Emergency Consortium (NESEC). As the situation warrants, the frequency of these calls may increase, and/or information may be shared among states via daily email reports. The NESEC Public Information Officers (PIO) group currently shares public information releases among the six New England States and each PIO has expressed their willingness to assist other states' PIOs if needed.

## 4.6 Federal Integration

### 4.6.1 DHS/FEMA

#### 4.6.1.1 Federal Emergency Management Agency (FEMA) Region 1

From its offices in Boston, FEMA's Region 1 works in partnership with the emergency management agencies of Maine, New Hampshire, Vermont, Rhode Island, Connecticut, and the Commonwealth of Massachusetts to prepare for, respond to and recover from disasters. The Regional Administrator, currently W. Russ Webster, is Connecticut's primary point of contact.

DESPP/DEMHS will continue to share Connecticut's Situation Reports with the FEMA Region I (or Region A if so designated by the emergency) representatives via email. Monthly conference calls with Region 1 and its constituent states already occur, but the frequency may need to be increased depending upon the situation. It should also be noted that upon EOC activation, FEMA and the Incident Management Assistance Team (IMAT) will play an important role in the response and, if needed, may send personnel to assist in the EOC.

## 4.7 Information Rhythm and Connecticut's Situation Report

DESPP/DEMHS will coordinate an information rhythm that will facilitate the development of a Connecticut Situation Report. The Connecticut Situation Report produces a consistent, unified messaging that will flow at regular intervals based upon the established information rhythm.

Information for the Connecticut Situation Report will be collected from many different sources, including state agencies. Information can be collected and shared in a variety of ways. An incident may be established in WebEOC, an Incident Action Plan (IAP) (ICS-202) may be posted in WebEOC and distributed through email or other means. The Connecticut Situation Report may increase in frequency and be distributed electronically or by other means.

The Governor's Public Information team works closely with the DEMHS Public Information Office and the public information officers of other state agencies as needed to collect information from all of the agencies which will be used to keep the Governor informed and updated of the situation and also works to produce a coordinated message for dissemination. The goal is to keep all messages related to an emergent situation consistent across all agencies, while still being able to tailor them to each agency's constituency. The DESPP/DEMHS Public Information Officer will share all communications or public information with the Governor's Public Information team prior to release.

Regular conference calls may be used as a way of briefing towns, state agencies, contiguous states or federal partners.

The following list highlights state agencies that have different sector/emergency support function responsibilities. For a chart of primary and support ESF agencies, including non-state entities, see Appendix A of this document. These agencies may be contacted to facilitate DESPP/DEMHS' information gathering. This list is not exhaustive: other agencies should be contacted depending on the circumstances of the event.

| AGENCY                                                                                                                                                                                                        | SECTOR                                                                 | ESF#                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------|
| DESPP/Commission on Fire Prevention & Control                                                                                                                                                                 | Fire, Rescue, and HAZMAT                                               | 4,9,10              |
| DESPP—various divisions                                                                                                                                                                                       | Communications                                                         | 2                   |
| DESPP/DEMHS                                                                                                                                                                                                   |                                                                        | 2, 5,6,7,9, 14,15   |
| DESPP/State Police/POST                                                                                                                                                                                       | Law Enforcement                                                        | 1, 9, 10,13         |
| Department of Administrative Services/IT/Public Works/Construction Services                                                                                                                                   | Human Resources, COOP, public works, information technology            | 2, 3, 7             |
| Departments of Agriculture, Consumer Protection                                                                                                                                                               | Agriculture & Food                                                     | 8, 11,13            |
| Department of Banking                                                                                                                                                                                         | Banking & Finance                                                      | 5                   |
| Department of Correction                                                                                                                                                                                      | Correctional Facilities, logistics                                     | 5, 6, 7,9           |
| Department of Developmental Services                                                                                                                                                                          | Special Populations                                                    | 6,8                 |
| Department of Education                                                                                                                                                                                       | Schools                                                                | 5                   |
| Department of Energy and Environmental Protection/Public Utility Regulatory Authority                                                                                                                         | Chemicals, Oil, & Gas, Radiological, law enforcement, public utilities | 3, 9,10, 11, 12, 13 |
| Office of Higher Education/Board of Regents                                                                                                                                                                   | Colleges & Universities, Private Occupational Schools                  | 5                   |
| Department of Insurance                                                                                                                                                                                       | Insurance , Recovery                                                   | 5, 14               |
| Department of Mental Health & Addiction Services                                                                                                                                                              | Mental Health                                                          | 6, 8                |
| Department of Motor Vehicles<br>Department of Transportation                                                                                                                                                  | Transportation                                                         | 1,7                 |
| Department of Public Health<br>Department of Consumer Protection (pharmaceuticals)                                                                                                                            | Public Health & Medical (EMS)                                          | 6,8                 |
| Military Department                                                                                                                                                                                           | CST, Logistics, Search and Rescue                                      | All                 |
| Department of Social Services, Department of Aging and Disability Services, Dept. of Children and Families, Department of Housing, Department of Economic and Community Development Office of Early Childhood | Mass Care, Housing, Human Services                                     | 6,14                |

#### 4.7.1 Internal DESPP/DEMHS Communications

Everbridge messages, conference calls and meetings will take place at the discretion of the Director, the Deputy Commissioner of DEMHS, and/or the Commissioner of DESPP. The purpose of these meetings will be to further brief the staff on the current situation status and the agency's activities. Specific units may hold additional meetings to discuss the cessation or reprioritizing of everyday tasks so that the agency can focus on the emergent situation at hand.

The Director of Emergency Management (or designee) may also coordinate a regular conference call with the 5 DESPP/DEMHS Regional Coordinators. The purpose of the conference call with the Regional Coordinators will be to provide updates about the current situation and also to allow them to report back on what the municipalities' concerns, reactions, and requests have been to the Regional Offices. The Director (or designee) will then produce a report for the DESPP Commissioner/Deputy Commissioner of DEMHS that can be brought to Command Staff for discussion.

#### **4.7.2 Communication with Municipalities (EMDs and CEOs)**

DESPP/DEMHS will collect situation reports from the municipalities through the Regional Offices. The Connecticut Situation Report will be disseminated through the Regional Offices back to the municipalities, and may be posted on the DESPP website.

The Regional Coordinators will be an integral part of the communications flow, in regular contact with their constituent municipalities and local Emergency Management Directors (EMDs). As the first point of contact for DESPP/DEMHS, the Regional Coordinators will receive any concerns or comments from the local EMDs. The Regional Coordinators will also receive requests for resources and assistance from the towns and will maintain a good working knowledge of the towns' capabilities. In this Pre-Activation status, any requests will be reported by the Regional Coordinators to the DESPP/DEMHS Operations Section Chief (or designee) who will ensure that all requests are logged and monitor the types and amounts of assistance requested. In addition, the Regional Coordinators may survey local governments to determine what their potential needs will be and any anticipated shortfalls they may have.

#### **4.7.3 Communications with Private Sector and Volunteer Organizations**

DESPP/DEMHS may work with its current Public / Private Sector partners to set up a distribution list for the private sector. The Regional Coordinators may reach out to their established Regional Emergency Planning Team (REPT) and Regional Emergency Support Function (RESF) Working Groups and ask them to provide additional contact information to further develop the distribution lists for the Private Sector and Non-Governmental Organizations (NGOs). Certain REPTs have a separate private sector working group while others include these organizations under other headings (i.e. private transportation groups under ESF 1, utilities under ESF 12, etc.).

Volunteer Organizations will also be a primary link to the community and they may be called upon to assist during the emergency. Regular contact with these groups already occurs on multiple levels. DESPP/DEMHS works with the CT Voluntary Organization Active in Disaster (VOAD) on a state level along with the Citizens Corp, Community Emergency Response Teams (CERT), and Medical Reserve Corp (MRC). Other volunteer groups and nongovernmental organizations, such as the American Red Cross and the Salvation Army, play a large role in disaster response, and are valuable partners in emergency preparedness, planning and response. In addition, the REPT groups often have subcommittees for the Citizen Corps and other volunteer programs. These groups should be included in communications that will appropriately increase their situational awareness. Reports and releases should be sent out to these organizations when disseminating them to the EMDs and CEOs.

DESPP/DEMHS may use its Critical Infrastructure (CI) Unit's established contacts with CI organizations in the state. The Critical Infrastructure Coordination Group (ICG) will be the primary contact with these organizations and work with them on their preparedness level and COOP activities.

### **4.8 Pre-Activation Activities**

The following is a list of Pre-Activation activities by position. Supervisory staff assigned to these positions will delegate duties to other staff members and will have responsibility for oversight of the task and reporting on its status to the Director at regular intervals.

#### 4.8.1 Emergency Management Director

- Assign DESPP/DEMHS staff to MACS positions
- Coordinate / Meet with appropriate state agency(ies).
- Continually Gather Reports and Monitor Situation
  - Report Results to Governor's Office, DESPP Commissioner, Deputy Commissioner of DEMHS, and other Command Staff.
- Monitor *key factors* to increase activities in the agency (i.e. quicker operational periods, ramp up to partial or full activation, etc.).
- Determine needs of DESPP/DEMHS during an activation to sustain normal operations and deal with emergency

#### 4.8.2 Public Information Officer

- Develop possible agendas and forums for public meetings and briefings
- Meet with lead agency(ies) and Governor's Press Office to discuss public information release schedule and format
- Determine readiness of Media Center and all contacts
- Determine the Joint Information Center activation and staffing schedule
- Meet with 2-1-1 in regard to information sharing (reporting from 2-1-1, getting information to 2-1-1, trend identification)
- Meet with Connecticut Television Network (CT-N) to discuss activation readiness and Joint Media Center activation readiness
- Meet with CT Commission on the Deaf and Hearing Impaired to discuss possible activation needs and to provide briefing material
- Assist with provision of translation services

#### 4.8.3 Legal Counsel

- Review and provide legal and policy guidance
- Establish legal working group or other task forces
- Research Possible Declarations (state, local, and federal)
- Research FEMA interpretations of the Stafford Act or other guidance
- Assist Public Information team as needed
- Provide additional support as requested to DESPP Commissioner, DEMHS Deputy Commissioner, and State Emergency Management Director
- Other duties as assigned

#### 4.8.4 MAC Coordinator

- Supervise the activities of the MAC.
- Oversee responding to and fulfilling requests for State Assistance, processing and documentation of all incoming information, resource tracking and documentation, and developing the Incident Action Plan
- Direct and coordinate the five DEMHS Regions. The MAC Coordinator is the point of contact for personnel from assisting or cooperating agencies.
- Develop a MAC Group Staffing Plan for the current operational period and add to the IAP. Prepare one for the next operational period as needed.

#### 4.8.5 Operations Chief

- Check WebEOC Checklists for validity (i.e., not tailored just to hurricanes, etc., but an all hazards approach)

- Develop staffing patterns (in consultation with the Director of Emergency Management) and checklists for changing from Monitoring, Pre-Activation to Enhanced, Partial or Full Activation of the EOC
- Coordinate with Training Unit on providing EOC training or refresher for all DESPP/DEMHS staff, state agency primary and alternate representatives, and other outside EOC participants, on their roles and responsibilities during an emergency
- Coordinate social distancing procedures and facility cleanliness needs when contagious disease is a concern
- Coordinate with volunteer groups and assess their status and availability to assist
- Coordinate with available behavioral health crisis teams (i.e. DMHAS)
- Ensure EOC has all needed supplies (office supplies, cleaning, etc.)
- Ensure all Regional Office have needed supplies
- Create and maintain a Major Events Log to record all activities for future reference
  - To include title of event, item #, date & time, to/from, description. Action required, and action completed
- Determine security needs of the EOC
- Determine back-up EOC / alternate facility needs
- Determine sources for supplemental staffing if needed

#### **4.8.6 Planning Section Chief**

- Gather and review all available pertinent state, local, and private plans.
- Work with MAC Coordinator and/or logistics officer to determine availability of identified resource needs.
- Determine the possible/probable needs of local governments during the current situation.
- Ensure all referenced documents are in good condition and present at the EOC
- Establish a Situation Assessment Unit as needed to produce Incident Action Plans and Situation Reports on a regular basis.
- Establish an Information Management/Resources Unit as needed to track and log and resources requested and fulfilled, and/or to produce additional reports as appropriate.

#### **4.8.7 Internal Logistics Section Chief**

- Test all information technologies capabilities (two-way radios, phones, large displays, fax machine, etc.)
- Ensure all needed supplies are present
- Test remote information technologies capabilities (i.e. backup EOC location)

#### **4.8.8 External Logistics Section Chief**

- Work with the planning, financial section chief and/or MAC to determine resource needs and gather contacts for getting these resources (external)
- Anticipate local and state agency needs and determine availability of the resources (external)

#### **4.8.9 Finance/Admin Section Chief**

- Setup or determine needs to have emergency funds available for EOC activation and ramp up
- Determine needs of finance department to sustain normal functions during an activation
- Identify any grant funding or Federal Disaster Programs that DESPP/DEMHS may utilize to prepare for and respond to the emergency or disaster situation.

### 4.8.10 Resource Request Management Section Chief

- Oversee Resource Request Management Unit members if implemented for one or more DEMHS regions
- Track filling of resource requests, including “closing the loop” with requester
- Address resource requests not handled by Resource Management Unit members

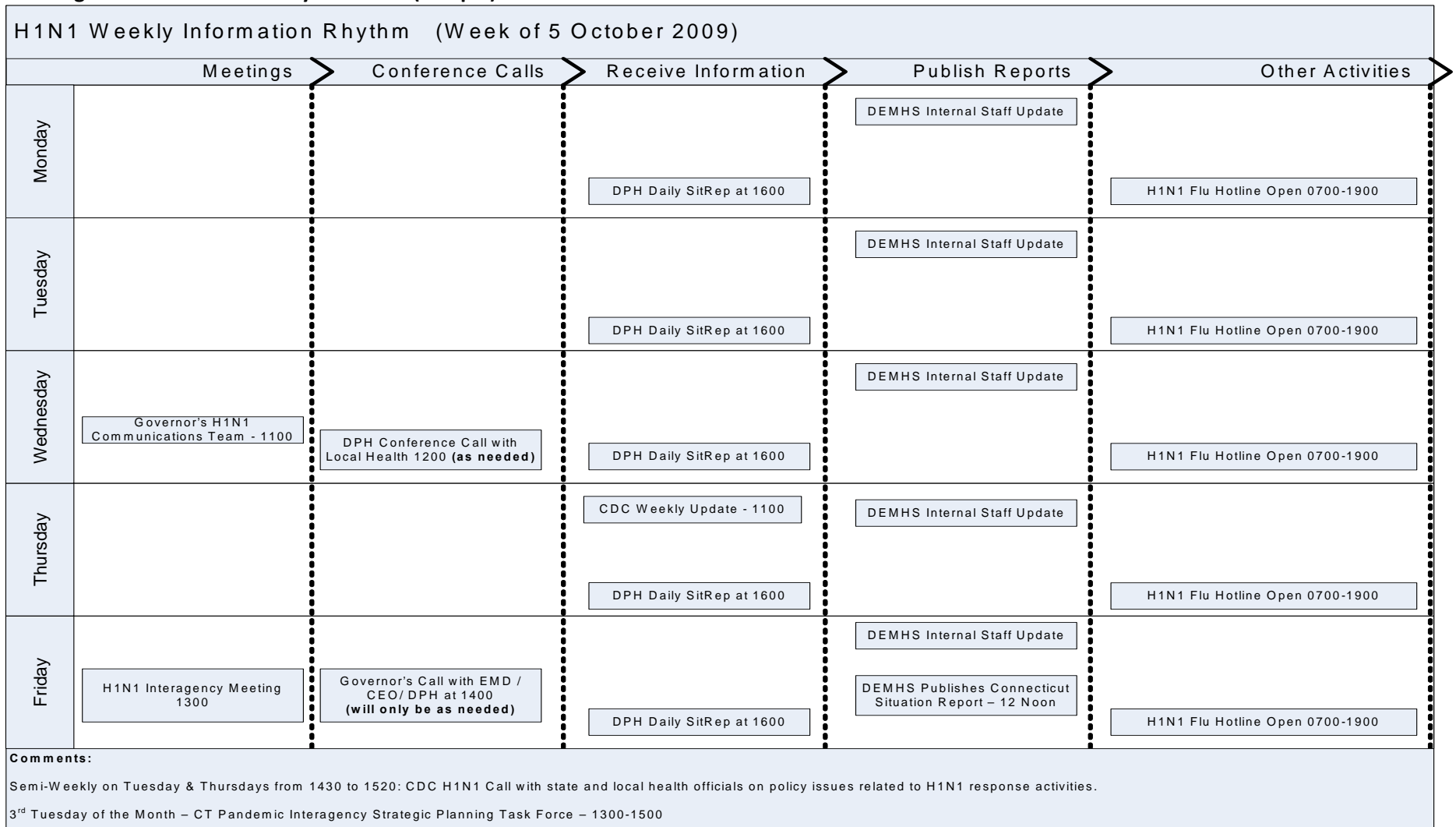
Figure 4.1 Sample Connecticut Situation Report Template

|                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>DESPP/DEMHS Situation Report (SitRep) Format Section</b>                                                                                                                                                                                                                                                                                                                                                                            | Source                                                                                                                                                                                                                                                                                                                                             |
| <b>(Time), (Date) CT DESPP/DEMHS SEOC Situation Report</b>                                                                                                                                                                                                                                                                                                                                                                             | Title                                                                                                                                                                                                                                                                                                                                              |
| <b>Critical Incident Summary:</b>                                                                                                                                                                                                                                                                                                                                                                                                      | Taken from Planning Section summary of the incident and actions taken within the current and previous Operational Period as required to provide a short summary of events. This should also be on the ICS Form 202.                                                                                                                                |
| <b>State Emergency Operations Center Activation level:</b> <ul style="list-style-type: none"> <li>• Monitoring</li> <li>• Enhanced Monitoring</li> <li>• Partial Activation/Limited Partners</li> <li>• Full Activation</li> </ul>                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                    |
| <b>Agencies present at SEOC</b>                                                                                                                                                                                                                                                                                                                                                                                                        | List all agencies present                                                                                                                                                                                                                                                                                                                          |
| <b>DESPP/DEMHS Briefing</b>                                                                                                                                                                                                                                                                                                                                                                                                            | Summarize current situation in the state. Include relevant weather conditions, power outages, SEOC status/shifts, Regional Office issues, etc. except as noted below.                                                                                                                                                                              |
| <b>Power Outages</b> <ul style="list-style-type: none"> <li>• Eversource</li> <li>• UI</li> </ul>                                                                                                                                                                                                                                                                                                                                      | If relevant to the activation, the information should come directly from the company representatives. If not available, the websites can be found at:<br>Eversource: <a href="https://www.eversource.com/content/">https://www.eversource.com/content/</a><br>UI: <a href="https://www.uinet.com">https://www.uinet.com</a><br>Click “Outage Map”. |
| <b>National Weather Service (NWS) Summary</b>                                                                                                                                                                                                                                                                                                                                                                                          | Warnings/Watches/Alerts as published by National Weather Service.                                                                                                                                                                                                                                                                                  |
| <b>DESPP/DEMHS Regional Updates</b><br><b>DESPP/DEMHS Region #</b><br>SITREP # – REGION #, (time) <ul style="list-style-type: none"> <li>• <b>Staff present at Region # Office</b></li> <li>• <b>Deployment of Personnel</b></li> <li>• <b>Situational Awareness</b><br/>Relevant regional items. Follow-up on items requested since previous report.</li> <li>• <b>Summary of New Requests for Assistance / Resources*</b></li> </ul> | All Regions reporting (if applicable to the activation). Relevant Regional issues (within towns) in the indicated format.<br><br><b>* Note – this is a summary. Request must be submitted separately.</b>                                                                                                                                          |

|                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>Local Status (As reported by local EMD)</b><br/>SEOC activations, significant events, etc. <b>Shelter Operations</b></li> </ul> |                                                                                                                                                                                                                                                                                                                            |
| <p><b>State Agencies</b></p>                                                                                                                                                | <p>Sit Rep should include overall agency operations summary, status of any ongoing missions, areas of concern for Agency, and any items which may impact the overall operation or the operation of other Agencies. (Urgent issues should be reported immediately to the MAC Coordinator and summarized in next report)</p> |
| <p><b>Federal Partners</b></p>                                                                                                                                              | <p>See above</p>                                                                                                                                                                                                                                                                                                           |
| <p><b>School Closings</b></p>                                                                                                                                               | <p>If applicable to the activation.</p>                                                                                                                                                                                                                                                                                    |
| <p><b>Other Issues</b></p>                                                                                                                                                  | <p>If necessary (if applicable to the activation).</p>                                                                                                                                                                                                                                                                     |



**Figure 4.2 Information Rhythm Chart (Sample)**



## **Section 5.0: Governor’s State Emergency Operations Center (SEOC) Standard Operating Procedures (SOPs)**

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### **5.1 Summary**

This Standard Operating Procedure (SOP) outlines the mission assignments of the state agency liaisons assigned to the State Emergency Operations Center (SEOC) whenever the Governor/Commissioner of the Department of Emergency Services and Public Protection, (DESPP)/Deputy Commissioner of the Division of Emergency Management and Homeland Security, (DEMHS)/State Emergency Management Director, or his/her designee directs the activation of the SEOC. This SOP outlines the interaction of state agencies with other state agencies within the SEOC as well as private response agencies (e.g., utilities, the American Red Cross) and the federal government in disaster situations.

The SEOC will monitor disaster response activities statewide and will coordinate the allocation of assistance to state and local authorities as necessary and appropriate. The SEOC will maintain communications with the Federal Emergency Management Agency Regional Operations Center (ROC) in Maynard, Massachusetts. Communications with local authorities will be maintained through five DEMHS Regional Offices located in Bridgeport (Region I), Middletown (Region II), Hartford (Region III), Colchester (Region IV) and Waterbury (Region V).

### **5.2 Authority, Mission and Organization**

#### **5.2.1 Authority**

Title 28, Chapter 517 of the Connecticut General Statutes is the major source of authority for the State of Connecticut and its political subdivisions to prepare for and respond to natural disasters and other emergencies.

The Robert T. Stafford Emergency Relief and Disaster Assistance Act (PL 93-288, as amended) (“The Stafford Act”) is the federal legislation that created a national program for disaster preparedness, response, recovery, and mitigation. Connecticut’s emergency management program, developed under the authority of Title 28, complies with the federal program established by the federal Stafford Act.

Although there are many federal and state statutes and regulations that have a bearing on emergency management, Title 28 of the Connecticut General Statutes and the federal Stafford Act are the two laws most central to emergency management in Connecticut.

#### **5.2.2 Mission**

The mission of Connecticut's DESPP Division of Emergency Management and Homeland Security is to direct and coordinate all available resources to protect the life and property of the citizens of Connecticut in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery and public education. The goal of the Connecticut emergency management community (state and local governments and private response and recovery organizations) in times of natural disaster is:

- To maximize the preservation of life and property;
  - To correct or alleviate, serious disaster or emergency-related conditions which present continued threats to the health or welfare of the residents of the state; and,
  - To facilitate a return to normalcy by all practical means.
- 
- This SOP supports emergency management priorities including: life, safety and health; property protection; environmental protection; restoration of essential utilities; restoration of essential program functions; and coordination among appropriate stakeholders.

### 5.2.3 Organization

The Division of Emergency Management and Homeland Security (DEMHS) is part of the State of Connecticut's Multiagency Coordination Group (MAC) System under the Command and Management component of the National Incident Management System (NIMS). DEMHS' role is to coordinate and support incident management and lead Connecticut's MAC system and act as the MAC Group Coordinator. DESPP/DEMHS has primary responsibility for development and implementation of the state's coordinated and integrated emergency management and homeland security program.

The Governor's State Emergency Operations Center (SEOC) in Hartford provides the main coordination center which serves as a location from which the MAC can operate. The five DEMHS Regional Offices are also part of the facilities component of the MAC, as are each State agency's individual EOCs and command centers. DEMHS staffs the SEOC, which is located in the William O'Neill National Guard Armory, 360 Broad Street in Hartford. During emergencies, the SEOC is also staffed with representatives (liaisons) of key state and private agencies. The SEOC maintains communications with other single state agency EOCs, federal agencies and facilities, and private agency EOCs. Communications are maintained with the towns, cities and Tribal Nations of the state through the DEMHS Regional Offices. The Media Center in the SEOC is used as a Joint Information Center (JIC) by federal, state, and private agencies involved in responding to an emergency.

Connecticut's municipalities and two tribal nations are divided into five emergency preparedness planning regions. The five DEMHS Regional Offices, located in Bridgeport, Middletown, Hartford, Colchester and Waterbury, provide administrative support and planning assistance to local governments within their jurisdictions. During emergencies, the Regional Offices serve as resource coordinators and liaisons between towns and the SEOC. The staff of the Regional Offices may be augmented during emergencies.

Each of the State's 169 political subdivisions and two tribal nations has an emergency management director appointed by the local chief executive official of the town. Only a few local emergency management directors are full-time, paid directors with limited staff support. The majority of local emergency management directors are part-time directors with limited staff support or are service chiefs with additional emergency management duties. Many of these part-time directors are volunteers. Most towns and cities have a municipal facility designated as a local Emergency Operations Center (EOC), which serves as the local chief executive official's direction and control center. During emergencies, local officials maintain communications with the DEMHS Regional Office serving their region.

## 5.3 Standard Terminology and Emergency Activation Levels

### 5.3.1 DEMHS Advisory Bulletin, 2009-3

DEMHS Advisory Bulletin, 2009-3, outlined the standard terminology for emergency activation levels, as well as the activation process for regional emergency support plans and DEMHS regional offices. See [Appendix B](#) for **DEMHS Advisory Bulletin, 2009-3**.

### 5.3.2 DEMHS Advisory Bulletin 2007-1

Advisory Bulletin 2007-1 outlines, among other things, the role of emergency support functions (ESFs) in Connecticut. As described in Advisory Bulletin 2007-1, the definition of an ESF in Connecticut as used by DEMHS at the state and regional level has been modified somewhat from the definition used in the National Response Framework, in order to coordinate with the current organizational composition, command structure and requirements of the Connecticut emergency management community. See [Appendix B](#) for **DEMHS Advisory Bulletin 2007-1**.

### 5.3.3 ESF Structure and Standard Terminology

The rationale behind the use of the ESF structure and terminology is to encourage all levels of government in the State of Connecticut to work in a coordinated and standardized manner with each other and with our sister states, as well as with federal entities. The use of standardized functional categories helps to create a seamless transition from local to state to federal emergency management.

The following definitions and assumptions apply to ESFs in Connecticut:

- An ESF is defined as a discipline-oriented working group. ESFs at both the state and local level are intended to foster collaborative planning within a particular discipline, and not to alter existing incident management coordination. The ESF structure is intended to provide a resource tool for the incident commander, not to replace or interfere with any established unity of command.
- The DEMHS regional emergency planning teams, including any ESF subcommittees, are intended to develop regional resource coordination. During an incident, these regional emergency planning teams are not intended to provide a command and control vehicle—they are intended to provide resource information, through the DEMHS regional coordinator, both down to the appropriate local communities and up to the State Emergency Operations Center (SEOC).

### 5.3.4 DEMHS Activation Levels

The Division of Emergency Management and Homeland Security (DEMHS) continues to work in collaboration with its local, state, federal and tribal partners to enhance the State’s preparedness efforts. This Advisory Bulletin serves two purposes: first, to establish Standard terminology has been established to describe DEMHS activation levels;

#### 1. Activation Levels – Standard Terminology: Use at the Regional Level

The following terminology for activation levels will be used at the State Emergency Operations Center (SEOC) and at the DEMHS Regional Offices in the following manner:

- M Monitoring Level:** Each DEMHS Regional Office, through its daily operations, is constantly in a monitoring mode. Any reported situation, threat or unusual event warrants observation, verification of appropriate actions and possible follow-up by the DEMHS Regional Coordinator.
- E Enhanced Monitoring:** The SEOC will be minimally staffed by 1-2 DEMHS on-call personnel for increased monitoring of a fast moving or developing event.
- P Partial Activation:** The Partial Activation Level is typically a limited DEMHS activation in response to a moderate event. The DEMHS Regional Coordinator, in concert with Commissioner-approved<sup>3</sup> DEMHS staff, may be asked to report to the DEMHS Regional Office, when feasible. As the situation warrants, representatives of select Regional Emergency Support Function (RESF) groups may be asked to report to the DEMHS Regional Office. The participation of these individuals will be approved as described in Paragraph 2.3 below. The DEMHS Regional Coordinator may implement the Incident Command System (ICS) to coordinate response.
- F Full Activation:** At the Full Activation Level, the DEMHS Regional Office may be activated on a 24-hour schedule due to a major event. Commissioner-approved DEMHS staff may be asked to report to the DEMHS Regional Office, when feasible. As the situation warrants, representatives of select Regional Emergency Support Function (RESF) groups may be asked to report to the DEMHS Regional Office. The participation of these individuals will be approved as described in Paragraph 2.3 below.

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<sup>3</sup> Wherever there is a reference to DEMHS Deputy Commissioner approval, it is anticipated that such approval may be made in advance where possible, and also that the DEMHS Deputy Commissioner may designate another DEMHS employee to review these approval requests as needed.

The DEMHS Regional Coordinator may implement ICS to coordinate response. In a full-scale activation, response, relief and recovery operations are expected to last for an extended period of time.

- H Highest Activation:** At the Highest Activation Level, there are widespread and sustained threats to public safety that require a large-scale state and/or federal response.

### 5.3.5 Activating the Regional Emergency Support Plan

Escalation of an Emergency: In Connecticut, communities may enter into mutual aid agreements with neighboring towns, including utilizing the Intrastate Mutual Aid Compact to obtain sufficient resources to deal with an emergency.

If an emergency situation intensifies or continues for an extended period of time, resources of any one town, or group of towns, could be depleted. Requests for assistance would then need to be addressed to more distant communities. Given these circumstances, a DEMHS Region's Regional Emergency Support Plan (RESP) can be activated for an effective regional response. Also, under the Intrastate Mutual Aid System ([Connecticut General Statutes §28-22a](#)), each municipality in the state can provide mutual aid to any other municipality which has declared an emergency.

[Title 28, Chapter 517](#) of the Connecticut General Statutes establishes the authority of the State of Connecticut and its political subdivisions to prepare for and respond to natural disasters and other emergencies. In the event the Governor declares a state of civil preparedness emergency, pursuant to [Connecticut General Statutes §28-9](#), s/he may take direct operational control of any or all parts of the civil preparedness forces and functions in the State.

#### 1. Activating the Regional Emergency Support Plan

When a local emergency threatens to escalate beyond the immediate mutual aid resources of a municipality, the on-site Incident Commander (IC), in consultation with the local Emergency Management Director (EMD), can activate the Regional Emergency Support Plan (RESP). The EMD will immediately notify the DEMHS Regional Coordinator that the RESP has been activated.

#### 2. Notifying the DEMHS Regional Coordinator

The local Emergency Management Director notifies the DEMHS Regional Coordinator to inform DEMHS of the emergency situation and of the activation of the Regional Emergency Support Plan. This procedure is in effect 24/7, whether or not the DEMHS Regional Office is open. When notified by the EMD, the DEMHS Regional Coordinator establishes the necessary contact information and prepares and forwards a situation report to the DEMHS Operations Unit. The DEMHS Operations Unit then alerts other DEMHS staff as appropriate. The DEMHS Regional Coordinator will continue to monitor the situation; operating from whatever location s/he happens to be at the time (home, office, etc). At this point, the RESP is activated, but the Regional Office may or may not be physically open.

### 5.3.6 Activating / Opening the DEMHS Regional Offices

During an emergency within the region, a local EMD may request additional resources through the DEMHS Regional Coordinator. This may result in a decision to physically open the DEMHS Regional Office.

If the DEMHS Regional Office is authorized by the DEMHS Commissioner or designee to open, its staff may include: the DEMHS Regional Coordinator, the Regional Planner, the Regional Trainer and the Regional Secretary. Additional DEMHS staff may also be approved by the DEMHS Commissioner or his designee. Non-DEMHS individuals (when approved by the DEMHS Commissioner or his designee) may be asked to serve as advisors and/or to support the coordinated regional response.

## 5.4 Governor’s Briefings

During the activation, there may be several meetings with the Governor / the DESPP Commissioner/DESPP Deputy Commissioner of DEMHS and/or the State Emergency Management Director. Not all agencies may be required to attend all the meetings. If there are specific agencies required to attend a meeting, those agencies will be announced, and notified. Because space is limited, **ONE** representative from each agency should attend the Governor’s briefings. When an agency is asked about the status of a particular matter within the agency’s expertise, answers should be kept brief and concise. Time is a factor in these meetings.

## 5.5 Press Conferences

During SEOC activations a Joint Information Center (JIC) may be activated to provide emergency information, instructions and protective actions to the media and public. State Agencies may be required to support the Governor during press conferences and may be asked to provide one-on-one interviews with the media.

## 5.6 Implementation of SEOC Staff Organization

### 5.6.1 Staffing Template

A current roster of staff at the SEOC will be contained in the Incident Action Plan and on the white board wall of the SEOC. Refer to previous ESF chart (See Section 4.7) and ESF Support Annexes for partner staffing in the SEOC. Command implementation staff maybe organized in the fashion shown in Section 2.0 Concept of Operations.

### 5.6.2 SEOC Responsibilities of DEMHS Staff

| Who is responsible for...?                                                                                                                                   | Person/Unit                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Overall Emergency Operations Center                                                                                                                          | DEMHS Deputy Commissioner, State Emergency Management Director                          |
| Staffing questions                                                                                                                                           | MAC Coordinator                                                                         |
| Alternate SEOC                                                                                                                                               | State Emergency Management Director, Logistics Section Chief, DEMHS Deputy Commissioner |
| Information Flow                                                                                                                                             | MAC Coordinator, Information Management Unit under Planning                             |
| Resource Request Management                                                                                                                                  | Resource Request Management Section Chief                                               |
| Large Screen Displays, Security, Phones, FAX Machines, Radios, Computers, SEOC Software, SEOC Logistics (supplies, etc.), SEOC Readiness, SEOC contact lists | Internal Logistics Section Chief                                                        |
| GIS updates/ Displays                                                                                                                                        | Planning Chief, GIS Coordinator                                                         |
| Major Events Display                                                                                                                                         | Planning Chief, Situation Assessment Unit                                               |
| Distribution of Information (i.e.: Press releases)                                                                                                           | PIO, Situation Assessment Unit                                                          |
| Media Center                                                                                                                                                 | PIO, Logistics, Facilities Unit                                                         |
| Fiscal Administration/Cost & Time Documentation/Arrangements for Payments                                                                                    | Finance Section Chief                                                                   |
| Tracking Emergency Management Assistance Compact (EMAC) requests                                                                                             | Finance Section Chief                                                                   |
| All Others (eg. Task Force implementation)                                                                                                                   | MAC Coordinator                                                                         |

## 5.7 SEOC Organization within the National Incident Management System

As described in more detail below, the overall coordination of the State’s response to a situation for which the SEOC is fully activated resides with the Unified Command/ Policy-Level Group. These key individuals lead the effort which applies all necessary resources to the individual issues that arise as part of the response. The Policy-Level Group is part of a system known within NIMS as the Multi-Agency Coordination (MAC) System. The MAC System is comprised of the Policy – Level Group, Implementation Staff, and Coordination Center, which for Connecticut is the SEOC. The SEOC is the location from which the MAC System operates.

### 5.7.1 Policy-Level Group/Unified Command

Under NIMS, the policy-level group is populated by the Governor’s Office, DEMHS, and may include various other state or federal agencies, non-governmental organizations, private sector and/or other entities’ representatives with decision-making authority whose responsibility it is to provide policy direction and prioritize critical resource allocations. Within DEMHS, the Policy-Level group consists of the Commissioner, Deputy Commissioner, Emergency Management Director and/or management or senior staff members as needed and designated.

At the SEOC, under the MAC system, the following may comprise the organizational structure:

- Command/Unified Command
- Multi-Agency Coordination Coordinator
- Planning Section
- Joint Information System/Public Information Officer
- Logistics Section
- Finance/Admin Section
- Operations Section
- Resource Request Management Section
- Legal

Task Forces and other groups and units may be placed under the sections as the State Emergency Management Director or the MAC Coordinator determines. At the direction of DEMHS, state agencies will provide Task Force Leaders to assist in running these groups. Some structures that may be established are:

- Communications Task Force (ESF 2)
- Commodities Task Force (ESF 7)
- Information Manager /Resources Status Unit (Planning)
- Mass Care/Sheltering Task Force (ESF 6)
- Utilities Restoration Task Force (ESF 12)
- Fuel and Generators Task Force (ESF 12)
- Cyber Disruption Response Team (ESF 5) – See Cyber Disruption Response Plan.

The Command/Unified Command function responsibilities are:

- Determine incident priorities
- Approve and authorize the implementation of an Incident Action Plan;
- Coordinate with key people and officials;
- Approve requests for additional resources or for the release of resources;
- Inform agencies/jurisdiction administrators/officials of incident status;
- Approve the use of volunteers and auxiliary personnel;
- Authorize release of information to the news media;
- Order the demobilization of the incident when appropriate.

When operating in a Unified Command mode, the DEMHS Deputy Commissioner shall, if necessary, resolve differences among Agency Commissioners (or designees) regarding incident priorities, objectives, strategies or other issues related to any incident command function.

The Emergency Management Director's responsibilities are to:

- Oversee the operation of the SEOC and recommend change in status of activation levels.
- Perform specific tasks as requested by the DEMHS Deputy Commissioner.
- Designate a MAC Coordinator to relieve him/her in performing the incident command or agency incident command function, (i.e., to take over the next operational period in which case they will assume the primary role.)
- Represent an assisting agency that may share jurisdiction or have jurisdiction in the future.

### **5.7.2 Command Staff/MAC System Implementation Staff**

In addition to the incident command functions described above, Command Staff are responsible for the functions of Safety, Public Information, and Legal. The Incident Commander or Unified Command may delegate the authority for managing certain functions to the Officers described below.

#### **5.7.2.1 Command Staff**

##### **Public Information Officer/State Joint Information System**

The Governor's Director of Communications will serve as the head of the Communications Team and may designate operational coordination to a member of his/her staff. Additionally, the Public Information Officer (PIO) of DEMHS serves as the administrative manager and coordinator of the communications team, maintaining all contact information, drafting schedules, and assisting the Governor's Office as required.

The DEMHS PIO may develop and distribute comprehensive, centralized public information and precautionary instructions to the public on a 24 hour basis during times of crisis.

The DEMHS Public Information Officer may act as Liaison to other state agencies, or other entities as needed.

##### **Safety Officer**

During on-scene incident command, the Safety Officer assesses hazardous and unsafe situations, and develops measures for assuring personnel safety. The Safety Officer may exercise emergency authority to directly stop unsafe acts if personnel are in imminent, life-threatening danger. The Safety Officer may have assistants as necessary, and the assistants may represent other agencies or jurisdictions. Recognizing that the SEOC is not on-scene during an event and is not a particularly dangerous environment, any member of the Command Staff may be designated as Safety Officer during an activation or designate an alternate.

##### **Legal**

The Legal Advisor provides legal counsel to the State Incident Commander, Unified Command, Director of Emergency Management or Policy-Level Group, and may be assigned other duties as necessary, including serving on the Policy-Level Group. Examples of support may include advice relative to statutory authorities, contractual or other obligations, review of any public statements that are to be issued by the PIO, drafting of declarations and other legal documents, interfacing with municipal, state, or federal officials. The Legal Advisor may also serve as the State Coordinating Officer, the Deputy SCO, or the alternate Governor's Authorized Representative.



### 5.7.2.2 Implementation Staff

Under the MAC system, the MAC Group is staffed by agency representatives with decision making authority, as well as DEMHS staff. The MAC Group supports the incident by implementing the decisions of command staff. Implementation staff members are responsible for:

- Acquiring and Allocating Critical Resources
- Supporting Relevant Incident Management Policies and Interagency Activities
- Coordinating with other MAC systems (Other State EOCs, etc.)
- Coordinating with local municipalities through the DEMHS Regional Offices (EMDs, Local Chief Executive Officers, etc.)
- Supporting and Maintaining the Common Operating Picture (collecting and analyzing and reporting information (Situation Reports))

The following section provides a description of the Implementation Staff responsibilities, as well as Job Aids, if available, to assist in the understanding and performance of that staff member's duties.

#### **MAC Coordinator**

##### **Summary of Duties:**

The DEMHS MAC Coordinator works closely with the Emergency Management Director and Command/Unified Command. They supervise the activities of the MAC. The MAC is responsible for responding to and fulfilling requests for State Assistance, processing and documentation of all incoming information, resource tracking and documentation, and developing the Incident Action Plan. Staff members of the MAC Group may include not only DEMHS staff, but other agency representatives as needed.

The MAC Coordinator also directs and coordinates the five DEMHS Regions. The MAC Coordinator is the point of contact for personnel from assisting or cooperating agencies.

##### **MAC Coordinator Job Aid:**

- Manage the overall operation of the State EOC under direction of State Emergency Management Director/Command Staff
- Ensure the transmission of requests for assistance received to the appropriate responding agency/agencies.
- Participate in the development of an Incident Action Plan (IAP)
- Develop a MAC Group Staffing Plan for the current operational period and add to the IAP. Prepare one for the next operational period as needed.
- Maintain close contact with Command Staff
- Provide input to Command Staff on development of operational period objectives
- Participate in Command Staff briefings and provide input as required
- Provide regular briefings to the SEOC staff
- Supervise the implementation of the Incident Action Plan
- Ensure logistical needs of SEOC are identified and addressed
- If incident expands, assign and coordinate activities with the Operations, Planning, Logistics, Fiscal/Admin Section Chiefs. Otherwise, the MAC Group Coordinator also performs all of the jobs to follow.

## **Operations Section**

### **Summary of Duties:**

The Operations Section Chief is responsible for managing State tactical operations to accomplish the incident objectives as detailed in the Incident Action Plan (IAP). The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.

Major responsibilities of the Operations Section Chief are to:

- Assure safety of tactical operations.
- Manage tactical operations.
- Develop the operations portion of the IAP.
- Supervise execution of operations portions of the IAP.
- Request additional resources to support tactical operations.
- Approve release of resources from active operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with the MAC, subordinate Operations personnel, and other agencies involved in the incident.

### **Operations Section Chief Job Aid:**

1. Obtain briefing from Emergency Management Director and/or MAC.
  - Determine incident objectives and recommended strategies.
  - Determine status of current tactical assignments.
  - Identify current organization, location of resources, and assignments.
  - Confirm resource ordering process.
  - Determine location of current Staging Areas and resources assigned there.
2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.
3. Establish operational period.
4. Establish and demobilize Staging Areas.
5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):
  - Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.
  - Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.
6. Develop and manage tactical operations to meet incident objectives.
7. Assess life safety (as applicable):
  - Evaluate and enforce use of appropriate protective clothing and equipment.
  - Implement and enforce appropriate safety precautions.
8. Evaluate situation and provide update to Planning Section:
  - Location, status, and assignment of resources.
  - Effectiveness of tactics.
  - Desired contingency plans.
9. Determine need and recommend additional resources.
10. Notify Planning Section/Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders. Keep Resources Unit up to date on changes in resource status.
11. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Emergency Management Director or MAC:

- Identify assignments by Division or Group.
  - Identify specific tactical assignments.
  - Identify resources needed to accomplish assignments.
12. Ensure coordination of the Operations Section with other Command and General Staff:
    - Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
    - Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.
    - Notify Logistics of communications problems.
    - Keep Planning up-to-date on resource and situation status.
    - Notify MAC of issues concerning cooperating and assisting agency resources.
    - Keep Safety Officer involved in tactical decision-making.
    - Keep Emergency Management Director and/or MAC apprised of status of operational efforts.
    - Coordinate media field visits with the Public Information Officer as applicable.
  13. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.
  14. Attend Planning Meetings
  15. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

### **Resource Request Management Section**

#### **Summary of Duties:**

Because the intake of requests for State assistance are integral to State response and any tactical operations that may be undertaken by state agencies, and because Connecticut does not have county government and therefore the SEOC takes on an even larger resource management role, Resource Request Management is a separate Section reporting to the MAC Coordinator. Depending on the scope of the emergency, MAC Coordinator may designate a Resource Request Management Section Chief, who will designate as needed a Resource Request Manager for one or more DEMHS Regions. The Resource Management Unit at the State SEOC is responsible for receiving and processing incoming information and requests for assistance. Most requests will be assigned to a state agency or to one of the established ESF Task Forces (e.g, Commodities, Generators and Fuel, Mass Care, Utilities Restoration.) The Resource Request Management Section Chief will maintain an awareness of the overall process and handle any requests that do not come from a municipality or fall into an easily identified category.

#### **Resource Request Management Section Job Aid:**

- Collect, track, and document all incoming information and disseminate as appropriate
- Acknowledge requests for assistance back to requestor, through Regional Coordinator if appropriate.
- Inform requestor of fulfillment/resolution of request, through Regional Coordinator if appropriate.
- Review and maintain WebEOC postings

#### **Incoming Information Intake**

Information and requests can come to the SEOC through different modalities: Radio, telephone, email, and fax. Information from municipalities must come through the DEMHS Regional Offices to the State SEOC.

**REQUESTS FOR ASSISTANCE:** Direct methods such as telephone and radio are the preferred methods for requests or other information that require immediate action from the State EOC. Email and Fax should be used as back-up

communications channels during emergencies. Regional Coordinator’s pager should be contacted when an immediate alert is necessary.

**ROUTINE COMMUNICATIONS:** Indirect methods such as email or WebEOC or Fax are acceptable for situation reports or other routine information.

**Table 1 Incoming Information flow from Local to Regional Offices**

| Type of Information                                           | From           | To              | Order of Priority of Method                                                                                                                                                                                                                                       |
|---------------------------------------------------------------|----------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ROUTINE: Local Situation Reports or other routine information | Local Official | Regional Office | <ol style="list-style-type: none"> <li>1. WebEOC</li> <li>2. E-mail (Reg Coord)</li> <li>3. Fax</li> <li>4. Telephone (RegCoor)</li> <li>5. Radio</li> </ol>                                                                                                      |
| REQUESTS FOR ASSISTANCE: Local Requests for assistance        | Local Official | Regional Office | <ol style="list-style-type: none"> <li>1. Telephone (RegCoord)</li> <li>2. Radio (Reg Coord)</li> </ol> <p>-----</p> <p>BACK UP METHODS</p> <ol style="list-style-type: none"> <li>3. Fax (Reg Coord)</li> <li>4. Email (Reg Coord)</li> <li>5. WebEOC</li> </ol> |

**Table 2 Incoming Information flow from Regional Offices to State EOC**

| Type of Information                           | From                  | To                                            | Order of Priority of Modality                                                                                       |
|-----------------------------------------------|-----------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Local Situation Reports                       | Regional Coordinators | Resource Management Unit/Situation Assessment | <ol style="list-style-type: none"> <li>1. E-mail</li> <li>2. WebEOC</li> <li>3. Fax</li> <li>4. Radio</li> </ol>    |
| Local Requests for Resources and assistance * | Regional Coordinators | Resource Management Unit/Situation Assessment | <ol style="list-style-type: none"> <li>1. Telephone</li> <li>2. E-mail</li> <li>3. Radio</li> <li>4. Fax</li> </ol> |

**DIRECT CONTACT WITH THE SEOC:** In the event that a local official has an urgent request for assistance and is unable to contact the Regional Coordinator via these routes within 15 minutes, s/he can directly contact the SEOC by telephone, radio, email, etc.

**Process**

The Information Management Unit Leader may assign staff members to monitor different channels of communication and perform related tasks. As the situation merits, different staff member(s) can be assigned to each position or job, or a single staff member can be assigned to perform more than one job. **See Table 3 as follows.**

**Table 3 Positions & Responsibilities**

| Resource Management Unit (Operations)                        | Responsibilities                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                              | <ul style="list-style-type: none"> <li>To collect, track and document incoming information, and provide to Planning Section and elsewhere as necessary, including the MAC for requests for State assistance.</li> <li>To gather data from unit positions and assign tasks to SEOC liaisons, flag items for the MAC that are urgent and/or sensitive.</li> </ul> |
| Documentation Unit (Planning)                                | <ul style="list-style-type: none"> <li>Maintain the SEOC log and request log. The SEOC log contains all messages in and out of SEOC, Sit Reps, etc. A separate log of requested items or services will be kept concurrent to the main log.</li> </ul>                                                                                                           |
| Additional Positions which may be added as incident expands: |                                                                                                                                                                                                                                                                                                                                                                 |
| Radio operator/monitor(s)                                    | Monitor high and low bands and NWS radios and weather fax machine. Communicate with Regions or others via radio.                                                                                                                                                                                                                                                |
| E-mail monitor(s)                                            | Monitor incoming SEOC email from Regional Coordinators and others.                                                                                                                                                                                                                                                                                              |
| WebEOC monitor(s)                                            | Monitor information being posted to WebEOC, and communicate the information to the Information Management Unit Leader.                                                                                                                                                                                                                                          |
| Telephone operator(s)                                        | Receive phone calls to the SEOC on the main line 860-566-3180                                                                                                                                                                                                                                                                                                   |
| Messenger(s)                                                 | Monitor Fax machines, make copies, deliver messages within the SEOC, other duties as required.                                                                                                                                                                                                                                                                  |

**Tracking of Information**

Tracking refers to the tracking of tasks or requests that are being accomplished through the State EOC. See **Table 4** for information flow channels.

**Table 4 Tracking Information**

| Type of Information                                    | From                                               | To                                                                                   | Mode of Transmission                  |
|--------------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------|
| Agency situation reports or other routine information  | SEOC liaisons                                      | Planning and Situation Assessment                                                    | Email<br>WebEOC<br>Paper              |
| Requests for Resources                                 | Local Officials                                    | To Regional Coordinators, Resource Request Management Section, then to SEOC liaisons | Email<br>WebEOC<br>Paper              |
| Requests for Resources (Fulfillment)                   | SEOC liaisons                                      | Resource Request Management Section                                                  | Email<br>WebEOC<br>Paper              |
| Statewide Situation Reports                            | Situation Assessment Unit collects the information | Disseminates to the MAC Group and all others as directed                             | Email<br>WebEOC<br>Paper              |
| Orders/questions from Command Staff                    | Command Staff                                      | MAC Group Coordinator                                                                | Verbal discussion<br>Email            |
| Requests for Special Reports or additional Information | Anyone                                             | MAC Group Coordinator                                                                | Verbal<br>Email<br>Telephone<br>Paper |

**Major Events Log**

During activation, the Governor, State agency representatives, utilities, private organizations working within the state SEOC, and news sources from outside, all generate significant information which drives the direction and pace of the response. This information must be collected and dispersed to all to assist in the decision-making process and recorded to preserve the historical facts of the incident. **Currently, major events are recorded in the Significant Events Board on WebEOC.** Reports can be generated which give the end user a major events log. If WebEOC is not functional, a “Major Events Log” should be maintained in a MS Excel spreadsheet in the format shown below. In the event computers are unavailable, written log sheets should be kept.

Major Events Log Instructions:

1. **Title** – Date and description of the event
2. **Item #** - The numerical sequence of the item entered
3. **Date/Time** – Of event or report
4. **To/From** – To whom the message or event is addressed and who sent or reported it
5. **Description** – Full detail of the message or event
6. **Action Required** – Description of required response to situation or event
7. **Action Completed** – Date/Time of response and any further comment

**Sample Major Events Log**

| 16 December 2015 MAJOR EVENTS LOG |          |      |     |          |                                                                                                                                                                                                 |                 |                  |
|-----------------------------------|----------|------|-----|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Item                              | Date     | Time | TO  | FROM     | Description                                                                                                                                                                                     | Action Required | Action completed |
| 1                                 | 12/16/15 | 4:00 |     |          | SEOC Activated for winter storm                                                                                                                                                                 |                 |                  |
| 2                                 | 12/16/15 | 5:00 | OPS | DOT      | Road conditions: Central and Northwest CT slush and ice on major and secondary highways. Southern and Eastern CT mostly bare and wet. Bradley International Airport closed. Will reopen at 0630 |                 |                  |
| 3                                 | 12/16/15 | 5:30 | OPS | State NG | Equipment list and available personnel list                                                                                                                                                     |                 |                  |

**Documentation**

All information that passes through the SEOC must be documented. Telephone conversations must be recorded manually. Email, WebEOC and Fax can all be used to document information. Email and WebEOC must be printed out and saved. **Paper must be used to document activity at all times. In an emergency situation, it is very likely that electronic forms of communication will be unavailable through loss of power or network.** All of the above must be included in the log. (See Table 3)

**Written Message Form**

See “Sample Written Message Form” and “SEOC Message Form Instructions”.

**Sample Written Message Form**



**State of Connecticut**  
Division of Emergency Management and  
Homeland Security

## Message Form

Date/Time: \_\_\_\_\_

Message # \_\_\_\_\_ - \_\_\_\_\_

*For DEMHS/HQ Operations Use Only*

**Log Entry #** \_\_\_\_\_

Internal   
  Incoming   
  Outgoing

Precedence:   
  Urgent   
  Priority   
  Routine

To: \_\_\_\_\_ From: \_\_\_\_\_

*For DEMHS/HQ Operations Use Only*

Subject: \_\_\_\_\_  This is a Major Event

Message: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Follow Up Required by (Agency): \_\_\_\_\_

| IN / OUT                                          | TIME | Operator | Communications Method |
|---------------------------------------------------|------|----------|-----------------------|
| <input type="checkbox"/> <input type="checkbox"/> |      |          |                       |

| Task Assigned: |                                                                  | Needed By                                                  |      | Completed By                 |      |
|----------------|------------------------------------------------------------------|------------------------------------------------------------|------|------------------------------|------|
| Agency         | <input type="checkbox"/> Urgent <input type="checkbox"/> Routine | Date                                                       | Time | Date                         | Time |
| Comments:      |                                                                  | Agency Action:                                             |      |                              |      |
| _____          |                                                                  | _____                                                      |      |                              |      |
| _____          |                                                                  | _____                                                      |      |                              |      |
| _____          |                                                                  | _____                                                      |      |                              |      |
| _____          |                                                                  | _____                                                      |      |                              |      |
| _____          |                                                                  | _____                                                      |      |                              |      |
| _____          |                                                                  | _____                                                      |      |                              |      |
|                |                                                                  | <input type="checkbox"/> CT DEMHS Area Coordinator Briefed |      | <input type="checkbox"/> N/A |      |

*DEMHS Test Form 100 - Revised Jan 2006*

## SEOC Message Form Instructions

1. **Date/Time** – Of message generation
2. **Message #** - Assigned by SENDING Agency. (E.g. OPS-005, Region1-014, CSP-22, etc.)
3. **Log Entry #** - Assigned by Data Entry Technicians at time of Data Entry.
4. Check **Type of Message**.
5. Check **Precedence Type**. Assigned by SENDING Agency.
6. **To Agency** or person the message is sent. **From Agency** or person who wrote the message.
7. Assign appropriate **Subject** for message.
8. Check if entry to **Major Events Log**.
9. Main body of the **Message**.
10. Check if message requires action or **Follow-Up** to SENDING Agency.
11. **Time of Transmission** - To be filled out by person communicating message.
12. Follow up information. Fill out if #10 is checked. Left side is Assignment Information from SENDING Agency. Right Side is Follow up Information from Agency completing action.
13. **Regional Coordinator was briefed** of Follow up Action or is **Not Applicable**.

### Logs of Agencies Present at the SEOC

During activations, state agency representatives, utilities, and private organizations working within the SEOC generate significant information and forward that information to other agencies for action or distribution. This information must be collected and documented by the agency to record all actions during activation and to keep this data as a permanent historical record. The current method to do this is the WebEOC Significant Events Log. Alternately, each agency can produce a spreadsheet called the “Agency Log” in MS Excel, see “Sample Agency Log.” This form is kept by the agency in the SEOC and stored on the SEOC server for reference and record. **Do not save any documents to the local computer (“C”) drive.** In the event the computers are not available, a hand written log should be kept by each agency.

## Sample Agency Log

State Agency: Department of Transportation

| Winter Storm December 2015 |          |      |     |      |                                                                                                          |                 |                  |
|----------------------------|----------|------|-----|------|----------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Item                       | Date     | Time | TO  | FROM | Description                                                                                              | Action Required | Action completed |
| 1                          | 12/16/15 | 4:00 |     |      | SEOC Activated for winter storm                                                                          | Staff SEOC      | Arrived 4:45     |
| 2                          | 12/16/15 | 5:00 | OPS | DOT  | Bradley International Airport closed. Will reopen at 0630<br><br>ACTION: Notified appropriate officials. |                 |                  |



**Agency Log Instructions:**

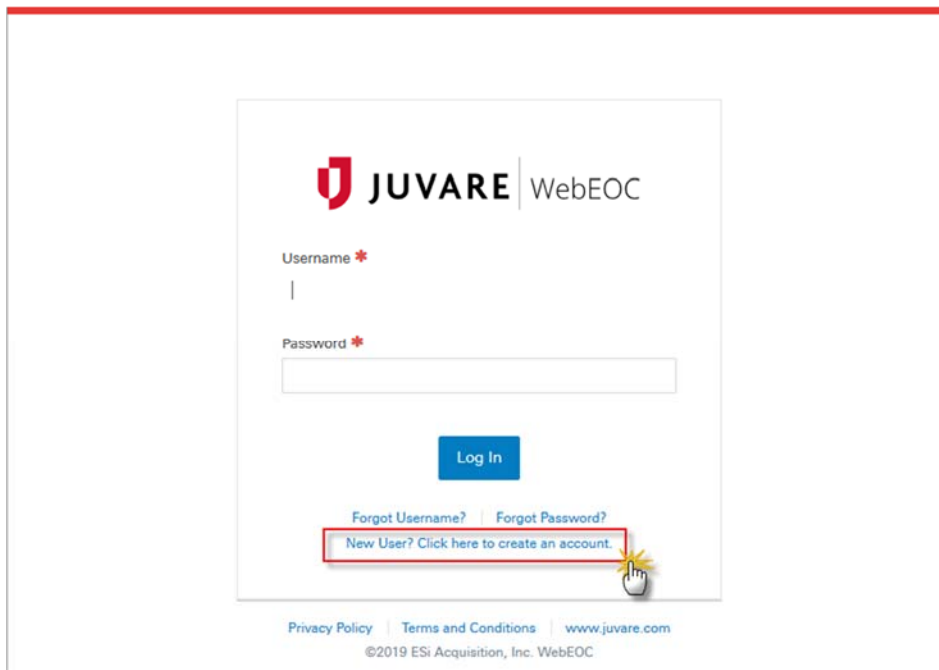
|                         |                                                                 |
|-------------------------|-----------------------------------------------------------------|
| <b>Title</b>            | Date and description of the event                               |
| <b>Item #</b>           | The numerical sequence of the item entered                      |
| <b>Date/Time</b>        | Of event or report                                              |
| <b>To/From</b>          | To whom the message/event is addressed and who sent/reported it |
| <b>Description</b>      | Full text detail of the message or event                        |
| <b>Action Required</b>  | Description of required response to situation or event          |
| <b>Action Completed</b> | Date/Time of response and any further comment                   |

**Use of WebEOC within the SEOC:**

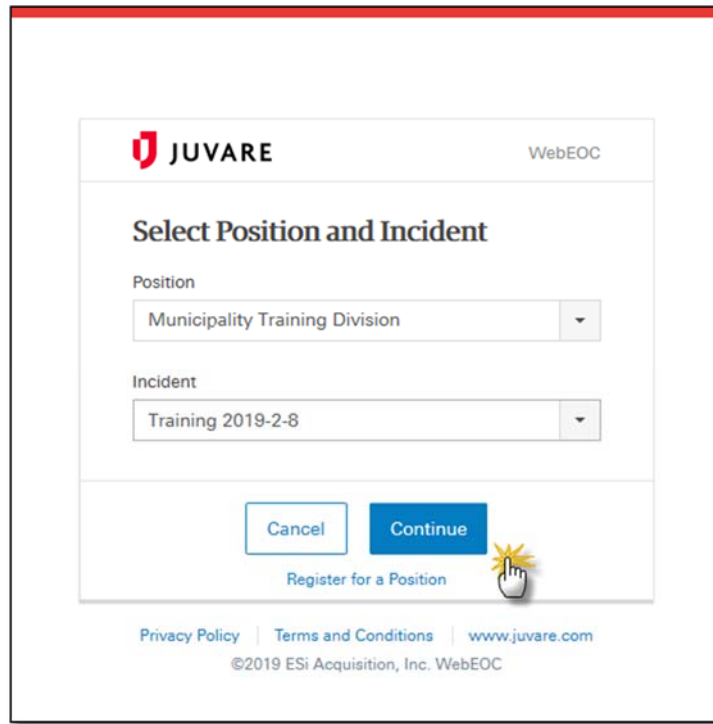
WebEOC is currently used by emergency managers across the state, the State Agencies, FEMA Region 1, and many other agencies and organizations. Within the SEOC WebEOC is primarily used as a documentation tool. DEMHS serves as the “gatekeeper” for access to run Connecticut WebEOC and assigns user accounts.

**WebEOC Login Instructions**

1. Type in your login information then click on Log In



2. Find your assigned user account, select position and incident



3. Then click OK
4. Any issues or problems should be addressed immediately by a representative of the CT DEMHS IT Unit or a WebEOC Administrator.

### Planning Section

#### Summary of Duties:

The Planning Section's primary responsibility is to review and evaluate incident situation information and develop an Incident Action Plan, issue situation reports, review relevant incident and contingency plans and offer advice to Command Staff. The Planning Section can expand as necessary to include units for Situation Assessment Unit, Demobilization Unit, Resources Unit, etc.

#### Incident Action Plan (IAP)

Every incident must have an oral or written Action Plan. The purpose of the plan is to provide all incident supervisory personnel with direction for future actions. Action Plans which include measurable goals to be achieved are prepared for each Operational Period.

The length of an Operational Period will be based on the needs of the incident, and can change over the course of the incident. Planning for an Operational Period must be done far enough in advance to ensure that requested resources are available.

Large incidents and incidents extending through an Operational Period should have a written Incident Action Plan to ensure continuity due to personnel changes. The decision to have a written IAP (ICS Form #202) will be made by the Emergency Management Director.

Essential elements in the Incident Action Plan are:

- Statement of Objectives – Appropriate to the overall incident.
- Organization – Describes what parts of the ICS organization will be in place for each Operational Period.
- Assignments to Accomplish the Objectives – These include the strategy, tactics, and resources to be used.
- Supporting Material – Examples can include a map of the incident, communications plan, medical plan, traffic plan, etc.

### **Situation Report (SitRep) Template**

SitReps need to be regularly published (as required) and distributed within the SEOC and to all officials designated by Command and/or the MAC Group Coordinator. The report should be flexible and allow additions and deletions from the format as required by the emergency. The report is a snapshot of the current situation and the operations within the SEOC and elsewhere. A sample SitRep format is attached at the end of this document (Attachment #5).

### **Planning Section Chief Job Aid:**

1. Obtain briefing from Incident Commander:
  - Determine current resource status (ICS Form 201).
  - Determine current situation status/intelligence (ICS Form 201).
  - Determine current incident objectives and strategy.
  - Determine whether Incident Commander requires a written Incident Action Plan (IAP).
  - Determine time and location of first Planning Meeting.
  - Determine desired contingency plans.
2. Activate Planning Section positions, as necessary, and notify Human Resources Unit of positions activated.
3. Establish and maintain resource tracking system.
4. Complete ICS Form 201, if not previously completed, and provide copies to Command and General Staff.
5. Advise Command staff of any significant changes in incident status.
6. Compile and display incident status summary information. Use SitRep Format (Attachment 5)
  - Forward incident status summaries (Sitreps) to Command and General staff once per operational period, or as required.
  - Provide copy to Public Information Officer.
7. Obtain/develop incident maps.
8. Establish information requirements and reporting schedules for Regional Coordinators and partner agencies.

### **Planning Section Chief Position Checklist**

1. Prepare contingency plans:
  - Review current and projected incident and resource status.

- Develop alternative strategies.
  - Identify resources required to implement contingency plan.
  - Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.
2. Meet with MAC Group Coordinator and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.
  3. Conduct **Planning Meetings** according to following agenda:

| <b>Agenda Item</b>                                    | <b>Responsible Party</b>                                                      |
|-------------------------------------------------------|-------------------------------------------------------------------------------|
| Briefing on situation/resource status.                | Planning/Resource Request<br>Management/Operations Section Chiefs             |
| Discuss safety issues.                                | Safety Officer                                                                |
| Set/confirm incident objectives                       | Emergency Management Director/MAC                                             |
| Plot control lines & Division boundaries              | Operations Section Chief                                                      |
| Specify tactics for each Division/Group.              | Operations Section Chief                                                      |
| Specify resources needed for each Division/Group.     | Operations/Planning Section Chiefs                                            |
| Specify facilities and reporting locations            | Operations/Planning/Internal Logistics<br>Section Chiefs                      |
| Develop resource order                                | Logistics Section Chiefs (Internal for SEOC,<br>External for other resources) |
| Consider communications/medical/transportation plans. | Logistics/Planning Section Chiefs                                             |
| Provide financial update                              | Finance/Administration Section Chief                                          |
| Discuss interagency liaison issues                    | MAC                                                                           |
| Discuss information issues.                           | Public Information Officer                                                    |
| Finalize/approve/implement plan.                      | Emergency Management Director/All                                             |

4. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:
  - Establish information requirements and reporting schedules for use in preparing the IAP.
  - Ensure that detailed contingency plan information is available for consideration by Operations and Command.
  - Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.
  - Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.
  - Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.

5. Coordinate development of Incident Traffic Plan (if applicable) with Operations and the Ground Support Unit Leader.
6. Coordinate preparation of the Safety Message with Safety Officer.
7. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.
8. Instruct Planning Section Units in distribution of incident information.
9. Provide periodic predictions on incident potential.
10. Establish a weather data collection system, when necessary.
11. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.
12. Ensure Section has adequate coverage and relief.
13. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.
14. Ensure preparation of demobilization plan, if appropriate.
15. Ensure preparation of final incident package for archiving or follow-up after demobilization.
16. Provide briefing to relief on current and unusual situations.
17. Ensure that all staff observe established level of operational security.
18. Ensure all Planning functions are documenting actions using WebEOC, on Unit Log (ICS Form 214), or other means available
19. Submit all Section documentation to Documentation Unit.

### **Situation Assessment Unit**

#### **Summary of Duties:**

Collect and manage all relevant operational data to be used to inform the SitRep and the IAP. Create regular situation reports. Transmit Situation Reports to all participants in the SEOC and Regional Offices and others as directed.

### **Internal Logistics Section Chief**

#### **Summary of Duties:**

The Logistics Section Chief is responsible for providing services and support to meet the SEOC's operation's needs. A Deputy Logistics Section Chief may be assigned, or other staff may be assigned subject to need and availability.

The Internal Logistics Section is generally geared to supporting personnel and resources directly assigned to, and critical to the operation of, the SEOC. At the direction of the State Emergency Management Director, when the External Logistics Section is not activated, Internal Logistics may also arrange for assets and resources to enhance emergency management/response operations outside of the SEOC. The Internal Logistics Section responsibilities include:

- **Service**
  - **Communications:** Develop the Communications Plan, distribute and maintain all communications equipment, and manage technical communications requirements of the SEOC. When it is determined that there is a need to hold a conference call, the Logistics Section will set up the call, including notifying the expected participants of the call. The Logistics Section will also call the conference call center to monitor participation and to provide a list of the participants to the DEMHS Commissioner or his designee who is running the call.
  - **Medical:** Generally, the State EOC does not have a medical unit. If available, Medical personnel develop the Medical Plan and provide first aid and light medical treatment for personnel assigned to the SEOC.
  - **Food:** Determining and supplying the feeding and potable water requirements at all EOC and DEMHS facilities.

- **Support**

- **Supply:** Order staff, equipment, and supplies needed to run the SEOC and DEMHS facilities. Responsibilities include storing and maintaining supplies, and may also include servicing non-expendable equipment.
- **Facilities:** Set up and maintain facilities required in support of the State EOC and DEMHS facilities. Ensure security is provided for the facilities.
- **Ground Support:** Provide transportation and maintain and fuel the vehicles assigned to DEMHS during activation.

#### **Internal Logistics Section Chief Job Aid**

- Manage all aspects of Logistical support to the SEOC and associated facilities, including security, communications and information technology.
- Provide input to and assist in the development of the Logistics Section of the Incident Action Plan
- Assist in the development of the SEOC Staffing Plan
- Coordinate procurement of emergency supplies, facilities and equipment with the Fiscal/Admin Section Chief
- Coordinate implementation of Emergency Contracts for supplies for the SEOC with Fiscal/ Admin Section and Command Staff
- Participate in Implementation Staff briefings and provide input as required
- Provide regular briefings to Logistical Staff
- Manage demobilization of Internal Logistics Section and resources
- Collect and manage all relevant operational data
- Collect, track, and document all incoming information
- Provide information to Planning Section for preparation of reports
- Transmit requests for assistance to the MAC Group Coordinator (Operations Chief), who will transmit to appropriate responding agency, or perform this function as assigned by the MAC Group Coordinator (Operations Chief).
- Coordinate review and maintenance of Unit's WebEOC postings

#### **External Logistics Section Chief**

##### **Summary of Duties:**

The External Logistics Section Chief is responsible for providing services and support to meet the needs of municipal and state agencies outside of the SEOC. A Deputy External Logistics Section Chief may be assigned, or other staff may be assigned subject to need and availability.

At the direction of the MAC Coordinator, External Logistics may also arrange for assets and resources to enhance emergency management/response operations outside of the SEOC. The Logistics Section responsibilities include:

- Staff and run Commodities Task Force;
- Oversee operations of Generator and Fuel Task Force

#### **External Logistics Section Chief Job Aid**

- Provide input to and assist in the development of the External Logistics Section of the Incident Action Plan
- Assist in the development of the SEOC Staffing Plan
- Coordinate implementation of Emergency Contracts for external commodities with Fiscal/ Admin Section and Command Staff
- Implement and manage any Transportation Staging Area as required
- Participate in Implementation Staff briefings and provide input as required

- Provide regular briefings to External Logistical Staff
- Manage demobilization of External Logistics Section and resources
- Collect and manage all relevant operational data
- Collect, track, and document all incoming information
- Provide information to Planning Section for preparation of reports

### **Finance/Administration Section Chief**

#### **Summary of Duties:**

The Finance/Administration Section is responsible for monitoring incident-related costs and administering procurement contracts. This section may not be activated on all incidents. The Incident Commander retains responsibility for all finance-related activities until the Finance/Administration Section has been activated.

- **Time:** Ensures that all personnel time on an incident or event is recorded.
- **Procurement:** Processes administrative paperwork associated with equipment rental and supply contracts and is responsible for equipment time reporting.
- **Compensation/Claims:** Handles compensation (responsible for workers compensation documentation and maintains files of injuries and/or illnesses associated with the incident) and Claims (responsible for the investigation of all claims involving damaged property associated with the activation).
- **Cost:** Collecting cost information and for providing cost estimates and cost savings recommendations.

#### **Finance/Administration Section Chief Job Aid**

- Review status of and initiate emergency contracts as required (Supplies, Debris, etc.)
- Prepare/update contracts as required.
- Work closely with DEMHS Emergency Management Assistance Compact (EMAC) Coordinator to track EMAC contracts and arrange for payment of EMAC resources in accordance with those contracts.
- Procure EOC and Emergency supplies and EOC logistical support in collaboration with the Logistics Section Chief as required.
- Participate in Command Staff Briefings.
- Prepare new contracts for support services and supplies as required.
- Maintain Staffing and OT records.
- Coordinate review and maintenance of Unit's WebEOC postings.

## **5.8 SEOC Activation Checklists**

The below Activation Checklists are general lists of activities that must be performed by the MAC Coordinator), Planning Section, Internal Logistics (specifically, Communications and Security), and the Public Information Officer, when the SEOC is opened.

See the Hurricane Preparedness Checklists, which outline steps to be taken at the state SEOC, hour by hour, in preparation for a hurricane, at Appendix C.

### **5.8.1 Activation Checklists**

#### **A. ACTIVATION: INITIAL ACTIVITIES**

##### **1. INITIAL ACTIVATION DUTIES OF OPERATIONS**

##### **Opening and Operating the SEOC**

- Emergency Management Director or designee will discuss the type and level of activation with the Deputy Commissioner and Commissioner. Commissioner will make a

recommendation to the Office of the Governor. Review or coordinate with Planning Section Chief to review appropriate plan(s). Operate under these plans

Per Director of Emergency Management's instruction, establish Monitoring, Partial, Full or Highest activation. The following activities are all the responsibility of the MAC Coordinator or Operations Section unless other Section Chiefs are available to be assigned to the various duties.

- Assign staff members to call in the necessary SEOC liaisons. If necessary, ensure a Deaf & Hearing Impaired Interpreter is called, and a Spanish translator.
- Staff positions as needed, at direction of the Director of Emergency Management.
- Ensure Internal Logistics/Communications has the Communications Checklist.
- Ensure Public Information Officer has been notified and has PIO Checklist.
- Assign (or Internal Logistics Chief assigns) staff to set up security at the front desk (main entrance), if needed.
- Ensure equipment such as copiers, FAX machines and printers have paper and are in working order. Assign Internal Logistics/Communications if available to check FAX machines and related systems.
- Work with Planning Section Chief, if present, to start a WebEOC incident and have staff stand by for incoming messages
- Major events log. --Planning
- Take phones off night mode. – Internal Logistics/Communications
- MAC Coordinator arranges a conference call with the Regions. This is for an initial briefing by the Director, MAC Coordinator, or Deputy Commissioner, or designee.
- Ensure Internal Logistics has an Information Technology representative called to staff the SEOC.
- Stand-by to activate rumor control.
- If required by State Emergency Management Director, depending on the event, notify contiguous states.
- Notify regions of activation



**Ongoing Operations Section Duties**

- Brief SEOC staff periodically.
- Work with Planning Section to ensure that all information is distributed to the SEOC staff - including the Public Information Officer(s).
- Work with Internal Logistics to ensure equipment such as copiers, FAX machines and printers have paper and are in working order.
- Work with Planning Section to have staff ready to monitor and respond to incoming messages.
- Discuss potential need for second shift with Command Staff, other Section Chiefs, and other agencies as appropriate.
- Supervise sections under operations section.

**2. INITIAL ACTIVATION DUTIES OF INTERNAL LOGISTICS**

**Communications - Opening and Operating SEOC**

- Take phones off Answering Service.
- Test communications
- Upon direction of the Director/MAC Coordinator, set up a conference call with all the Regions and the Director/Commissioner/DC/command staff for an initial briefing.
  - Determine communications staffing needs.
  - Report communication status to the MAC Group Coordinator (Operations Chief).
  - Work with Planning Section to stand-by for messages
  - Work with Fiscal Unit, to arrange for food for staff in the SEOC.

**Security - Opening and Operating EOC**

- If possible, assign security staff to set up credentialing tables.

**3. INITIAL ACTIVATION DUTIES OF PUBLIC INFORMATION OFFICER**

**Opening and During Operation of SEOC**

- Contacts the Governor's Press Office
- Ensure Media Center is ready
- Unlock the doors to the outside hall.
- Ensure a Deaf & Hearing Impaired Interpreter is in all television frames with the speaker. Remind all media as they set up for broadcast.
- Ensure that appropriate translation is available.
- Media is not allowed in the SEOC, unless Command Staff has approved.
- Report Joint Media Center status to the State Emergency Management Director.
- Ensure Section Chiefs, MAC Coordinator, Command Staff and other state liaisons get a copy of all press releases, including those issued by Governor's staff.
- Notify MAC Coordinator whenever a press conference/media briefing is going to be held.

**SAMPLE  
Situation Report**

The General Format of the Report is as follows:

**Event Name**  
**Report Period: Month dd, yyyy, hhhh-hhhh HRS**  
**Situation Report #nn**

Provide a narrative of the situation and a critical incident summary of the incident/event i.e. widespread power outages, flooding, road closures and blockages, etc. Include weather information for the time period obtained from the National Weather Service (weather.gov) paying specific attention to any warnings, watches and alerts. This information should be word for word.

**State Emergency Operations Center Activation Level: Level**

Ex.

On Thursday August 25, 2011 at 4:55pm Governor .....

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The next section of the report will include summary information relevant to the incident/event provided by DEMHS Regional updates (if applicable), supporting agencies, and Federal agencies when present. List all agencies supporting the incident and note those that are present in the EOC grouping them under the relevant Emergency Support Function.

- ESF # 1        Emergency Support Function # 1 –Transportation
- ESF # 2        Emergency Support Function # 2 - Communications
- ESF # 3        Emergency Support Function # 3 - Public Works and Engineering
- ESF # 4        Emergency Support Function # 4 – Firefighting
- ESF # 5        Emergency Support Function # 5 - Emergency Management
- ESF # 6        Emergency Support Function # 6 - Mass Care, Emergency Assistance, Housing, and Human Services
- ESF # 7        Emergency Support Function # 7 – Logistics Management and Resource Support
- ESF # 8        Emergency Support Function # 8 - Public Health and Medical Services
- ESF # 9        Emergency Support Function # 9 - Search and Rescue
- ESF # 10       Emergency Support Function # 10 - Oil and Hazardous Materials Response
- ESF # 11       Emergency Support Function # 11 – Animal and Natural Resources
- ESF # 12       Emergency Support Function # 12 – Energy
- ESF # 13       Emergency Support Function # 13 - Public Safety and Security
- ESF # 14       Emergency Support Function # 14 - Long-Term Community Recovery
- ESF # 15       Emergency Support Function # 15 - External Affairs

Each agency should provide a SitRep summarizing the overall agency operation, status of ongoing missions, areas of concern for the Agency and any items which may impact the overall operation or the operation of other Agencies.

Miscellaneous support function summaries should be included at the end of the report following the same format as the ESF summaries, for example 211 information, agencies supporting the EOC, etc.

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**Notes:**

- Do not use the words today or tomorrow. Replace with the specific date, ie. 31aug11
- Be sure to correct spelling errors. This document is posted on the web and shared with numerous people, agencies, organizations, etc.
- Use the underline button in borders to separate each section.
- Following is a sample report. Dates, numbers and other data provide are for examples only. They do not necessarily correlate with other section of the report.
- SitReps should be short and factual. Do not hesitate to request the agency submitting the report to summarize and condense if necessary.
- DEMHS regional offices should follow this template in reporting:

Region #

Local EOCs Activated: 5: Norwalk, Greenwich, etc.

Schools Status (if applicable): Region 1 schools closed.

Major Areas of Concern: Flooding of Farmington River, House Fire on Main Street, 50% of town without electricity.

Requests for State Assistance: None at this time

Other important items:

**Severe Weather Event**  
**Report Period: September 3, 2011, 0800-1200 HRS**  
**Situation Report #01**

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**State Emergency Operations Center Activation Level: Full Activation**

On Thursday August 25, 2011 at 4:55pm Governor Dannel Malloy proclaimed a state of civil preparedness emergency pursuant to CGS 28-9 relating to ..... *continue on with summarization.....*

Federal Declarations, FEMA-1234-DR:

Public Assistance – Assistance for emergency work .....

Hazard Mitigation Grant Program – Assistance for actions taken to prevent or reduce .....

**Summary**

Electrical and telecommunications utilities are continuing restoration activities throughout the state.

Total outages at peak: 120,000

Current outages as of 1100: 8,266 (breakdown reported under ESF12)

**Municipalities which have declared a State of Emergency**

Total for the event: 36

**Weather/Flood**

Today: Partly sunny, with a high near 83. South wind between 5 and 9 mph.

Tonight: A slight chance of showers and thunderstorms after 11pm. Patchy fog after 2am. Otherwise, mostly cloudy, with a low around 66. South wind between 3 and 8 mph. Chance of precipitation is 20%.

The flood warning continues for the Connecticut River at Middletown. Until Sunday morning or until the warning is cancelled.

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**Emergency Support Functions**

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**ESF 1 - Transportation**

**Department of Transportation**

Representatives from DoT and NU have been working together in the field prioritizing and clearing state roadways.

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**ESF 2 – Communications**

**2400 – ESF 2** - With DAS/BEST assistance, ESF-2 email address established.

**AT&T**

The state’s major communications companies participated in the Unified Command calls and preparation activities. At this time the State is still suffering the effects of the storm with degraded cell phone capability due to tower batteries degrading and line issue due to downed polls. Recovery continues. At peak 303 cell towers were unavailable.

---

**ESF 3 – Public Works and Engineering**

**Metropolitan District Commission**

The MDC will be officially demobilizing from the EOC at the end of my shift at midnight 03sep11.

**ESF 4 - Firefighting**

**Commission of Fire Prevention and Control**

Commission of Fire Prevention and Control assisted in identifying areas of the state with significant damage that the FEMA Preliminary Damage Assessment (PDA) teams could tour to evaluate the extent of the States damages.

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**ESF5 – Emergency Management**

**DEMHS**

DEMHS continues to act as the Multi Agency Coordinator.

DEMHS is in the recovery stage.

Requests fulfilled August 24-29 total: sandbags 60,890; cots 8,586.

Currently coordinating Commodities/Donations Management, Communications, Fuel, Debris Removal Task Forces with appropriate federal state and private agencies.

**FEMA**

FEMA continues to support the State in meeting its priorities.....

**DEMHS Regional Offices:**

Region 1

Local EOCs Activated: 5: Norwalk, Greenwich, etc.

Schools Status (if applicable): Region 1 schools closed.

Major Areas of Concern: Flooding of Farmington River, House Fire on Main Street, 50% of town without electricity.

Requests for State Assistance: None at this time

Other important items:

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**ESF6 – Mass Care, Housing and Human Services**

**American Red Cross**

As of 0800 the Red Cross has delivered more than 100,000 meals and snacks since the onset of this operation.

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**ESF8 – Public Health and Medical Services**

**Department of Public Health**

0730 hours --- 03/September/2011, Situation Status Report for DPH

- DPH continues monitor the situation and respond to requests for assistance.
- A residential facility in Chester was placed back on street power according to CL&P.

**Department of Developmental Services**

Present at the EOC. Nothing significant to report for this time period.

**Department of Mental Health and Addiction Services**

Nothing significant to report for this time period.**SF11 – Agriculture and Natural Resources**

**Department of Agriculture**

Demobilized 01sep11, 2000. On call support continues. Nothing significant to report for this time period.

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**Department of Energy and Environmental Protection**

DEEP EOC has been informed that the Army Corps. of Engineers will come to the Quinnebaug Hatchery to assess the 600 KW generator being used by the hatchery in the morning of September 1, 2011.

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**ESF12 - Energy**

**United Illuminating**

Situation Report - UI – 03Sep11 - 1400 hours

The UI Storm Center is fully staffed  
Customer Outages at 11,807  
Percentage of Total Customers Still Affected: 3.7%  
Percentage of Outages Restored: 93%  
Crews in use at 0730 hours  
Total Crews: 252  
OH line Crews: 136  
Tree Crews: 84

Service Crews: 32  
Since having its peak number of outages (158,130) UI has since restored power to 146,323 customers.

**CL&P**

CL&P State EOC Situation Report, 9/03/11 – 1430 hrs

System Status Update

**Outages:** 84,531  
**Restored:** 886,785

**Millstone Power Station**

Not present in the EOC. Reactors are at 100% since 30aug11.

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**ESF13 – Public Safety and Security**

**CT State Police**

**Connecticut State Police Statewide Activity:**

**Thursday 09/01/11 from 0330 – 0730 hours**

Calls for Service: **134**  
Accidents: **0**  
Accidents with Injuries: **0**  
Fatalities: **0**  
DUI- **0**  
Motorist Assists: **4**  
Non-Reportable: **102**

**Running Event Totals:**

**Friday 08/26/11, at 0800 hours through Thursday 09/01/11, at 0730 hours**

Calls for Service: **10,273**  
Accidents: **546**  
Accidents with Injuries: **85**

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Fatalities: **1**  
DUI: **20**  
Motorist Assists: **611**  
Non-Reportable: **7931**

**Connecticut Military**

Nothing significant to report for this time period.

**U S Coast Guard**

Not present at the EOC. Nothing significant to report for this time period.

**Civil Air Patrol**

Nothing significant to report for this time period.

**Department of Correction**

The DOC continues to provide Logistical support with commodities distribution.

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**ESF14– Recovery & Mitigation**

**Department of Economic Development**

Not present at the EOC. Nothing significant to report for this time period.

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**Misc. Support Functions**

**Info Line (2-1-1)**

Calls received during this reporting period follow:

1,151 storm damage reports

760 via the web

391 by phone

451 storm damage report respondents agreed to have their information forwarded to the state VOAD to seek resources that might be available through voluntary organizations.

E-library hits since 8/27/11 to current:

Power outage 3,466

Food stamps 1,088

Hurricane prep 362

Emergency prep 155

**Department of Consumer Protection**

Demobilized 01sep11, 2000. On call support continues. Nothing significant to report for this time period.

**DAS/BEST:**

MICA was deployed on 03sep11 at 0740.

Department of Children and Families

No Report this Period. Not Active in EOC.

## 5.9 Standard Operating Procedure for Demobilization

### 5.9.1 General Information

This Standard Operating Procedure (SOP) was developed to support emergency management priorities including: life, safety and health; property protection; environmental protection; restoration of essential utilities; restoration of essential program functions; and coordination among appropriate stakeholders.

This SOP can be used for demobilization of resources at the primary State Emergency Operations Center (State Armory, Broad Street, Hartford) and for an alternate facility if the primary location is not accessible/available due to a disaster (see DESPP COOP plan).

The response is rapidly transitioning from the emergency response phase to a planned recovery effort. The demobilization of incident resources must be conducted in an efficient and safe manner and shall not interfere with ongoing incident operations. The following will be incorporated into the demobilization effort:

- All releases of resources from the Incident will be initiated in the Demobilization Unit after receiving the approval of the Incident Commander.
- Notify Internal Logistics and Finance of identified resources being demobilized.
- For accountability and finance purposes, no resources are to leave the SEOC/ASEOC until authorized to do so.
- All ICS-214's should be completed and returned to the Documentation Unit.
- A final Agency situation report should be completed to include the Agency demobilization time, the situation report must be turned into the Information Manager to be included in the next State Situation Report.
- A general "housekeeping" of each person's assignment area should be completed.
  - Turn off computer
  - Wipe down surfaces and telephone with provided disinfectant wipes
  - Thrown out trash
- Any damaged equipment must be documented and taken out of service by the Logistics Officer.

#### **The Facilities Unit Leader will supervise the completion of the following.**

- All printers, copy machines and fax machines will be loaded with paper.
- All audio/visual equipment is de-energized.
- The main phone lines are turned back over to "night mode" (this may be modified if an alternate facility is set up)
- Activate out of office assistant on SEOC email

- If operating out of the primary SEOC, arrange with Armory maintenance for all trash receptacles to be emptied and the SEOC cleaned in accordance with the MOU.
- If operating out of the ASEOC, arrange for the removal of trash from the building. The contracted maintenance company will then be responsible for the general cleaning of the facility per the established contract.
- Regardless of the facility operating from, ensure the facility is returned to operational readiness condition and report to the Logistics Officer once that is completed.

### 5.9.2 Responsibilities

**Section Chief and Unit Leaders** are responsible for determining resources, surplus to their needs, and submitting lists to the Demobilization and Resources Unit Leader or the Planning Section Chief.

**The Incident/Unified Command(er) is responsible for:**

- Establishing the release priorities
- Review and approve the Demobilization plan
- Review and approve all tentative release sheets

**Operations Section Chief**

- Identify any excess personnel and equipment available for demobilization and provide list to the Planning Section Chief.

**Demobilization Unit Leader** or (Planning Section) is responsible for:

- Preparing the Demobilization Plan
- Compiling “Tentative” and “Final” Release sheets
- Making all notifications regarding tentative and final releases from the incident (on and off Incident)
- Ensure all signatures are obtained on the Demobilization Checkout form ICS 221
- Monitors the Demobilization Process and make any adjustments

**The Safety Officer is responsible for:**

- Identifying any special safety considerations for the Demobilization Plan

**The Planning Section Chief is responsible for :**

- Review and approval of the Demobilization plan

**The Internal Logistics Section Chief is responsible for:**

- Facilities - that all personnel scheduled for release have cleaned up work areas before release
- Supply: - will ensure that all non-expendable items are returned or accounted for prior to release
- Communications - will ensure that all communications equipment is returned or accounted for
- Food unit leader - will ensure that there will be adequate meals for those being released and those remaining

**The Finance Section Chief is responsible for:**

- Completion of all personal time reports
- Completion of all rental and agency equipment time reports



- Contract equipment payments as required

### 5.9.2 Release Priorities

The following are the release priorities:

- Personnel welfare (safety and rest)
- Needs of the assisting/cooperating agencies
- High dollar assets
- Local government response resources
- Federal government response resources

### RELEASE PROCEDURES

When final approval for releases is obtained the Demobilization unit will:

- Prepare transportation manifests if required.
- Notify or page Incident Supervisors and/or personnel to be released
- Give Incident Supervisors and/or personnel the final release and briefing.

Resources and/or personnel will take the Demobilization Checkout form ICS 221 to:

- Communications Unit Leader: if communication equipment is issued
- Transportation Unit Leader: if transportation is needed
- Facilities Unit Leader: to insure all facilities are clean
- Supply Unit Leader: return all expendable supplies
- Finance Section: close out all personnel and equipment time records
- Documentation Unit Leader: turn in all ICS 214's and any necessary paperwork
- Demobilization Unit Leader: turn in ICS 221 with all the signatures

Demobilization Unit will be the last stop in the release process:

- Sign off the ICS 221 Demobilization Checkout form
- Collect and send all Demobilization paperwork to the Documentation Unit

### Demobilization Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

**Task**

- Obtain briefing from Planning Section Chief:
  - Determine objectives, priorities and constraints on demobilization.
- Review incident resource records to determine scope of demobilization effort:
  - Resource tracking system.
  - Check-in forms.
  - Master resource list.
- Meet with Multi Agency Coordinator to determine:
  - Agencies not requiring formal demobilization.
  - Personnel rest and safety needs.
  - Coordination procedures with cooperating-assisting agencies.
- Assess the current and projected resource needs of the Operations Section.
- Obtain identification of surplus resources and probable release times.
- Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).
- Determine Finance/Administration, Communications, Supply, and other incident check-out stops.
- Determine de-briefing requirements.
- Establish communications links with Regional Offices.
- Prepare Demobilization Plan (ICS Form 221)
  - General - Discussion of demobilization procedure.
  - Responsibilities - Specific implementation responsibilities and activities.
  - Release Priorities - According to agency and kind and type of resource.
  - Release Procedures - Detailed steps and process to be followed.
  - Directories - Maps, telephone numbers, instructions and other needed elements.
  - Continuity of operations (follow up to incident operations):
    - Public Information.
    - Finance/Administration.
    - Other.
  - Ensure outstanding paperwork is submitted to the Information Manager.
  - Include demobilization of Command staff. In general, Command staff will not be released until:
    - Incident activity and work load are at the level the DEMHS can reasonably assume.
    - Incident is controlled.
    - On-scene personnel are released except for those needed for final tactical assignments.
    - SEOC/ASEOC/Regional Offices have been reduced or in the process of returning to monitoring status.
    - Planning Section has organized final State Situation Report.
    - Finance/Administration Section has no known finance problems and has defined process for follow-up.
    - Rehabilitation/cleanup has been accomplished.
- Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.
- Distribute Demobilization Plan (ICS Form 221) to Command and General Staff.
- Monitor implementation of Demobilization Plan (ICS Form 221).
- Assist in the coordination of the Demobilization Plan (ICS Form 221).
- Document all activity on Unit Log (ICS Form 214).
- Give completed incident files to Documentation Unit Leader for inclusion in the final Situation Report.

**5.9.3 Demobilization Check-out (ICS 221)**

|                                                                                                                                                                                                                                                        |                                           |                                 |                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------|--------------------------------------------|
| <b>1. Incident Name:</b>                                                                                                                                                                                                                               |                                           | <b>2. Incident Number:</b>      |                                            |
| <b>3. Planned Release Date/Time:</b><br>Date:                      Time:                                                                                                                                                                               | <b>4. Resource or Personnel Released:</b> | <b>5. Order Request Number:</b> |                                            |
| <b>6. Resource or Personnel:</b>                                                                                                                                                                                                                       |                                           |                                 |                                            |
| <p>You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).</p> |                                           |                                 |                                            |
| <b>INTERNAL LOGISTICS SECTION</b>                                                                                                                                                                                                                      |                                           |                                 |                                            |
|                                                                                                                                                                                                                                                        | <b>Unit/Manager</b>                       | <b>Remarks</b>                  | <b>Name                      Signature</b> |
| <input type="checkbox"/>                                                                                                                                                                                                                               | Supply Unit                               |                                 |                                            |
| <input type="checkbox"/>                                                                                                                                                                                                                               | Communications Unit                       |                                 |                                            |
| <input type="checkbox"/>                                                                                                                                                                                                                               | Facilities Unit                           |                                 |                                            |
| <input type="checkbox"/>                                                                                                                                                                                                                               | Ground Support Unit                       |                                 |                                            |
| <input type="checkbox"/>                                                                                                                                                                                                                               | Security Manager                          |                                 |                                            |
| <input type="checkbox"/>                                                                                                                                                                                                                               |                                           |                                 |                                            |
| <b>FINANCE/ADMINISTRATION SECTION</b>                                                                                                                                                                                                                  |                                           |                                 |                                            |
|                                                                                                                                                                                                                                                        | <b>Unit/Leader</b>                        | <b>Remarks</b>                  | <b>Name                      Signature</b> |
| <input type="checkbox"/>                                                                                                                                                                                                                               | Time Unit                                 |                                 |                                            |
| <input type="checkbox"/>                                                                                                                                                                                                                               |                                           |                                 |                                            |
| <input type="checkbox"/>                                                                                                                                                                                                                               |                                           |                                 |                                            |
| <b>OTHER SECTION/STAFF</b>                                                                                                                                                                                                                             |                                           |                                 |                                            |
|                                                                                                                                                                                                                                                        | <b>Unit/Other</b>                         | <b>Remarks</b>                  | <b>Name                      Signature</b> |
| <input type="checkbox"/>                                                                                                                                                                                                                               |                                           |                                 |                                            |
| <input type="checkbox"/>                                                                                                                                                                                                                               |                                           |                                 |                                            |

|                                                                 |                                           |                                                                          |                                 |                  |
|-----------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------|---------------------------------|------------------|
| <b>1. Incident Name:</b>                                        |                                           | <b>2. Incident Number:</b>                                               |                                 |                  |
| <b>3. Planned Release Date/Time:</b><br>Date: _____ Time: _____ | <b>4. Resource or Personnel Released:</b> |                                                                          | <b>5. Order Request Number:</b> |                  |
| <b>PLANNING SECTION</b>                                         |                                           |                                                                          |                                 |                  |
|                                                                 | <b>Unit/Leader</b>                        | <b>Remarks</b>                                                           | <b>Name</b>                     | <b>Signature</b> |
| <input type="checkbox"/>                                        |                                           |                                                                          |                                 |                  |
| <input type="checkbox"/>                                        | Documentation Leader                      |                                                                          |                                 |                  |
| <input type="checkbox"/>                                        | Demobilization Leader                     |                                                                          |                                 |                  |
| <b>7. Remarks:</b>                                              |                                           |                                                                          |                                 |                  |
| <b>8. Travel Information:</b>                                   |                                           | Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |                  |
| Estimated Time of Departure: _____                              |                                           | Actual Release Date/Time: _____                                          |                                 |                  |
| Destination: _____                                              |                                           | Estimated Time of Arrival: _____                                         |                                 |                  |
| Travel Method: _____                                            |                                           | Contact Information While Traveling: _____                               |                                 |                  |

|                                                                                              |                                                    |                                          |  |
|----------------------------------------------------------------------------------------------|----------------------------------------------------|------------------------------------------|--|
| <b>1. Incident Name:</b> _____                                                               |                                                    | <b>2. Incident Number:</b> _____         |  |
| <b>3. Planned Release Date/Time:</b><br>Date: _____ Time: _____                              | <b>4. Resource or Personnel Released:</b><br>_____ | <b>5. Order Request Number:</b><br>_____ |  |
| Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Number: _____          |                                                    | Area/Agency/Region Notified: _____       |  |
| <b>9. Reassignment Information:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                                                    |                                          |  |
| Incident Name: _____                                                                         |                                                    | Incident Number: _____                   |  |
| Location: _____                                                                              |                                                    | Order Request Number: _____              |  |
| <b>10. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____                   |                                                    |                                          |  |
| <b>ICS 221</b>                                                                               |                                                    | Date/Time: _____                         |  |

## Appendix A: Responsibility for Specific Functions/Primary and Support Agencies by ESF

### Key Areas of Responsibility/ Responsible Entity

| Area of Responsibility                               | Responsible Entity                                        | Comments                                                               |
|------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------|
| Administration and Finance                           | Finance/Admin Section Chief                               | See SEOC Responsibilities                                              |
| Agriculture and Natural Resources (Animal)           | ESF 11 and DEEP EnCon (DEEP and DOAG)                     | See ESF 11                                                             |
| Alert and Notification                               | DESPP/DEMHS                                               | See ESF 2 Communications/ Emergency Notifications                      |
| Communications                                       | DESPP/DEMHS, DAS                                          | See ESF 2 Communications                                               |
| Critical Infrastructure and Key Resource Restoration | DOT, DAS, CT Military Dept./National Guard, DOC, DEEP     | See ESF 1, ESF 2, ESF 3, ESF 7                                         |
| Damage Assessment                                    | DEMHS in coordination with municipalities, State Agencies | See Section 2.0 Concept of Operations, ESF 14 Recovery                 |
| Debris Management                                    | DAS/DEEP/DEMHS                                            | See ESF 3, ESF 7 Task Force: Interagency Debris Management Task Force. |
| Detection and monitoring                             | Division of State Police, DEMHS                           | See Unified Command, Pre – activation Activities, ESF 13               |
| Direction, control and coordination                  | DEMHS                                                     | See Concept of Operations, Functional Roles and Responsibilities ESF 5 |
| Donation management                                  | DEMHS/DOC                                                 | See ESF 7 Task Forces                                                  |
| Emergency Public Information                         | DEMHS                                                     | See ESF 15                                                             |
| Energy and utilities services                        | DEEP                                                      | See ESF 12                                                             |
| Evacuation and shelter-in-place                      | DOT                                                       | See ESF 1                                                              |
| Fatality management and mortuary services            | DPH                                                       | See ESF 8, CT PHERP                                                    |
| Firefighting/fire protection                         | Commission on Fire Prevention and Control (CFPC)          | See ESF 4                                                              |
| Food, water and commodities distribution             | CT Military Dept./National Guard, DOC, DAS                | See ESF 7                                                              |
| Hazardous materials                                  | DEEP, CFPC, Division of State Police                      | See ESF 10                                                             |
| Information collection, analysis, dissemination      | Division of State Police, DEMHS, CTIC                     | See ESF 13                                                             |
| Law Enforcement                                      | Division of Connecticut State Police                      | See ESF 13                                                             |

| <b>Area of Responsibility</b>        | <b>Responsible Entity</b>                                               | <b>Comments</b>                                                       |
|--------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Mass Care and sheltering             | DEMHS/DPH                                                               | See ESF 6                                                             |
| Mutual aid                           | DEMHS                                                                   | See Concept of Operations, ESF 5                                      |
| Private Sector Coordination          | CT Military Dept./National Guard, Department of Corrections, DAS, DEMHS | See Section 3 Private Sector, ESF Task Forces, Commodities Task Force |
| Public Health and Medical Services   | DPH                                                                     | See ESF 8                                                             |
| Public Works and Engineering         | DAS                                                                     | See ESF 3                                                             |
| Resource Management and Logistics    | CT Military Dept./National Guard, DOC, DAS, DEMHS                       | See Section 5 Resource Request Management , ESF 7                     |
| Search and Rescue                    | Division of State Police, CFPC                                          | See ESF 9, Urban Search and Rescue Task Force                         |
| Transportation systems and resources | DOT                                                                     | See ESF 1                                                             |
| Volunteer Management                 | CT Military Dept./National Guard, DOC, DAS, DEMHS                       | See ESF 7 Task Forces-Volunteer and Donations Management              |
| Warning                              | DAS, DEMHS                                                              | See ESF 2 Communications and Warning Appendix                         |

# Primary/ Support Agencies by Emergency Support Function (ESF)

ESF Primary and Secondary Chart

| State Response Framework – Government and Non-Governmental Organizations | ESF 1 Transportation Transp. Security | ESF 2 Communications | ESF 3 Public Works Critical Infra (debris) | ESF 4 Fire Prevention and Control | ESF 5 Emergency Management | ESF 6 Mass Care | ESF 7 Resource Support Private Sector Coord. | ESF 8 Public Health & Medical | ESF 9 Search and Rescue | ESF 10 Hazardous Materials Response | ESF 11 Agriculture and Natural Resources -animals | ESF 12 Energy and Utilities | ESF 13 Law Enforcement Homeland Security | ESF 14 Long Term Recovery | ESF 15 External Affairs and Emerg. |
|--------------------------------------------------------------------------|---------------------------------------|----------------------|--------------------------------------------|-----------------------------------|----------------------------|-----------------|----------------------------------------------|-------------------------------|-------------------------|-------------------------------------|---------------------------------------------------|-----------------------------|------------------------------------------|---------------------------|------------------------------------|
| Correction                                                               | S                                     |                      |                                            |                                   | S                          |                 | P                                            |                               | S                       |                                     |                                                   |                             | S                                        |                           |                                    |
| DAS                                                                      |                                       |                      | P                                          |                                   |                            |                 | P                                            |                               |                         |                                     |                                                   | S                           |                                          |                           |                                    |
| DAS BEST                                                                 |                                       | P                    |                                            |                                   |                            |                 |                                              |                               |                         |                                     |                                                   |                             |                                          |                           |                                    |
| DAS Constr. Serv./Fire Marsh.                                            |                                       |                      |                                            | S                                 |                            |                 |                                              |                               |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| DEEP                                                                     |                                       |                      | S                                          | S                                 |                            |                 |                                              |                               |                         | P                                   | P                                                 | S                           |                                          | S                         |                                    |
| DEEP ENCON                                                               | S                                     |                      |                                            |                                   |                            |                 |                                              |                               | S                       |                                     |                                                   |                             | S                                        |                           |                                    |
| DEEP PURA                                                                |                                       | S                    |                                            |                                   |                            |                 |                                              |                               |                         | S                                   |                                                   | P                           |                                          |                           |                                    |
| DESPP/CFPC                                                               | S                                     |                      |                                            | P                                 |                            |                 |                                              |                               | P                       | P                                   |                                                   |                             |                                          |                           |                                    |
| DESPP/CSP                                                                | S                                     |                      |                                            |                                   |                            |                 |                                              |                               | P                       | P                                   |                                                   |                             | P                                        |                           |                                    |
| DESPP/Various                                                            |                                       | P                    |                                            |                                   |                            |                 |                                              |                               |                         |                                     |                                                   |                             |                                          |                           |                                    |
| DESPP/DEMHS                                                              | S                                     | S                    | S                                          |                                   | P                          | P               | S                                            |                               | P                       | S                                   |                                                   | S                           | S                                        | P                         | P                                  |
| DOT                                                                      | P                                     |                      | S                                          |                                   |                            | S               | S                                            |                               | S                       |                                     |                                                   | S                           |                                          | S                         |                                    |
| DPH                                                                      | S                                     |                      |                                            |                                   |                            | P               |                                              | P                             |                         | S                                   | S                                                 | S                           |                                          | S                         |                                    |
| Governor’s Office (Liaisons)                                             |                                       |                      |                                            |                                   |                            | S               |                                              |                               |                         |                                     |                                                   |                             |                                          | S                         | S                                  |
| Military Dept.                                                           | S                                     |                      | S                                          |                                   |                            |                 | S                                            |                               | S                       | S                                   |                                                   |                             | S                                        |                           |                                    |
| Agriculture                                                              |                                       |                      |                                            |                                   |                            |                 |                                              | S                             |                         | S                                   | P                                                 |                             |                                          | S                         |                                    |
| Consumer Protection                                                      |                                       |                      |                                            |                                   |                            |                 | S                                            |                               |                         | S                                   | S                                                 | S                           |                                          | S                         |                                    |
| DCF                                                                      |                                       |                      |                                            |                                   |                            | S               |                                              | S                             |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| DDS                                                                      |                                       |                      |                                            |                                   |                            | S               |                                              | S                             |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| DECD                                                                     |                                       |                      |                                            |                                   |                            |                 |                                              |                               |                         |                                     | S                                                 |                             |                                          | S                         |                                    |
| Depart. of Aging and Disability Services                                 |                                       |                      |                                            |                                   |                            | S               |                                              | S                             |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| Dept of Housing                                                          |                                       |                      |                                            |                                   |                            | S               |                                              |                               |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| Dept of Insurance                                                        |                                       |                      |                                            |                                   |                            |                 |                                              |                               |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| Dept of Labor                                                            |                                       |                      | S                                          |                                   |                            |                 |                                              |                               |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| DMHAS                                                                    |                                       |                      |                                            |                                   |                            | S               |                                              | S                             |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| DMV                                                                      | S                                     |                      |                                            |                                   |                            |                 | S                                            |                               |                         |                                     |                                                   | S                           | S                                        |                           |                                    |
| DSS                                                                      |                                       |                      |                                            |                                   |                            | S               |                                              | S                             |                         |                                     |                                                   | S                           |                                          | S                         |                                    |
| Judicial Branch                                                          |                                       |                      |                                            |                                   |                            |                 | S                                            | S                             |                         |                                     |                                                   |                             | S                                        |                           |                                    |
| Office of Consumer Protect                                               |                                       |                      |                                            |                                   |                            |                 |                                              |                               |                         |                                     |                                                   | S                           |                                          |                           |                                    |
| Office of Early Childhood                                                |                                       |                      |                                            |                                   |                            | S               |                                              |                               |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| Office of Policy and Management                                          |                                       |                      |                                            |                                   | S                          |                 | S                                            |                               |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| Siting Counsel                                                           |                                       |                      |                                            |                                   |                            |                 |                                              |                               |                         |                                     |                                                   | S                           |                                          |                           |                                    |
| 211 Infoline                                                             |                                       |                      |                                            |                                   | S                          | S               |                                              | S                             |                         |                                     |                                                   |                             |                                          | S                         | S                                  |
| ARC                                                                      |                                       |                      |                                            |                                   | S                          | S               |                                              | S                             |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| Infraguard                                                               |                                       |                      |                                            |                                   |                            |                 | S                                            |                               |                         |                                     |                                                   |                             |                                          |                           |                                    |
| FEMA/DHS                                                                 |                                       |                      |                                            |                                   | S                          |                 |                                              |                               |                         |                                     |                                                   |                             | S                                        | S                         |                                    |
| US ACE                                                                   |                                       |                      | S                                          |                                   | S                          |                 | S                                            |                               |                         |                                     |                                                   |                             |                                          | S                         |                                    |
| USCG                                                                     | S                                     |                      |                                            |                                   |                            |                 |                                              |                               | S                       |                                     |                                                   |                             |                                          |                           |                                    |
| State Atty General                                                       |                                       |                      |                                            |                                   | S                          |                 |                                              |                               |                         |                                     |                                                   |                             |                                          |                           |                                    |
| Office of Protection and Advocacy                                        |                                       |                      |                                            |                                   | S                          |                 |                                              |                               |                         |                                     |                                                   |                             |                                          | S                         |                                    |



| <b>State of Connecticut<br/>Emergency Support Functions (ESF) and Scope</b> |                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ESF</b>                                                                  | <b>SCOPE</b>                                                                                                                                                                                                                                                                                                                                                                                           |
| ESF 1: Transportation and Transportation Security                           | Transportation safety<br>Restoration/recovery of transportation infrastructure<br>Movement restrictions<br>Damage and impact assessment<br>Evacuation support                                                                                                                                                                                                                                          |
| ESF 2: Communications                                                       | Coordination with telecommunications and information technology industries<br>Restoration and coordinate repair of telecommunications infrastructure<br>Protection, restoration, sustainment of state cyber and information technology resources<br>Oversight of communications within the state incident management and response structures                                                           |
| ESF 3: Public Works, Critical Infrastructure (debris management)            | Infrastructure protection, emergency repair and restoration<br>Engineering services and construction management<br>Emergency contracting support for life-saving and life-sustaining services<br>Disaster Debris Management                                                                                                                                                                            |
| ESF 4: Fire Prevention and Control                                          | Activation of State Fire Rescue Plan<br>Coordination of fire and rescue services and resources                                                                                                                                                                                                                                                                                                         |
| ESF 5: Emergency Management                                                 | Coordination and implementation of the State Response Framework<br>Coordination of incident management response efforts<br>Coordination and implementation of mission assignments<br>Unified command including, but not limited to, Incident Action Planning, multi-agency coordination, and situational awareness<br>Coordination of Mutual Aid<br>Resource and human capital<br>Financial management |
| ESF 6: Mass Care                                                            | Emergency assistance/sheltering/feeding<br>Coordination with municipalities and ARC<br>Disaster housing, Human services, Functional needs                                                                                                                                                                                                                                                              |
| ESF 7: Logistics & Resource Support                                         | Comprehensive, state incident logistics planning, management, and sustainment capability<br>Resource support (facility space, office equipment and supplies, contracting services)                                                                                                                                                                                                                     |
| ESF 8: Public Health & Medical Services                                     | Public health/Medical<br>Mental health services<br>Mass fatality management<br>Mass dispensing                                                                                                                                                                                                                                                                                                         |
| ESF 9: Search and Rescue                                                    | Lifesaving assistance<br>Search and Rescue operations                                                                                                                                                                                                                                                                                                                                                  |
| ESF 10: Hazardous Material Response                                         | Oil and hazardous materials (chemical, biological, radiological, explosives, etc.) response<br>Environmental short-term and long-term clean-up                                                                                                                                                                                                                                                         |
| ESF 11: Agriculture and Natural Resources - Animal                          | Animal (pet sheltering) and plant disease and pest response<br>Food safety and security and Nutrition assistance<br>Natural and cultural resources and historic properties protection and                                                                                                                                                                                                              |

|                                                       |                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | restoration<br>Safety and well-being of household pets                                                                                                                                                                                                                                      |
| ESF 12: Energy and Utilities                          | Energy infrastructure assessment, repair, and restoration<br>Energy industry utilities coordination<br>Energy forecast<br>ESF-12 All Hazards Energy and Utilities Annex to the SRF, including Make Safe Protocol                                                                            |
| ESF 13: Law Enforcement & Homeland Security           | Facility and resource security<br>Security planning and technical resource assistance<br>Public safety and security support<br>Support to access, traffic and crowd control<br>Homeland Security                                                                                            |
| ESF 14: Long Term Recovery and Mitigation             | Social and economic community impact assessment<br>Long term community recovery assistance to states, local governments, and the private sector<br>Analysis and review of mitigation program implementation<br>Mitigation<br>Coordinate and implement the State Disaster Recovery Framework |
| ESF 15: External Affairs and Emergency Communciations | Emergency public information and protective action guidance<br>Media, community and governmental relations                                                                                                                                                                                  |

## A.1: ESF #1 Transportation and Transportation Security

**Primary Agency:** Connecticut Department of Transportation (DOT)  
**Support Agencies:** Department of Correction  
DEEP ENCON (Environmental Conservation Police)  
DESPP (Department of Emergency Services and Public Protection) /CSP/DEMHS/CFPC  
Department of Public Health  
Connecticut Military Department/National Guard (CTNG)  
Department of Motor Vehicles  
US Coast Guard

### A.1.1 Introduction

ESF 1 ensures the provision of transportation to support emergency- and disaster- related state, county, and federal transportation efforts. ESF-1 coordinates activities and transportation infrastructure restoration and recovery, evacuation support, transportation safety, movement restrictions, and damage/ impact assessment.

#### A.1.1.1 Department of Transportation (DOT)

Responsibilities include but may not be limited to:

- Signing and barricading unsafe or impassable state highways.;
- Closing appropriate rail and airport facilities as a result of damage or other unsafe conditions.
- Inspecting, repairing, condemning and/or demolishing state-maintained transportation facilities.
- Coordinating any and all transportation resources in the state to assist with the evacuation of persons needing transportation.
- Serving on any DEMHS or SEOC Task Force, including leading and/or supporting the State ESF 1 Evacuation Task Force.
- Providing assistance in the field for local Make Safe operations under the State ESF 12 Annex, Make Safe Protocol.
- Providing public information, in coordination with the Governor's Office, relative to road conditions and closures, flight service, train schedules, and ferry operations.
- Clearing debris from state-maintained roads.
- Advising the Governor on such matters as:
  - The need to declare driving bans.
  - The need for National Guard/Military Department personnel and equipment relative to the repair or protection of transportation facilities.
- Providing assistance in the regulation of the use of inland waterways and coastal waters by non-military marine craft.
- Coordinating with U.S. Coast Guard Captain of the Port authority in relation to the closing and subsequent reopening of ports and waterways.
- Providing qualified personnel to serve on Joint Federal State Preliminary Damage Assessment (PDA) Teams.
- In accordance with the State of Connecticut Disaster Debris Management Plan, providing assistance to municipalities for the purposes of debris clearance, inspection, repair and/or condemnation of transportation facilities, once departmental priorities have been met and providing limited assistance in search and rescue operations.
- Notifying the State EOC of disruptions or impending disruptions to the transportation system (e.g., road closures, bridge outages, damage to railroads, etc.) and rectification of such disruptions.
- Preparing formal requests for financial assistance from the Federal Highway Administration.
- Providing traffic management assistance through the DOT Highway Incident Management System.

### **A.1.2 Situation**

- Hazards that affect Connecticut may damage transportation infrastructure, impact the movement of emergency personnel and delay resources.
- Disasters may reduce or eliminate the availability of local resources.
- If local resources cannot meet demand, mutual aid intrastate and/or interstate may be needed.

### **A.1.3 Assumptions**

- Lifesaving situations will be prioritized.
- Repairs to transportation systems will be prioritized.
- Capacity to respond in an emergency situation immediately following an event may exceed capabilities.
- Requests for federal transportation assistance will be in accordance with protocols.

### **A.1.4 Concept of Operations**

- Restrict movement
- Infrastructure restoration

**Sample Agency Log**  
**State Agency: Department of Transportation**

| Winter Storm December 2005 |          |      |     |      |                                                                                                      |                 |                  |
|----------------------------|----------|------|-----|------|------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Item                       | Date     | Time | TO  | FROM | Description                                                                                          | Action Required | Action completed |
| 1                          | 12/16/05 | 4:00 |     |      | SEOC Activated for winter storm                                                                      | Staff SEOC      | Arrived 4:45     |
| 2                          | 12/16/05 | 5:00 | OPS | DOT  | Bradley International Airport closed. Will reopen at 0630<br>ACTION: Notified appropriate officials. |                 |                  |

**Agency Log Instructions:**

|                         |                                                                 |
|-------------------------|-----------------------------------------------------------------|
| <b>Title</b>            | Date and description of the event                               |
| <b>Item #</b>           | The numerical sequence of the item entered                      |
| <b>Date/Time</b>        | Of event or report                                              |
| <b>To/From</b>          | To whom the message/event is addressed and who sent/reported it |
| <b>Description</b>      | Full text detail of the message or event                        |
| <b>Action Required</b>  | Description of required response to situation or event          |
| <b>Action Completed</b> | Date/Time of response and any further comment                   |

**Use of WebEOC within the SEOC:**

WebEOC is currently used by emergency managers across the state, the State Agencies, FEMA Region 1, and many other agencies and organizations. Within the SEOC WebEOC is primarily used as a documentation tool. DEMHS serves as the “gatekeeper” for access to run Connecticut WebEOC and assigns user accounts.

**ESF 1 Transportation Recovery Time Objective: Uninterruptible Functions <1 day**

- Quick clearance of roadways (storm response)
- Establishment of detours
- Coordinate with rail operators to ensure uninterrupted train services (passenger and freight)
- Assessment of the status of Communications Infrastructure
- Restore connectivity to Mission Critical Applications
- Materials Management – Central Warehouse
- Materials Management – 13 Satellite Operations
- Materials Management – Fuel Control
- Building Maintenance – Repairs/Fuel System Repairs
- Service Plaza Operations / Code Inspection – Maintain operations at service plazas unless extreme conditions
- Occupational Health and Safety
- Emergency planning and response for transit services
- Provide bus and para transit services for emergency evacuation or other emergency services

**Recovery Time Objective: Critical Functions ≥ 2 to 3 days**

- Damage assessment of critical infrastructure and facilities
- Provide labor & equipment for support of other EM functions. Assess need for supplemental contractors
- Oversize/Overweight Permitting

- Contractor mobilization as needed
  - Purchasing – Approve Purchases, Change Orders, Dispatch PO's, Contracts
  - Service Plaza Operations / Code Inspection – Maintain or restore operations at service plazas
  - Stores Fuel Control Inventory
  - Test integrity of all Communication Components and Equipment
  - Repair or replace affected network equipment and retest connectivity and performance
  - Inspect rail systems and at grade crossings (signal and communications)
  - Assess tenant resident requirements/safety
  - Restore minimum public transportation services
  - HR Support Functions
  - Oversight of shared ride services – carpool, vanpool, telecommuting website functionality – for use for normal commuter services and those services needed for emergency response
  - Oversight of transit contract services, including payments, to assure continuity of ongoing operations and availability of resources for emergency response
  - Marketing and outreach for public awareness of continuing operations and emergency services
- Department of Transportation Mission Essential Functions

**Recovery Time Objective: Ongoing Functions ≥ 4 to 7 days**

- Repair damaged infrastructure
- Repair/secure resident structures
- Ensure rail properties (e.g. train stations and parking areas) are open and available
- Restore availability of all major DOT Applications
- Continue work on restoring all services to 100% full functionality
- Payroll and Employee Benefits
- Establish Emergency Projects Payroll Codes
- CORE Records & Support
- Business Apps Support (OIS)
- Accounts Payable – Approve Vendor Payments and Travel Authorizations
- Restoration of cross-river ferry services as crews are released from highway maintenance responsibilities
- Restore Port of New London services as needed

**Recovery Time Objective: Periodic Functions ≥ 1 to 2 weeks**

- Secure needed materials and supplies
- Mutual assistance to Cities & Towns
- CORE Reports
- Incident Review (FHWA, FTA, & FEMA)
- Inspection and maintenance of rail equipment (locomotives and rail cars) with railroad operators
- Inspection/repair rail infrastructure
- Accounting/Deposit
- Workers Compensation/claims
- Obligation of Federal Funds
- Pay vendors
- Return to operations for motor transport services – licensing, registration and any temporary operating authorities for long-term emergency or replacement services

### **A.1.5 Organization and Assignment of Responsibility**

ESF 1 Primary and Secondary response organizations will be activated through the State Emergency Operations Center based on needs and operational procedures. Organizations and agencies will coordinate with each other to ensure the most effective use of personnel and equipment.

#### **A.1.5.1 Department of Correction (DOC)**

Responsibilities include but may not be limited to:

- Assisting other state agencies as requested with the evacuation of institutionalized and/or other special needs persons through the limited provision of vehicles and personnel.
- Providing assistance and support to DEMHS and the SEOC as outlined in the Memorandum of Understanding Number 2013CAU-21, dated March of 2013, including leading and/staffing the State ESF 7 Resource Support Task Force and DEMHS Regional Offices.
- Providing staff to augment any field offices in direct relation to any DOC facilities.
- Providing technical assistance, personnel, and equipment in direct relation to any agency facility or building.
- Deploying the DOC Tactical Operations Unit to:
  - Provide any other specialized services and/or equipment as needed.
- Providing DOC transport buses to assist with evacuation of any DOC facility or building or for other needs as deemed necessary by the Incident Commander.

#### **A.1.5.2 DEEP EnCon**

The State Environmental Conservation Police (EnCon) protect the public and Connecticut's natural resources through public education and outreach, prevention of crime and accidents and the enforcement of laws and regulations.

Responsibilities include but may not be limited to:

- Implementing the DEEP Oil and Chemical Spills Plan as appropriate.
- Assessing radiation risks from radiological sources and releases of radioactive material.
- Providing technical assistance to law enforcement and local officials regarding radiological sources and radioactive material.
- Coordinating with the US Nuclear Regulatory Commission and other federal agencies regarding inspection of radiological sources and radioactive material.
- Coordinating with the US Nuclear Regulatory Commission and other federal agencies regarding response to radiological sources and radioactive material.
- Advising on timber salvage, emergency debris disposal, and open burning.
- Documenting agency emergency response activities
- Coordinating with the U.S. Army Corps of Engineers regarding operation of Corps flood control projects in an emergency, ice jams, and other situations with flooding implications that may require involvement by the Corps.
- Coordinating with the U.S. Coast Guard, as appropriate, regarding the USCG's National Strike Team which may be called upon to react to major incidents of oil pollution or hazardous release.
- Monitoring and reporting to DEMHS on the restoration, maintenance and operation of utility services.
- For situational awareness purposes, will report to DEMHS

#### **A.1.5.3 DESPP/Commission on Fire Prevention and Control (CFPC)**

Responsibilities include but may not be limited to:

- Activating and implementing the State of Connecticut Statewide Fire Service Disaster Response Plan.

- Movement and/or staging of pre-identified Task Forces, Strike Teams or resources for timely response into an affected area.
- Serving on any DEMHS or SEOC Task Force.

#### A.1.5.4 DESPP- Division of State Police

Responsibilities include but may not be limited to

- Conducting both criminal and motor vehicle investigations in 82 of the 169 towns in Connecticut.
- Patrolling 600 miles of limited access highways, 7,000 miles of state and local roads.
- Controlling access to dangerous or impassable sections of state-maintained and/or state- patrolled roads; Controlling traffic and access on State roads and highways traversing or passing near the incident scene.
- Providing assistance, as requested, to local civil preparedness forces primarily for the purposes of search and rescue, route alerting, anti-looting, traffic control, curfew enforcement, and limiting access to a disaster area.
- Providing emergency transportation for state and federal officials.
- Serving on any DEMHS or State EOC Task Force, including but not limited to the State ESF 1 Evacuation Task Force.
- Assisting local law enforcement with perimeter security, access control, and anti-looting patrols of evacuated areas
- Deploying the State Police Emergency Services Unit (ESU) which will provide specialized services and equipment as requested by the Incident Commander such as:
  - Bomb Squad
    - Incidents involving explosives
    - Search for explosives (K9)
    - Fireworks seizures
    - Storage of explosive evidence (**not** including IED's) as evidence
    - Technical assistance for Post Blast Investigations
    - Destruction of old ammunition, flares and chemical munitions
    - In the case of a crime scene or investigation of a suspected Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) incident, the DPS Emergency Services Unit (ESU) shall assume responsibility for collection, packaging, and transportation of evidence in accordance with an MOU with the FBI who has primary jurisdiction in such incidents.
  - Hazardous Materials Technician assistance
    - Any incident involving the use or threatened use of a Weapon of Mass Destruction including Chemical, Biological, Radiological, Nuclear, High Yield Explosives (CBRNE) types of Incidents.
  - Dive and Marine Unit
    - Any emergency in a marine environment including:
      - Lost boaters
      - Search & rescue
      - Underwater evidence recovery
      - Hull and pier sweeps
  - Tactical Team
    - Any high risk incident including:
      - Barricaded subjects; hostage situations; searches for armed and dangerous subjects
      - High risk warrant service
      - Special transportation protection (e.g. high risk prisoners, narcotics, firearms)
      - Dignitary protection



- Crisis Negotiators for any tactical situation as well as suicidal individuals threatening the use of physical force against themselves or another.
- Civil Disturbance teams for any civil disturbance or riot situation
  - Minimum Control Forces will be provided by each State Police district command and still be able to provide adequate patrol coverage and response.
- Canine assistance is available for the following types of situations:
  - Tracking, building search, criminal apprehension
  - Search and rescue
  - Body recovery
  - Searches for explosives, narcotics and evidence of accelerants in suspected arson situations
  - Training in the above areas for those agencies meeting the needs requirements
- Aviation assistance is available for the following types of situations:
  - Surveillance
  - Traffic enforcement
  - Search and rescue
  - Marijuana field location and eradication
  - Aerial photo missions
  - Tactical operations and medical transport
- Emergency Medical support is available for tactical situations, Weapons of Mass Destruction incidents, mass casualty incidents, and search and rescue.
- Central Criminal Intelligence Unit provides electronic surveillance and special equipment for intelligence monitoring / communication.
- Public Information Office gathers and disseminates timely and accurate information regarding law enforcement efforts to the public through various print and broadcast media in the State of Connecticut.

#### **A.1.5.5 Department of Public Health**

Responsibilities include but may not be limited to:

- Serving on any DEMHS or SEOC Task Force.
- Supporting local health, healthcare systems, and facilities during emergencies.
- Coordinating public health response plans such as medical surge operations.
- Providing toxicological and health risk assessment in response to major disasters.
- Responding to requests for activation of the state's mobile field hospital.

#### **A.1.5.6 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Serving on any DEMHS or SEOC Task Force, including the State ESF 1 Evacuation Task Force.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS (as an agency in the EOC).
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 1 (Transportation) as directed by the Governor or requested by DEMHS. (*The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned*):

| ESF | ESF 1 – TRANSPORTATION AND TRANSPORTATION SECURITY |
|-----|----------------------------------------------------|
| 01  | Bus Drivers                                        |
| 01  | Forward Air Control Cell                           |
| 01  | Aviation Transportation                            |
| 01  | Ground Transportation                              |
| 01  | Aircraft Traffic Evacuation Flow                   |
| 01  | Hurricane Evacuation Highway Support               |

#### A.1.5.7 Department of Motor Vehicles (DMV)

Responsibilities include but may not be limited to:

- Assisting other state agencies as requested with the evacuation of institutionalized and/or other special needs persons through the limited provision of vehicles and personnel.
- With the Governor’s approval, obtaining grant extensions of core business functions such as registrations, licenses, emissions, permits, etc. (CGS §3-6a and §28-9).
- Providing emergency transportation for State and Federal officials.
- Assisting in the transportation of medical personnel to hospitals and medical facilities.
- Serving on any DEMHS or SEOC Task Force, including leading and/or supporting the State Fuel and Generator Task Force.
- Assisting with the identification of motor vehicles in support of the Debris Management Plan.

#### A.1.5.8 US Coast Guard - Evacuation Support

**United States Army Corps of Engineers Connecticut Hurricane Evacuation Study Technical Data Report, Appendices A, B and C (1994), Hurricane Behavior Assumptions (1988) and Hurricane Surge Inundation Maps for Connecticut (updated 2008, 2014).**

The primary purpose of the Connecticut Hurricane Study is to provide the State of Connecticut, local emergency management agencies, and evacuation decision-makers with data necessary to plan for and evacuate areas vulnerable to hurricane flooding. To accomplish this, the Study provides information on the extent and severity of potential flooding from hurricanes, the associated vulnerable population, capabilities of existing public shelters and estimated sheltering requirements, and evacuation roadway clearance times. The report also provides guidance on how this information can be used with National Hurricane Center advisories for hurricane evacuation decision-making. Products developed from the study include the Connecticut Hurricane Evacuation Study, Technical Data Report, and Hurricane Surge Inundation Maps for Connecticut coastal communities.

#### A.1.6 Resource Requirements

- ESF 1 maintains agency level Standard Operating Procedures that address their assignments and responsibilities.
- ESF 1 maintains their resources for equipment, supplies, staff and services available to them during emergencies.
- Transportation Resources & Transportation Staging Area (TSA)  
For a nuclear power plant emergency at Millstone Station, the Transportation Staging Area (TSA) is located at the Veterans’ Home and Hospital in Rocky Hill, CT. This is the assembly location where buses, ambulances, and wheelchair vans may gather, and be readied and dispatched to Millstone communities, upon their request for supplemental transportation resources to aid evacuation efforts. Drivers are given dosimetry, briefings and assignments. The TSA Command Center may communicate

and coordinate with the State EOC ESF 1 Transportation representative and the DEMHS Regional Coordinators.

### **A.1.7 Plans**

- Traffic Diversion Plans for I-84, US Route 7 and CT Route 8, State of Connecticut, Council of Governments, Funded by DEMHS Region 5, January 2011
- Radiological Emergency Preparedness Traffic Management Plan
- Evacuation Time Estimate, KLR, 2013, Millstone Power Station (available electronically)
- Disaster Debris Management Plan, State of Connecticut
- State of Connecticut Concept of Operations Plan – Disaster Debris Management Activation and Use of the State Debris Removal and Monitoring Contracts
- Model Procedures for Response of Emergency Vehicles During Hurricanes and Tropical Storms, State of Connecticut, August 2010, Revised June 2011.
- State of Connecticut Radiological Transportation Emergency Preparedness Program (TEPP) Plan

### **B.1.8 Evacuation Support**

#### **A.1.8.1 Evacuation**

**United States Army Corps of Engineers Connecticut Hurricane Evacuation Study Technical Data Report, Appendices A, B and C (1994), Hurricane Behavior Assumptions (1988) and Hurricane Surge Inundation Maps for Connecticut (updated 2008, 2014)**

The primary purpose of the Connecticut Hurricane Study is to provide the State of Connecticut, local emergency management agencies, and evacuation decision-makers with data necessary to plan for and evacuate areas vulnerable to hurricane flooding. To accomplish this, the Study provides information on the extent and severity of potential flooding from hurricanes, the associated vulnerable population, capabilities of existing public shelters and estimated sheltering requirements, and evacuation roadway clearance times. The report also provides guidance on how this information can be used with National Hurricane Center advisories for hurricane evacuation decision-making. Products developed from the study include the Connecticut Hurricane Evacuation Study, Technical Data Report, and Hurricane Surge Inundation Maps for Connecticut coastal communities.

## A.2: ESF #2 Communications

|                            |                                                                                                                                                                              |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agencies:</b>   | Connecticut Department of Administrative Services (DAS)/BEST (Bureau of Enterprise Systems and Technology)<br>Department of Emergency Services and Public Protection (DESPP) |
| <b>Secondary Agencies:</b> | DEEP PURA (Public Utility Regulatory Authority)<br>Department of Emergency Services and Public Protection (DESPP)/ DEMHS                                                     |

### A.2.1 Introduction

ESF 2 ensures the provision of communications to support emergency- and disaster- related state, regional, and federal communications efforts. ESF-2 coordinates activities and communications assets available from state agencies, voluntary groups, the communications industry, and the federal government.

#### A.2.1.1 DAS – Bureau of Enterprise Systems and Technologies (BEST)

Responsibilities include, but may not be limited to:

- Supporting and restoring the communications infrastructure; facilitating the recovery of systems and applications from cyber-attacks; and coordinating Federal communications support to response efforts during incidents requiring a coordinated Federal response
- Addressing cyber security issues that result from or occur in conjunction with incidents
- Staffing facilities as requested by DEMHS
- Serving on any DEMHS or SEOC Task Force, including leading and/or supporting the State Tele-Communications Restoration Task Force
- Facilitating the acquisition of communications and information technology equipment and services.
- Requesting and coordinating activities through the National Communication Service for emergency telecommunications service priority (TSP) and wireless priority services (WPS).
- Activating the DAS-BEST ECC and Communications Center.
- Coordinating agency business continuity and information technology disaster recovery plans in conjunction with agencies' staff, to include the activation of our out of state hot site when necessary.

#### A.2.1.2 Department of Emergency Services and Public Protection (DESPP)

- Situation Assessment
- Incident Priority Determination
- Support communications aspects of incident management policies and interagency activities
- Coordinating communication continuity with the local entities
- Train and assign personnel to support emergency communications at the SEOC or other areas of operation
- Monitoring and reporting on the condition of the state agency telecommunications infrastructure
- Arranging for information technology equipment, installation, repair, programming, and troubleshooting at the State EOC and at other locations as needed and requested
- Stand up Communications Task Forces as necessary to support the management and operations of the emergency
- Coordinating interoperable communications
- Coordinating and disseminating public information
- Coordinating activities with the DEMHS Office of Counter Terrorism, as appropriate
- Disseminating emergency data and information to local governments, state, and federal agencies
- Providing telecommunication support in Emergency Management facilities as needed
- In times of non-emergency, DEMHS responsibilities include, but are not limited to:

- Those found in Conn. Gen. Stat. Title 28, including providing the venue and process for collaborative, coordinated and integrated planning, training, exercise activities
- Receiving and relaying warnings to local governments as per the State Warning Plan
- Operate the State’s 700/800 MHz Radio System
- Relaying warnings received from CONVEX (Connecticut Valley Electric Exchange) regarding hydroelectric dam releases and/or possible dam failures to appropriate state and local officials in accordance with specific warning plans for individual dams

### **A.2.2 Situation and Assumptions**

- Under Connecticut General Statutes 28-1a, the Connecticut Division of Emergency Management and Homeland Security (DEMHS) is responsible for the development and operation of the State Emergency Operations Center (EOC) and its associated communications systems
- The State Emergency Management Director, on behalf of the Governor and Commissioner, will manage the internal operations of the State EOC
- The State EOC maintains the capability to interface with other state and federal emergency or disaster response organizations
- Current communications systems are capable of supporting emergency operations within the state
- State agencies will utilize their normal communications systems during an emergency situation. Support facilities and equipment will be provided through coordination with the State EOC
- To reduce the span of operational control and facilitate the conduct of disaster and emergency operations, the 169 towns and two tribal nations are organized into 5 DEMHS Regions
- In areas experiencing major emergency conditions or disaster effects, serious disruption of normal communications and overloading of communications systems is anticipated
- In a nuclear attack situation, it is estimated that only a portion of all telephone circuits will be operational. During this same period, radio communication will be severely damaged by electromagnetic pulse (EMP)
- Terrorist attacks may be directed at the hardware and software of Connecticut’s communication infrastructure

### **A.2.3 Concept of Operations**

The State Emergency Management Director is responsible for:

- The physical security of forms, transmittals and required information.
- The assignment of personnel to duty stations in the EOC and the maintenance of the EOC equipment.
- Obtaining additional communication links in an emergency.

### **A.2.4 Communications Facilities**

#### **A.2.4.1 Emergency Communications Centers**

The main communications facility for CT DEMHS is located at the state EOC. Backup communications is provided by DESPP Message Center which has duplicates of many of the Communications systems located in the EOC Communications Center (EAS, ITAC/ICall, NAWAS, Microwave, COLLECT, etc.).

DEMHS OEM vehicles may be equipped with 7/800 MHz Trunked mobile radios, satellite phones, and may be outfitted with tri-band 7/800 Trunked, UHF and VHF which include all current mobile radio interoperability channels and talkgroups to support coordination with field units while on assignment. For incidents of limited geographic scale a field Operations person with vehicle is frequently dispatched to the scene to coordinate state operational support directly with the on-scene Incident Commander.

- DEMHS EOC Hartford Armory, 360 Broad Street, Hartford, CT
- DPS Message Center, 1111 Country Club Road, Middletown, CT

- Connecticut DEMHS Regional Offices
- Connecticut DEMHS Vehicles

#### **A.2.4.2 Emergency Communications Systems**

DEMHS HQ and DEMHS Regions: DEMHS uses E-mail, Cellular phone, landline phone, wireless and wireline broadband, FAX, microwave FAX, 7/800 MHz trunked radio, VHF radio, UHF Radio, Amateur Radio, and Satellite Phone to communicate between DEMHS HQ and the 5 DEMHS Regional Offices.

DEMHS HQ and DHS/FEMA: DEMHS HQ uses NAWAS, FNARS, Armature Radio (MERS), E-mail, landline and cellular phone, and HSIN systems to communicate non-secure messaging to FEMA Regional and HQ Offices.

Secure communications between DHS/FEMA and CT DEMHS are accomplished using secure video conferencing and STE phone and FAX systems. The State EOC also has capability on the FEMA Region 1 IR Network, as well as other Federal Interoperability Channels.

#### **A.2.4.3 Mobile Internet Communications Asset (MICA)**

DEMHS– on-scene communications for various situations and incidents. This asset gives the State a capability to set up a forward command post/operating center at any location where facilities are compromised. Serving as:

- Incident Command Post (ICP)
- Regional Coordination Center (RCC)
- Joint Operations Center (JOC)
- Emergency Operations Center (EOC)

This asset is a transportable satellite uplink which connects to the State of Connecticut network. This unit is deployable to provide communications within 30 minutes of arrival on scene and includes:

- six (6) wireless access points
- mobile router
- satellite modem
- twenty (20) IP based telephones/tactical lines
- nineteen (19) ruggedized laptop computers
- video conferencing equipment
- other related communications equipment

#### **A.2.4.4 Call90/8Tac Radios (Formerly known as I-CALL/I-CALL Radios)**

The Connecticut 8Call90/8Tac System provides command and control communications to support the incident management system at local and statewide events as required or requested by the local incident commander. Each local police, fire and EMS agency has been provided with a portable radio which will operate on these channels. The network operating on the FCC-allocated 800 MHz Interoperability channels consist of 38 transmitter sites spread throughout the State. This system has been upgraded to include access to a variety of Statewide Trunked Talk groups, that are part of a phased upgrade to the Trunked Radio System. The entire 8Call90 system will be upgraded by the end of FY 20. In addition to the portable radios, control stations have been installed in each Public Safety Answering Point (PSAP) and CMED, giving local dispatch centers access to these communications channels. The fixed network is supplemented by mobile repeaters and in each of the DESPP CTS Telecommunications Engineer’s vehicles. Non-government entities may request authorization to operate on the 8Call90/8Tac system by request to the State Public Safety Interoperable Communications Executive Committee which is administered by DEMHS. Coordination of the network is provided through the State Police Message Center based at DESPP Headquarters in Middletown. DESPP maintains a cache of 8Call/8Tac Portable Radios which may be deployed to support specific incidents or for specific situations.

This system has been renamed in accordance with National DHS SAFECOM guidance and protocol.

#### **A.2.4.5 Connecticut Statewide Police Emergency Radio Network. (CS-PERN)**

One of the critical day to day interoperability issues faced by the law enforcement community is the ability for individual police units to communicate with each other across municipal and department jurisdictions. To alleviate this, in 2007, the Connecticut Police Chiefs Association, Department of Public Safety, and the Department of Emergency Management and Homeland Security partnered to develop the Connecticut Statewide Police Emergency Radio Network (CS-PERN). As conceptualized and designed, CS-PERN is a single statewide 800 MHz simulcast channel provided on the CSP radio network infrastructure, installed in all police units which allows direct two-way radio contact between law enforcement vehicles. It is on 24 hours per day and does not require dispatcher intervention to set up or use.

#### **A.2.4.6 UHF Radio Cache**

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

#### **A.2.4.7 State Tactical On-Scene Channel System (STOCS) Boxes**

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

#### **A.2.4.8 HAM Radio (ARES, RACES)**

The Amateur Radio Emergency Service (ARES) works with FEMA, and with state and local governments and provides emergency communications services for agencies such as the American Red Cross and the Salvation Army as well as the State Emergency Management offices. Volunteers work in their local communities to help with emergency planning and communications in time of need. In a crisis, the priority is to provide needed communications to CT DEMHS. Each of DEMHS' five Regions has a District Emergency Coordinator (DEC) of ARES appointed to oversee operations there. Other special DEC's have been appointed for working specifically with the Red Cross, National Traffic System, Special Operations, and National Weather Service/Skywarn.

#### **A.2.4.9 Strategic Technical Reserve**

The Connecticut Strategic Technical Reserve consists of six (6) 800MHz, five (5) UHF, (five) 5 VHF and 12 Low Band Base Transmitters two (2) UHF and two (2) 800MHz Tactical Repeaters, and two (2) 100 feet mobile tower trailers. This equipment is maintained as a reserve to restore Local, Regional, and State Public Safety Communications systems which may have been damaged due to a catastrophic event. In addition, it provides the capability to expand the capacity of local or regional radio systems to expand their capacity for unusual

events. The reserve is managed by the State Public Safety Interoperable Communications Executive Committee which is administered by DEMHS. Coordination of deployment requests is provided through the State ESF 2 Workgroup.

### **A.2.5 Organization and Assignment of Responsibility**

ESF 2 Primary and Secondary response organizations will be activated through the State Emergency Operations Center based on a needs and operational procedures. Organizations and agencies will coordinate with each other to assure the most effective use of personnel and equipment.

DAS/BEST and DESPP are the Primary Agencies responsible for ESF 2.

- Responsible for the coordination of emergency communications.
- Manage communications capabilities within the Connecticut State EOC.
- Provide state mobile communications as needed during emergencies.
- Assess communications infrastructure following a disaster.
- Prioritize assistance based on assessments.

#### **A.2.5.1 DEEP PURA - DEEP/ Public Utility Regulatory Authority**

Responsibilities include but may not be limited to:

- Serving on or lead appropriate Task Forces at the EOC as requested by DEMHS.
- Furnishing available personnel as requested by Governor's Office/EOC.
- Providing technical assistance/guidance to federal and other state agencies.
- Receiving and respond to information requests from municipalities.
- Monitoring evaluate and provide input to other support agencies and organizations that are responding to and recovering from emergencies.
- Staying apprised of and monitor any unmet needs and priorities.
- Maintaining notes, draft recommendations and reports as directed or appropriate.

#### **A.2.5.2 DESPP - Division of Emergency Management and Homeland Security (DEMHS)**

DEMHS primary functions in the EOC during activation are:

- Situation Assessment
- Incident Priority Determination
- Critical Resource Acquisition and Allocation
- Support Relevant Incident Management Policies and Interagency Activities
- Coordinating with other MAC systems (Other State EOCs, etc.)
- Coordinating with the Locals (EMDs, Local Chief Executive Officers, etc.)
- Support and Maintain the Common Operating Picture collecting and analyzing and reporting information (Situation Reports), maintaining the JIC by establishing, with the Governor's Office, a regular communications rhythm.
- Train and assign personnel to support emergency operations at the SEOC or other areas of operation/management.
- Stand up such Task Forces as are necessary to support the management and operations of the emergency.
- Coordinating Interoperable communications.
- Coordinating activities with the DEMHS Office of Counter Terrorism, as appropriate.
- Documenting DEMHS emergency management activities.
- In times of non-emergency, DEMHS responsibilities include, but are not limited to:
  - Those found in Conn. Gen. Stat. Title 28, including providing the venue and process for collaborative, coordinated and integrated planning, training, exercise activities.



### A.2.5.3 Military Department

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS (as an agency in the EOC).
- Serving on any DEMHS or SEOC Task Force.
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 2 (Communications) as directed by the Governor or requested by DEMHS. (*The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned*):

| ESF | ESF 2 – COMMUNICATIONS                                |
|-----|-------------------------------------------------------|
| 02  | Joint Incident Site Communications Capability Package |
| 02  | DEMHS Communications Support                          |
| 02  | CST ADVON Vehicle Communications                      |
| 02  | CST Unified Command Suite Communications              |
| 02  | GEO Information System Support                        |

### A.2.6 Plans and Documents

- CT Communications and Warning Appendix to ESF 2 Annex
- Connecticut Statewide Police Emergency Radio Network (CSPERN)
- DEMHS/CT-N State Emergency, Broadcast Operations Plan,
- Emergency Alert System (EAS) Plan
- Connecticut DEMHS Region 1 Tactical Interoperable Communications Plan (TIC Plan,
- Connecticut DEMHS Region 2, Tactical Interoperable Communications Plan (TICP)
- Connecticut DEMHS Region 3, Tactical Interoperable Communications Plan (TIC Plan)
- Connecticut DEMHS Region 4, Tactical Interoperable Communications Plan (TIC Plan)
- Connecticut DEMHS Region 5, Tactical Interoperable Communications Plan (TIC Plan)
- State of Connecticut Enhanced Public Safety Statewide Communications Interoperability Plan (SCIP)
- State of Connecticut Emergency Alert System Plan (EAS)
- Emergency Alert and Notification System – CT ALERT (CT DEMHS CSP)
- CT Interoperability Field Operating Guide

### A.2.7: Restoration

Restoration services are coordinated by ESF 2 joint restoration Task Force, consisting of representatives from DESPP, DAS/BEST, DEEP/PURA, cellular, wire line communications carriers and cable TV. This task force will establish restoration priorities and request resources that are required to accomplish the priorities.

## **A.3: ESF #3 Public Works and Critical Infrastructure - Debris Management**

|                            |                                                                                                                                                                                                                                                                                      |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agency:</b>     | Department of Administrative Services (DAS)                                                                                                                                                                                                                                          |
| <b>Secondary Agencies:</b> | Department of Energy and Environmental Protection (DEEP)<br>DESPP/Division of Emergency Management and Homeland Security (DEMHS)<br>Department of Transportation (DOT)<br>Connecticut Military Department/National Guard (CTNG)<br>Department of Labor<br>US Army Corps of Engineers |

### **A.3.1 Introduction**

ESF 3 is composed of a grouping of state agencies that support response and recovery activities for local and state public works/engineering following an emergency. The Department of Administrative Services (DAS) is the state lead over all varieties of public works/engineering assistance that may be required following a disaster.

ESF 3 agencies might be involved in the following emergency activities that assist local governments in response and recovery efforts.

- Damage assessment/substantial damage determination and field inspections Provision of technical advice
- Demolition and stabilization
- Infrastructure inspections
- Infrastructure evaluations
- Repair and other response and recovery contracting
- Temporary/permanent construction
- Emergency repairs
- Debris management

#### **A.3.1.1 Department of Administrative Services (DAS)**

Responsibilities include, but may not be limited to:

- Facilitating the acquisition of medical and food supplies.
- Providing vehicles and fuel to state employees with disaster or emergency assignments, including support of any joint FEMA State Preliminary Damage Assessments.
- Requesting, receiving, analyzing and summarizing reports from state agencies regarding the influence of the incident upon absenteeism within the state workforce and the essential functions that may be or are threatened as a result.
- Serving as requested on any SEOC Task Force, including the State ESF 7 Resource Support Task Force.
- Issuing state contracts for relief supplies, equipment, and services, as needed.
- Reviewing and updating the Debris Management Contract, as needed.
- Activating the contract at the direction of the Interagency Debris Management Group.
- Requesting that state agencies activate their Incident Management Teams/Unified Commands, monitor directions from the SEOC command staff, report their status and problems through the WebEOC, and carry out their Continuity of Operations plans.

#### **DAS - Facilities Management**

Responsibilities include but may not be limited to:

- Monitoring state facilities in impacted areas for security and damage related effects.
- Assisting in identifying locations and opening shelters at state owned facilities.

#### **DAS – Statewide Leasing and Property Transfer**

- Approving the leasing of all state property and maintaining an inventory of same.

#### **DAS—Division of Construction Services (DCS)**

Responsibilities include but may not be limited to:

- Office of the State Fire Marshal
- Office of the State Building Inspector
- Serving on any DEMHS or SEOC Task Force

#### **A.3.2 Situation**

- Disasters cause property damage to homes, public buildings and other facilities. Those structures may require reinforcement, demolition or isolation to insure safety. Public utilities may be partially or fully inoperable following disasters. Refer to ESF- 12 for energy utility information, ESF-2 for communications information, and ESF-1 for engineering responsibilities related to transportation.
- Equipment in the immediate disaster area may be damaged or inaccessible. State government may have to deploy resources from outside the affected area in order to ensure a quick, effective response.

#### **A.3.3 Assumptions**

- ESF 3 will prioritize state emergency missions by addressing life-saving and human health issues first.
- Rapid damage assessment of the disaster area will be necessary to determine potential workload.
- Disposal of materials from debris clearance and demolition activities will be strictly in accordance with applicable rules and regulations unless waivers are granted from the proper authority.

#### **A.3.4 Concept of Operations**

Close coordination is maintained between ESF 3 organizations during emergencies in order to:

- Prioritize response and recovery missions
- Share and update information
- Ensure expedient response and recovery actions
- Avoid redundant activities
- Ensure a unified effort when working with federal, local and private organizations
- Provide accurate information to other organizations in the Connecticut EOC and at the site of the emergency
- Each ESF 3 organization is responsible for providing logistical support to their personnel and for tracking and maintaining equipment and supplies.
- ESF 3 resources may be pre-positioned depending upon the nature of the hazard.
- Equipment will receive maintenance and repairs and be stored in protected locations during response and recovery in order to ensure maximum, safe usage.
- ESF 3 will coordinate with ESF 7, Resource Support, and ESF 5, Information and Planning, when establishing staging areas for public works and engineering personnel, equipment and supplies.

#### **A.3.5 Organization and Assignment of Responsibility**

The following agencies serve as secondary agencies in emergency situations:

##### **A.3.5.1 Department of Energy and Environmental Protection (DEEP)**

Responsibilities include but may not be limited to:

- Investigating, monitoring and advising on the condition of private, municipal and State dams:
- Implementing the DEEP Oil and Chemical Spills Plan as appropriate.
- Assessing radiation risks from radiological sources and releases of radioactive material.
- Activating the New England Compact on Radiological Health as appropriate.

- Providing technical assistance to law enforcement and local officials regarding radiological sources and radioactive material.
- Coordinating with the US Nuclear Regulatory Commission and other federal agencies regarding inspection and response of radiological sources and radioactive material.
- Inspecting municipal water pollution control facilities and advising on protective actions and repairs.
- Providing technical assistance to local officials regarding the operations and management of dikes, dams, and other water control structures.
- Serving on the Debris Management Task Force and implementing the State Debris Management Plan.
- Advising on timber salvage, emergency debris disposal, and open burning.
- Notifying bulk oil terminal storage facilities of anticipated flood conditions and water levels, providing technical assistance to terminal operators.
- Coordinating with the U.S. Army Corps of Engineers regarding operation of Corps flood control projects in an emergency, ice jams, and other situations with flooding implications that may require involvement by the Corps.
- Coordinating with the U.S. Coast Guard, as appropriate, regarding the USCG's National Strike Team which may be called upon to react to major incidents of oil pollution or hazardous release.
- Assisting state agencies and local authorities with emergency debris removal.
- Providing qualified personnel to serve on Joint Federal/State Preliminary Damage Assessment (PDA) Teams.
- Operating the State Automated Flood Warning System.
- Requesting federal fire suppression assistance.
- Serving on any DEMHS or SEOC Task Force, including but not limited to leading or supporting the State ESF 12 Energy Restoration Task Force, Water Task Force, Interagency Debris Management Task Force.
- Monitoring and reporting to DEMHS on the restoration, maintenance and operation of utility services.
- Providing DEMHS with periodic updates on utility company operations and service interruptions throughout the emergency phase.
- Developing and submitting to DEMHS such written reports as it may require regarding the impact of a natural disaster upon utility operations.
- DEEP partner organizations:
  - New England Conference of Public Utility Commissioner (NECPUC) - provides regional regulatory assistance on matters of common concern to the six New England states. It addresses issues challenging the electricity, gas, telecommunications and water industries.
  - Independent Systems Operator of New England (ISO-NE) - ensures the day-to-day reliable operation of New England's bulk power generation and transmission system.
  - Federal Energy Regulatory Commission (FERC) - an independent agency that regulates the interstate transmission of electricity, natural gas, and oil.

#### **A.3.5.2 Department of Department of Emergency Services and Public Protection (DESPP) and DESPP - Division of Emergency Management and Homeland Security (DEMHS)**

DEMHS primary functions in the EOC during activation are:

- Situation Assessment
- Incident Priority Determination
- Critical Resource Acquisition and Allocation
- Support Relevant Incident Management Policies and Interagency Activities

- Coordinating with other MAC systems (Other State EOCs, etc.)
- Coordinating with the Locals (EMDs, Local Chief Executive Officers, etc.)
- Support and Maintain the Common Operating Picture (collecting and analyzing and reporting information (Situation Reports), maintaining the JIC by establishing, with the Governor's Office, a regular communications rhythm.
- Train and assign personnel to support emergency operations at the SEOC or other areas of operation/management.
- Stand up such Task Forces as are necessary to support the management and operations of the emergency.
- Coordinating Interoperable communications.
- Activating volunteer civil preparedness forces.
- Activating Urban Search and Rescue (USAR) as requested.
- Coordinating and disseminating public information.
- Maintaining and implementing the State Radiological Emergency Response Plan (RERP) for events at Millstone Station in Waterford, CT or Indian Point in Buchanan, NY as appropriate.
- Conducting hazard mitigation activities as appropriate.
- Serving on the Debris Management Task Force and implementing the State Debris Management Plan.
- Coordinating activities with the DEMHS Office of Counter Terrorism, as appropriate
- Determining the need for, requesting, and coordinating a Preliminary Damage Assessment (PDA) of the disaster-affected areas in conjunction with FEMA.
- Drafting, for the Governor's signature, formal requests for Presidential disaster and emergency declarations under the Stafford Act and for U.S. Small Business Administration disaster declarations.
- Determining number and location of Disaster Recovery Centers (DRCs) in conjunction with FEMA.
- Coordinating the federal/state meeting subsequent to a Presidential declaration.
- Coordinating state agency staffing of DRCs, Disaster Field Offices (DFOs) and Joint Field Offices (JFOs) as appropriate.
- Disseminating emergency data and information to local governments, state, and federal agencies.
- Documenting DEMHS emergency management activities.
- In times of non-emergency, DEMHS responsibilities include, but are not limited to:
  - Those found in Conn. Gen. Stat. Title 28, including providing the venue and process for collaborative, coordinated and integrated planning, training, exercise activities.

### **A.3.5.3 Department of Transportation (DOT)**

Responsibilities include but may not be limited to:

- Signing and barricading unsafe or impassable state highways;
- Closing appropriate rail and airport facilities as a result of damage or other unsafe conditions.
- Inspecting, repairing, condemning and/or demolishing state-maintained transportation facilities.
- Coordinating any and all transportation resources in the state to assist with the evacuation of persons needing transportation.
- Serving on any DEMHS or SEOC Task Force, including leading and/or supporting the State ESF 1 Evacuation Task Force.
- Providing assistance in the field for local Make Safe operations under the State ESF 12 Annex, Make Safe Protocol (see Addendum 1 to this State Response Framework).
- Providing public information, in coordination with the Governor's Office, relative to road conditions and closures, flight service, train schedules, and ferry operations.
- Clearing debris from state-maintained roads.

- Advising the Governor on such matters as:
  1. The need to declare driving bans.
  2. The need for National Guard/Military Department personnel and equipment relative to the repair or protection of transportation facilities.
- Providing assistance in the regulation of the use of inland waterways and coastal waters by non-military marine craft.
- Coordinating with U.S. Coast Guard Captain of the Port authority in relation to the closing and subsequent reopening of ports and waterways
- Providing qualified personnel to serve on Joint Federal State Preliminary Damage Assessment (PDA) Teams.
- In accordance with the State of Connecticut Disaster Debris Management Plan, providing assistance to municipalities for the purposes of debris clearance, inspection, repair and/or condemnation of transportation facilities, once departmental priorities have been met and providing limited assistance in search and rescue operations.
- Notifying the State EOC of disruptions or impending disruptions to the transportation system (e.g., road closures, bridge outages, damage to railways, etc.) and rectification of such disruptions
- Preparing formal requests for financial assistance from the Federal Highway Administration.
- Providing traffic management assistance through the DOT Highway Incident Management System.

#### A.3.5.4 Military Department

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS. (as an agency in the EOC)
- Serving on any DEMHS or SEOC Task Force
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 3 (Public Works and Critical Infrastructure) as directed by the Governor or requested by DEMHS. *(The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned):*

| ESF | ESF 3 – PUBLIC WORKS AND CRITICAL INFRASTRUCTURE - Debris Management |
|-----|----------------------------------------------------------------------|
| 03  | Engineer Work Teams                                                  |
| 03  | Engineer Assessment Teams                                            |
| 03  | Engineer Work Team Debris Removal                                    |
| 03  | Engineer Work Team Heavy Route Clearance                             |
| 03  | Sand Bag Operations                                                  |
| 03  | Bridging Operations                                                  |
| 03  | Levee (Stop Log) Operations                                          |
| 03  | Potable Water (via Water Buffalo)                                    |
| 03  | Aviation Damage Assessment                                           |
| 03  | HESCO Barrier Flood Wall                                             |
| 03  | Dry Span Bridging                                                    |

|    |                                          |
|----|------------------------------------------|
| 03 | Well Drilling                            |
| 03 | Engineer Work Team Light Route Clearance |

### A.3.5.5 Department of Labor (DOL)

Responsibilities include but may not be limited to:

- Assessing damages to commercial and industrial structures, limited to safety assessment;
- Evaluating impact of a disaster or emergency on employment and developing and submitting to DEMHS such written reports concerning disaster-caused unemployment as DEMHS may require.
- Serving on any DEMHS or SEOC Task Force.
- Providing administration and operation of unemployment assistance.
- Soliciting additional manpower to assist in recovery operations as needed.
- Developing formal requests for federally provided worker health/safety assistance, in accordance with CT Labor Department’s authority under CGS 31-368.

### A.3.6 Resource Requirement

Resource requirements are identified at the local level and passed through the regional offices for fulfillment of requests at the State level.

### A.3.7 Plans

- Connecticut Drought Preparedness and Response Plan, 2018
- Disaster Debris Management Plan, State of Connecticut, prepared by: State of Connecticut Department of Energy and Environmental Protection
- Regions 1-5 Regional Emergency Support Plans

### A.3.8: Debris Management

#### A.3.8.1 State of Connecticut Disaster Debris Management Plan

The State’s Disaster Debris Management Plan establishes the framework for State agencies and municipalities to facilitate the proper management of debris generated by a disaster. Implementation of the State’s Disaster Debris Management Plan will be coordinated through the SEOC. This plan was prepared by the former CT Department of Environmental Protection and has been approved by FEMA.

#### A.3.8.2 State of Connecticut Concept of Operations – Disaster Debris Management—Activation and Use of the State Debris Removal and Monitoring Contracts (CT DEEP, DEMHS, DOT, et al July 2010)

The State’s Disaster Debris Management Plan, and the State’s Contracts for Debris Management and Removal Services and Debris Monitoring of Debris Removal Operations Services provide an organizational structure and general principles for managing catastrophic disaster debris management operations at the State and local levels. This Concept of Operations Plan details the steps that will be taken by the State, its contractors, and other parties so as to facilitate the removal, management, collection and disposal of all debris generated from a catastrophic disaster such as a Category 3 hurricane.

## **A.4: ESF #4 Fire Prevention and Control**

|                            |                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Primary Agency:</b>     | DESPP/Commission on Fire Prevention and Control (CFPC)                                              |
| <b>Secondary Agencies:</b> | DAS Construction Services/Fire Marshall<br>Department of Energy and Environmental Protection (DEEP) |

### **A.4.1 Introduction**

#### **A.4.1.1 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.

#### **A.4.1.2 Scope**

Firefighting, Regional Emergency Support Function (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 DEMHS Regional Coordination Center (RCC) and firefighting, RESF 4 cannot be overemphasized.

#### **A.4.1.3 Policies**

Firefighting, RESF 4 will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.

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 firefighter, RESF 4 during response activities.

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.

Essential information will be conveyed through the DEMHS RCC as required by the incident and in accordance with existing ICS protocols.

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.

Firefighting, RESF 4 will share information with the appropriate private, local, state, and federal agencies involved in firefighting, RESF 4 related activities.

### **A.4.2 Situation**

#### **A.4.2.1 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.

#### **A.4.2.2 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:

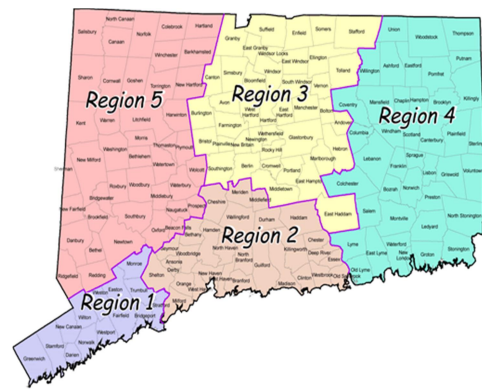


- Local jurisdictions within DEMHS Regions, or
- The SEOC, at the direction of the Governor during a declared State of Emergency RESF 4 will not assume direct command and control over any firefighting activities or organizations.
- Sharing information during a regional emergency will benefit all communities. 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.

### A.4.3 Concept of Operations

#### A.4.3.1 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 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 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.

#### A.4.3.2 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 identifies the State Fire Coordinator as the lead for Firefighting, RESF 4 in each DEMHS Region. 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:

- Request(s) for regional coordination of firefighting efforts is (are) made by a local authority(ies) to the DEMHS Regional office; or

- During a declared State of Emergency, the SEOC directs the DEMHS Regional offices to establish firefighting, RESF 4 within the regional RCC.
- The DEMHS Regional staff (or Emergency Management, RESF 5) will contact the Regional RESF 4 lead, as identified on the RESF 4 emergency notification matrix.
- 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).

#### **A.4.3.3 Coordination**

##### **Initial Actions**

Upon establishment of RESF 4 at the RCC, 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 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, 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 RESF 4 to the SEOC through DEMHS communication protocols.

##### **Continuing Actions**

Throughout the event, or as long as RESF 4 is a functional element of the RCC, it will coordinate the flow of firefighting-related information through the RCC to appropriate local, state, federal, and private agencies. 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.

##### **Stand Down**

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 RESF 4 is agreed upon, it will stand down in a manner consistent with ICS and NIMS protocols.

#### **A.4.3.4 Execution for Firefighting, Emergency Support Function 4**

##### **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, 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.

##### **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 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

#### **A.4.3.5 Functions Before and During a Regional Emergency**

##### **Mitigation/Prevention Phase**

During the mitigation phase, RESF 4 will:

- Monitor the development of firefighting capabilities within DEMHS Regions.
- Maintain the RESF 4 resource inventory for DEMHS Regions up to date.
- Maintain the 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.

##### **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 RCC setup and coordination of RESF 4.

##### **Emergency Response Phase**

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

##### **Recovery Phase**

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

#### **A.4.3.6 Administrative Information for Firefighting, RESF 4**

Administrative information and supplemental data for 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

##### **Fire Service Staff**

The SFA, or his designee, is a member of the Governor's Unified Command in the SEOC, 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.

#### **A.4.4 Organization and Assignment of Responsibility**

ESF 4 Primary and Secondary response organizations will coordinate with each other to assure the most effective use of personnel and equipment.

#### **A.4.4.1 DESPP – Commission on Fire Prevention and Control (CFPC)**

Responsibilities include but may not be limited to:

- Activating and implementing the State of Connecticut Statewide Fire Service Disaster Response Plan.
- Movement and/or staging of pre-identified Task Forces, Strike Teams or resources for timely response into an affected area.
- Staffing the State EOC and/or DEMHS Regional Office to assist with mutual aid from the Statewide Fire Service.
- Serving on any DEMHS or SEOC Task Force.
- Assisting with collection and/or dissemination of information from the Fire Services.

#### **A.4.4.2 Department of Administrative Services (DAS) - Construction Services/Fire Marshall (CSFM)**

Responsibilities include but may not be limited to:

- Office of the State Fire Marshal
- Office of the State Building Inspector
- Serving on any DEMHS or SEOC Task Force

#### **A.4.4.3 Department of Energy and Environmental Protection (DEEP)**

Responsibilities include but may not be limited to:

- Evacuating and securing all DEEP-owned land as necessary.
- Conducting search and rescue operations on DEEP-owned land, and assisting with other search and rescue operations through the provision of rescue boats and crews.
- Advising on the feasibility of land use for temporary housing sites and mass burial sites.
- Serving on the Debris Management Task Force and implementing the State Debris Management Plan.
- Advising on timber salvage, emergency debris disposal, and open burning.
- Assisting FEMA with the development of 15- and 90-day Hazard Mitigation Reports following a Presidential disaster or emergency declaration.
- Development of 180-day State Hazard Mitigation Plans following Presidential disaster declaration.
- Requesting emergency funding from appropriate federal agencies for stream channel restoration, clearing, or other emergency work.
- Documenting agency emergency response activities, flood warning operations, and recovery actions.
- Assisting state agencies and local authorities with emergency debris removal.
- Providing qualified personnel to serve on Joint Federal/State Preliminary Damage Assessment (PDA) Teams.
- Requesting federal fire suppression assistance.

#### **A.4.4.4 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS (as an agency in the EOC).
- Serving on any DEMHS or SEOC Task Force.
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 4 (Firefighting) as directed by the Governor or requested by DEMHS. *(The Military Department has the capability to provide all of these*

*functions/resources; however, capacity will be significantly diminished as each successive mission is assigned):*

| <b>ESF</b> | <b>ESF 4 - FIRE PREVENTION AND CONTROL</b> |
|------------|--------------------------------------------|
| 04         | Firefighter Mutual Support                 |
| 04         | Aviation Firefighting                      |

#### **A.4.5 Plans**

- Statewide Fire Service Disaster Response Plan
- The Connecticut Fire Chiefs Association in cooperation with the Commission on Fire Prevention and Control and the Department of Emergency Management and Homeland Security
- State Fire Plan, Model Procedures for Response to Collapse or Potential Collapse of Buildings Due to Excessive Roof Loads (CFPC Feb 2011)
- Model Procedures for Response of Emergency Vehicles During Hurricanes and Tropical Storms (CFPC)
- Model Procedures for Response to Collapse or Potential Collapse of Buildings
- Model Procedures for Responding to a Package with Suspicion of a Biological Threat
- Model Procedures for Fire Department Response to Hostile Situations

## A.5: ESF #5 Emergency Management

|                          |                                                                                                                                                   |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agency:</b>   | Department of Emergency Services and Public Protection (DESPP)/ Division of Emergency Management and Homeland Security (DEMHS)                    |
| <b>Support Agencies:</b> | Office of Policy and Management (OPM)<br>Department of Correction (DOC)<br>State Attorney General<br>United Way 211<br>American Red Cross<br>FEMA |

### A.5.1 Introduction

The mission of Connecticut's DESPP Division of Emergency Management and Homeland Security is to direct and coordinate all available resources to protect the life and property of the citizens of Connecticut in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery and public education. The goal of the Connecticut emergency management community (state and local governments and private response and recovery organizations) in times of natural disaster is:

- To maximize the preservation of life and property;
- To correct or alleviate, serious disaster or emergency-related conditions which present continued threats to the health or welfare of the residents of the state;
- To facilitate a return to normalcy by all practical means.

### A.5.2 Situation

#### A.5.2.1 Coordination with other State Agencies

The lead state agency, if other than DESPP/DEMHS, will be determined by the Governor based on the situation. Information sharing and situational awareness between agencies is critical to the successful management of the emergency. The Director of Emergency Management will confer multiple times a week with the lead State agency or agencies to ensure coordination between the agencies. The DESPP/DEMHS Public Information Officer will act as a liaison with any other agencies to collect data that may be included in the State of Connecticut Situation Report.

#### A.5.2.2 Coordination with New England States

Regular monthly coordination calls take place between the state Emergency Management Directors through the Northeast States Emergency Consortium (NESEC). As the situation warrants, the frequency of these calls may increase, and/or information may be shared among states via daily email reports. The NESEC Public Information Officers (PIO) group currently shares public information releases among the six New England States and each PIO has expressed their willingness to assist other states' PIOs if needed.

#### A.5.2.3 Federal Integration - DHS/FEMA

##### **Federal Emergency Management Agency (FEMA) Region 1**

From its offices in Boston, FEMA's Region 1 works in partnership with the emergency management agency's of Maine, New Hampshire, Vermont, Rhode Island, Connecticut, and the Commonwealth of Massachusetts to prepare for, respond to and recover from disasters. The Regional Administrator is Connecticut's primary point of contact.

### A.5.3 Assumptions

The following definitions and assumptions apply to ESFs in Connecticut:

- An ESF is defined as a discipline-oriented working group. ESFs at both the state and local level are intended to foster collaborative planning within a particular discipline, and not to alter existing

incident management coordination. The ESF structure is intended to provide a resource tool for the Incident Commander, not to replace or interfere with any established unity of command.

- The DEMHS Regional Emergency Planning Teams, including any ESF subcommittees, are intended to develop regional resource coordination. During an incident, these Regional Emergency Planning Teams are not intended to provide a command and control vehicle—they are strictly to provide resource information, through the DEMHS Regional Coordinator, both down to the appropriate local communities and up to the SEOC.
- See DEMHS SEOC SOP, Section IV of this Framework, for more detail re: the relationship between DEMHS and Regional Partners.

## **A.5.4 Concept of Operations**

### **A.5.4.1 Command Structure and Reporting for Pre-Activation Activities**

Pre-activation activities will be managed by the State Emergency Management Director in consultation with the DESPP Deputy Commissioner of DEMHS. As the situation warrants, the Director shall assign Multi Agency Coordination System (MACS) or SEOC positions. As the number of necessary tasks increases, the Director of Emergency Management will strive to distribute work as evenly as possible so staff members can accomplish these Pre-Activation goals while still maintaining their current workload. If a certain staff member must take on numerous extra responsibilities, thereby inhibiting his/her routine DESPP/DEMHS work, the individual's supervisor and/or manager should work with staff to balance the workload. Pre-Activation tasks may take priority over routine work.

DEMHS' primary functions in the SEOC during activation are:

- Determine Incident Priorities, Acquire and Allocate Critical Resources;
- Support Relevant Incident Management Policies and Interagency Activities;
- Coordinate with other MAC systems (Other State EOCs, etc.);
- Coordinate with the Locals (EMDs, Local Chief Executive Officers, etc.);
- Support and Maintain the Common Operating Picture (collecting and analyzing and reporting information [Situation Reports]);
- Convene appropriate Task Forces to address emerging issues;
- Maintain and support the Governor's Public Information Team/Joint Information System (JIS).

### **A.5.5 Organization and Assignment of Responsibility**

The Division of Emergency Management and Homeland Security (DEMHS) is part of the State of Connecticut's Multiagency Coordination Group (MAC) System under the Command and Management component of the National Incident Management System (NIMS). DEMHS' role is to coordinate and support incident management and lead Connecticut's MAC system and act as the MAC Group Coordinator. DESPP/DEMHS has primary responsibility for development and implementation of the state's coordinated and integrated emergency management and homeland security program.

The Governor's State Emergency Operations Center (SEOC) in Hartford provides the main coordination center which serves as a location from which the MAC can operate. The five DEMHS Regional Offices are also part of the facilities component of the MAC, as are each State agency's individual EOCs and command centers. DEMHS staffs the SEOC, which is located in the William O'Neill National Guard Armory, 360 Broad Street in Hartford. During emergencies, the SEOC is also staffed with representatives (liaisons) of key state and private agencies. The SEOC maintains communications with other single state agency EOCs, federal agencies and facilities, and private agency EOCs. Communications are maintained with the towns, cities and Tribal Nations of the state through the DEMHS Regional Offices. The Media Center in the SEOC is used as a Joint Information Center (JIC) by federal, state, and private agencies involved in responding to an emergency.

Connecticut's municipalities and two tribal nations are divided into five emergency preparedness planning regions. The five DEMHS Regional Offices, located in Bridgeport, Middletown, Hartford, Colchester and Waterbury, provide administrative support and planning assistance to local governments within their jurisdictions. During emergencies, the Regional Offices serve as resource coordinators and liaisons between towns and the SEOC. The staff of the Regional Offices may be augmented during emergencies.

Each of the State's 169 political subdivisions has an emergency management director appointed by the local chief executive official of the town. Only a few local emergency management directors are full-time, paid directors. The majority of local emergency management directors are part-time directors with no staff support. Many of these part-time directors are volunteers. Most towns and cities have a municipal facility designated as a local Emergency Operations Center (EOC), which serves as the local chief executive official's direction and control center. During emergencies, local officials maintain communications with the DEMHS Regional Office serving their region.

#### **A.5.5.1 Support Agencies Responsibilities**

Responsibilities include but may not be limited to:

##### **A.5.5.2 Department of Correction (DOC)**

- Assisting other state agencies as requested with the evacuation of institutionalized and/or other special needs persons through the limited provision of vehicles and personnel.
- Provide assistance and support to DEMHS and the SEOC as outlined in the Memorandum of Understanding Number 2013CAU-21, dated March of 2013, including leading and/staffing the State ESF 7 Resource Support Task Force and DEMHS Regional Offices.
- Serving on any other DEMHS or SEOC Task Force.
- Providing staff to augment any field offices in direct relation to any DOC facilities.
- Assisting with security and law enforcement as requested by Connecticut State Police (CSP) in relation to facility perimeters.
- Providing technical assistance, personnel, and equipment in direct relation to any agency facility or building.
- In consultation with the Incident Commander and the Commanding Officer of CSP Emergency Services, assuming Incident Command of any situation requiring a tactical response to any DOC facility or building.
- Providing DOC transport buses to assist with evacuation of any DOC facility or building or for other needs as deemed necessary by the Incident Commander.
- If DOC facilities or buildings are involved, providing public information through the JIC regarding status.

##### **A.5.5.3 Office of Policy and Management (OPM)**

Responsibilities include but may not be limited to:

- Providing information (census data, budget information, etc.) as requested by DEMHS for use in the development of requests for a Presidential disaster or emergency declarations.
- Expediting establishment of special accounts for disaster assistance funds and taking other actions necessary to expedite the availability of disaster assistance funds to local governments and individual disaster victims.
- Locating supplies of fuel for emergency vehicles and making recommendations for fuel allocations.
- Through the OPM State GIS Coordinator, support DEMHS in GIS initiatives and creation of products both at the SEOC and in preparation for and recovery from an event.
- Serving at the SEOC in the Fiscal Section, or on any DEMHS or SEOC Task Force.



- Assist DESPP in providing the state cost share for disaster assistance, including FEMA Other Needs Assistance and payment for resources provided under mutual aid systems such as the Emergency Management Assistance Compact (EMAC), Conn. Gen. Stat. Section 28-23a.
- Assisting in the implementation of the State Disaster Debris Management Plan.

**A.5.5.4 211 Infoline**

Memorandum of Agreement - CT DEMHS and United Way of Connecticut 211 Infoline (2008)

The purpose of this MOA is to establish a working relationship between United Way of Connecticut 211 and DEMHS that addresses the need for the public to have information during an emergency or disaster. For purposes of this MOA, such an emergency or disaster shall be defined as an occurrence that affects a significant number of people in Connecticut, including but not limited to a hurricane, wide-spread floods or power outages, or other catastrophic situation. During such emergencies or disasters, United Way of Connecticut 211 shall be the statewide telephone point of access for residents to get information about the emergency or disaster and where and how to access the resources to assist residents to meet their basic needs.

**A.5.5.5 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS. (as an agency in the EOC).
- Serving on any DEMHS or SEOC Task Force.
  - To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 5 (Emergency Management) as directed by the Governor or requested by DEMHS. *(The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned):*

| ESF | ESF 5 – EMERGENCY MANAGEMENT                                      |
|-----|-------------------------------------------------------------------|
| 05  | Emergency Response Team Liaison Officers (LNOs)                   |
| 05  | Unified Command Planning Cell                                     |
| 05  | DEMHS Regional LNOs                                               |
| 05  | JTF Staffing and Support                                          |
| 05  | Joint Staging, Reception, Onward Movement and Integration (JRSOI) |
| 05  | Incident Awareness and Assessment Team                            |

**A.5.5.6 State Attorney General**

Responsibilities include but may not be limited to:

- Enforcement of laws regarding price fixing and price gouging (Connecticut General Statutes Sections 42-234 and 234A and Section 42-235).

**A.5.5.7 FEMA**

The Federal Emergency Management Agency (FEMA) Region 1 provides support to the State of Connecticut before, during and after events where assistance is needed and liaisons to other Federal Agencies for support.

### **A.5.6 Resource Requirements**

The Regional Coordinators will be an integral part of the communications flow, in regular contact with their constituent municipalities and local Emergency Management Directors (EMDs). As the first point of contact for DESPP/DEMHS, the Regional Coordinators will receive any concerns or comments from the local EMDs. The Regional Coordinators will also receive requests for resources and assistance from the towns and will maintain a good working knowledge of the towns' capabilities. In this Pre-Activation status, any requests will be reported by the Regional Coordinators to the DESPP/DEMHS Operations Section Chief (or designee) who will ensure that all requests are logged and monitor the types and amounts of assistance requested. In addition, the Regional Coordinators may survey local governments to determine what their potential needs will be and any anticipated shortfalls they may have.

### A.5.7 Plans

- Intrastate Mutual Aid Compact
- Regional Emergency Support Plans, Regions 1, 2, 3, 4, 5
- State Emergency Operations Center SOP
- Cybersecurity Strategy
- Cybersecurity Action Plan
- Cyber Incident Response Plan
- Cyber Disruption Response Plan

### A.5.8 ESF 5 Task Forces

**Cyber Disruption Task Force** - The Cyber Disruption Task Force (CDTF) is a taskforce of subject matter experts specifically charged with the responsibility for preparedness, detection, response and recovery planning and implementation activities associated with potentially catastrophic cyber incidents that may affect the State of Connecticut.

## A.6: ESF #6 Mass Care

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agencies:</b>   | Department of Emergency Services and Public Protection/ Division of Emergency Management and Homeland Security (DESPP/DEMHS)<br>Department of Public Health (DPH)<br>CT American Red Cross (CT ARC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Secondary Agencies:</b> | United Way 211<br>Department of Correction (DOC)<br>Department of Children and Families (DCF)<br>Department of Developmental Services (DDS)<br>Department of Aging and Disability Services<br>Department of Housing<br>Department of Mental Health and Addiction Services (DMHAS)<br>Department of Social Services (DSS)<br>Department of Administrative Services (DAS)<br>Office of Early Childhood<br>FEMA<br>Connecticut Emergency Management Association (CEMA)<br>Connecticut Voluntary Agencies Active in Disaster (CT-VOAD)<br>ESF #11<br>Office of Protection and Advocacy for Persons with Disabilities (OPA)<br>Deaf and Hearing Impaired Commission<br>Office of Policy and Management (OPM)<br>Connecticut Department of Transportation (DOT)<br>Connecticut State Colleges and Universities - Board of Regents<br>U.S. Coast Guard<br>Army Corps of Engineers<br>Connecticut National Guard |

### A.6.1 Introduction

Programs are implemented to assist individuals and households impacted by potential or actual disaster incidents. ESF #6 is organized into multiple primary functions including: Mass Care, Health Services, Behavioral/Mental Health Services, Emergency Assistance, Sheltering, and transition to Disaster Recovery Services. Mass Care is a local obligation in Connecticut, however the State will support ESF #6 functions as necessary.

#### A.6.1.1 Primary Agencies Responsibilities

The mission of Connecticut's ESF #6 primary agencies is to direct and coordinate all available resources to protect the life and property of the citizens of Connecticut in the event of a disaster or crisis, through a collaborative program of preparedness/ planning, prevention, protection, mitigation, response, and recovery. The goal of the Connecticut emergency management community (state and local governments and private response and recovery organizations) in times of natural disaster is:

- To maximize the preservation of life and property;
- To correct or alleviate, serious disaster or emergency-related conditions which present continued threats to the health or welfare of the residents of the state;
- To facilitate a return to normalcy by all practical means.

ESF #6 primary organizations' functions and roles include:

- Mass Care, emergency assistance, housing and human services

- Coordinate, support, and plan with all relevant private, state ESF partners, local and federal ESF #6 contributors
- Support emergency operations with appropriate subject matter experts
- Provide necessary information for emergency declarations
- Disseminating emergency data and information to private sector and local, state, and federal agencies and governments
- Documenting emergency management activities

## A.6.2 Situation

The extent of any Mass Care operations will be based on the extent of a given emergency. There are two classifications of emergencies with Mass Care requirements:

1. Local Emergency or Disaster - a natural or technological disaster limited to one neighborhood or scattered neighborhoods where the effect on residents and property is not widespread, but necessitates the use of a limited number of facilities as shelter, and or centers.
2. Statewide or Major Disaster - a natural or technological disaster resulting in general widespread destruction of property, with the concurrent loss of private shelter (homes/apartment buildings, etc.) necessitating the opening of a number of designated facilities to serve as shelters and/or centers.

### A.6.2.1 Whole Community Planning and Response

Disaster planning, especially for Mass Care, should be integrated and involve the whole community and should be built on a foundation of existing programs and relationships. Communities that recover successfully tend to drive their own recovery.

### A.6.2.2 Mass Care Life Cycle

Each Mass Care operation including sheltering, feeding and providing support services should have a beginning and end. The timeline for each operation will depend on capacity and infrastructure (damage and restoration) and may involve different municipal departments and community partners.

- Immediate: initial response (first few hours to approximately 72 hours)
- Sustained: this may range from days to weeks
- Long-term: programs that move toward self-sufficiency

### A.6.2.3 Types of Mass Care Facilities

*“Shelters”* are safe places intended to provide overnight lodging for individuals and families. A basic shelter should include: a place to sleep or rest; basic nutrition, including snacks, beverages, cold or hot meals; and sanitation facilities, including toilets, and if possible, showers. Basic first aid resources should also be available.

*“Centers”* are an alternative to overnight shelters that may serve any combination of needs such as warming center, cooling center, respite center, personal care center, etc. They may offer electricity, snacks, meals, information, showers, cellular phone and other electronic device charging stations, etc. Shelters and centers can be co-located. Sheltering in place may also be an option (see next section.)

## A.6.3 Assumptions

Sheltering in place –Ongoing preparedness education should emphasize personal self-reliance and preparedness. Assume that some people will choose to provide and prepare for their own welfare by sheltering in place. However, sheltering in place cannot occur in an area with mandatory evacuation orders such as flood areas. Assuming some people are safe in their homes on their own for a few days, there will still be a need to establish communications links with those people. One best practice (in a situation when phones and power are out) is having volunteer organizations go door to door handing out printed information.

The Town/City/Tribal Nation is the principal organization responsible for providing mass care within its jurisdiction during a disaster. While every citizen is encouraged to take personal responsibility to be prepared for emergencies and disasters, the ultimate responsibility for Mass Care services for citizens' rests with the local governmental authority. The municipality should plan for events with no advance warning; when shelters may have to be opened with little notice, and for events with sufficient warning time, when Mass Care facilities and services should be readied and available ahead of the event. The Town/City/Tribal Nation may choose to enter into an agreement with adjacent communities to provide, or be provided, Mass Care services. A community, may, after assessing its resources and its anticipated sheltering needs, realize that it does not have the resources to adequately provide Mass Care for its residents. This does not reduce the responsibility of the community to ensure the provision of Mass Care services for its residents. In this case, the local Mass Care plan will describe what the community is able to support (e.g. "centers") and through multi-jurisdictional/mutual aid agreements, work to establish a cooperative Mass Care plan to ensure the provision of Mass Care services to its citizens. In an emergency of a local nature, the DEMHS Regional Coordinator and communities with which mutual aid agreements exist will be alerted. The mutual aid agreements, oral and written, will be utilized when necessary.

#### **A.6.3.1 Mutual Aid**

Mutual aid assistance from other communities, volunteer organizations, private agencies, and the State and/or Federal governments to support Mass Care will be requested by the Chief Elected Official and arranged and coordinated by the local the Emergency Management Director and/or their designee. Mutual aid assistance can be requested and received from any other municipality in Connecticut through the state's intrastate mutual aid compact, Connecticut General Statutes (CGS) Section 28-22a.

#### **A.6.3.2 Regional Assistance**

Each DEMHS Region has a Regional Emergency Planning Team (REPT). The REPTs may include Chief Executive Officers/Chief Elected Officials (CEOs) and representatives from the RESFs (Regional Emergency Support Functions). The responsibilities of these regional partners include:

- Fostering collaborative planning;
- The REPT Steering Committees provide assistance to the Chief Elected Official/Chief, Executive Officer, local Incident Commander and the Emergency Management Director;
- Providing for expanded mutual aid support through the Regional Support Plan, (planning support and/or operational support, depending on the region);
- Providing collaborative resource development and allocation of available funds.

The Town/City/Tribal Nation may activate their own resources or develop agreements with private or non-governmental organizations to assist in Mass Care. (e.g., the American Red Cross (ARC), the Salvation Army, houses of worship, etc.).

#### **Role of the American Red Cross (ARC) in Connecticut**

- The ARC is committed to providing shelter operations training in advance of disasters.
- The ARC may be available to manage shelters in isolated local emergencies (for example, after a fire.) The best practice is to develop a standing Memorandum of Agreement between the ARC and the municipality, setting out terms of service.
- The ARC may implement a shelter operations plan that concentrates resources, taking into consideration the most severely affected areas and geographic distribution. Priority will be given to pre-identified multi-jurisdictional shelters.
- ARC -managed shelters require support from the facility owners and the communities in which they are located. Support may include the need for additional supplies, emergency medical services and law enforcement resources.

## A.6.4 Concept of Operations

### A.6.4.1 DEMHS Mass Care Coordinator/EOC ESF 6 Mass Care Task Force

Recognizing that Mass Care is a vital component of emergency preparedness, response, and recovery, DEMHS established a *Mass Care Working Group* as a subset of the Regional Collaboration Subcommittee, which reported to the DEMHS Coordinating Council. The *Mass Care Working Group* is charged with providing recommendations to the Council, through the Regional Collaboration Subcommittee, on regional and statewide solutions to high priority issues critical to assuring adequate shelter, nourishment and care throughout Connecticut during emergency events that exceed local capacity. The focus areas are:

- Sheltering Capacities and Capabilities
- Mass Feeding
- Shelter Staffing
- Co-location of persons, including those with functional needs, service animals

The Mass Care working group is made up of the primary and secondary agencies. It is anticipated that the work of the Mass Care Working Group will continue under DESPP/DEMHS.

#### **Mass Care Task Force**

In 2014 the State of Connecticut Mass Care Task Force created a Standard Operating Procedure for activation of the EOC.

#### **DEMHS Regional Evacuation and Shelter Guides (CT DEMHS 2007)**

This Regional Evacuation and Shelter Guide may be used by State and local government organizations to manage and coordinate multi-jurisdictional or regional evacuations in response to any hazard which would necessitate such actions. This document defines the scope of the emergency response, details the concept of operations and assigns responsibility for implementation of the guide.

### A.6.4.2 Communications with Private Sector and Volunteer Organizations

DESPP/DEMHS may work with its current Public / Private Sector partners to set up a distribution list for the private sector. The Regional Coordinators may reach out to their established Regional Emergency Planning Team (REPT) and Regional Emergency Support Function (RESF) Working Groups and ask them to provide additional contact information to further develop the distribution lists for the Private Sector and Non-Governmental Organizations (NGOs). Certain REPTs have a separate private sector working group while others include these organizations under other headings (i.e. private transportation groups under ESF 1, utilities under ESF 12, etc.).

Volunteer Organizations will also be a primary link to the community and they may be called upon to assist during the emergency. Regular contact with these groups already occurs on multiple levels. DESPP/DEMHS works with the CT Voluntary Organization Active in Disaster (VOAD) on a state level along with the Citizens Corp, Community Emergency Response Teams (CERT), and Medical Reserve Corp (MRC). Other volunteer groups and nongovernmental organizations, such as the American Red Cross and the Salvation Army, play a large role in disaster response, and are valuable partners in emergency preparedness, planning and response. In addition, the REPT groups often have subcommittees for the Citizen Corps and other volunteer programs. These groups should be included in communications that will appropriately increase their situational awareness. Reports and releases should be sent out to these organizations when disseminating them to the EMDs and CEOs.

## A.6.5 Organization and Assignment of Responsibility

ESF 6 Primary and Secondary response organizations will be activated through the State Emergency Response Center based on a needs and operational procedures. Organizations and agencies will coordinate with each other to assure the most effective use of personnel and equipment.

### A.6.5.1 Department of Public Health (DPH)

Responsibilities include but may not be limited to:

- Monitoring the health status of populations at mass care facilities.
- Coordinating with local health to monitor sanitary conditions at mass care facilities
- Conducting inspections and evaluations to support mass care operations.

#### **A.6.5.2 Department of Children and Families (DCF)**

Responsibilities include but may not be limited to:

- Implementing the State of Connecticut Behavioral Health Disaster Plan with partners at the Department of Mental Health and Addiction Services and the University of Connecticut Health Center through the CT Disaster Behavioral Health Response Network (CT-DBHRN).
- Serving as requested on any DEMHS or SEOC Task Force, including the State ESF 6 Mass Care Task Force.
- Coordinating the provision of psychological first aid services for victims and their families at a family assistance center if established or at other appropriate location.
- Coordinating the provision of behavioral health services to children and families affected by incidents involving chemical agents or weapons of mass destruction.

#### **B.6.5.3 Department of Developmental Services (DDS)**

Responsibilities include but may not be limited to:

- Notifying DDS facilities of the emergency and determining if assistance is required.
- Serving as requested on the State ESF 6 Mass Care Task Force or any other SEOC or DEMHS Taskforce
- Subject matter expert on Functional Needs

#### **C.6.5.4 Department of Aging and Disability Services**

Responsibilities include but may not be limited to:

- Serving on any DEMHS or SEOC Task Force, including leading or supporting the State ESF 6 Mass Care Task Force; a Housing Task Force; the State ESF 14 Long Term Recovery Committee;
- Assisting disaster victims, and particularly elderly disaster victims, in obtaining ongoing agency services including:
  - Chore and handyman services
  - Transportation
  - Nutrition assistance
  - Legal aid
  - Ombudsman services
  - Area Agencies on Aging
  - Assisting elderly disaster victims in applying for state and federal assistance.

#### **A.6.5.5 Department of Housing**

Responsibilities include but may not be limited to:

- Serving on, leading or supporting any DEMHS or SEOC Task Force, including, but not limited to the State ESF 6 Mass Care; a Housing Task Force, or; State Long Term Recovery Committee, State ESF 14.

#### **B.6.5.6 Department of Mental Health and Addiction Services (DMHAS)**

Responsibilities include but may not be limited to:

- Implementing the State of Connecticut Behavioral Health Disaster Plan with partners at the Department of Children and Families and the University of Connecticut Health Center through the CT Disaster Behavioral Health Response Network. (CT-DBHRN).
- Coordinating the provision of psychological first aid services for victims and their families at a family assistance center if established or at other appropriate location.



- Coordinating and providing behavioral health services to adults affected by incidents involving chemical agents or weapons of mass destruction.
- Serving on any DEMHS or SEOC Task Force, including the State ESF 6 Mass Care Task Force.

#### **A.6.5.7 Department of Social Services (DSS)**

- Serving on any DEMHS or SEOC Task Force, including the State ESF 6 Mass Care Task Force.

#### **A.6.5.8 Office of Early Childhood**

- Serving on any DEMHS or SEOC Task Force, including the State ESF 6 Mass Care Task Force.

#### **A.6.5.9 FEMA**

The Governor, through the Multi-Agency Coordination System, may request assistance from the federal government, including, through DEMHS, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988, which amended the Disaster Relief Act of 1974, PL 93-288. Connecticut is located in FEMA Region 1: The Headquarters for FEMA Region 1 is in Boston, Massachusetts. FEMA Region 1 is headed by a Regional Administrator. Other federal resources and coordination with the state may be found in specific plans.

#### **A.6.5.10 Non-Governmental Organizations (NGO)**

Government agencies are responsible for protecting the lives and property of their citizens and promoting their well-being. The government cannot, and does not, do this work alone, however. In many facets of an incident, government agencies work with private-sector groups as partners in emergency management. One critical component of the private sector is the non-governmental organizations (NGOs) that provide aid to people in need. In Connecticut, many of these NGOs belong to the organization known as Connecticut Volunteer Organizations Active in Disaster or CT VOAD. A number of NGOs have agreements with the State of Connecticut to supply various types of assistance before, during and after an incident. For example, the Red Cross provides mass care; the Salvation Army provides canteen services; United Way 2-1-1 provides information dissemination/collection and rumor control; and the Adventist Community Service provides donations management.

NGO responsibilities may include but are not limited to:

- Identifying shelter locations and needed supplies in cooperation with local Emergency Management Directors.
- Identifying and coordinating emergency food supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, or assistance with post-emergency cleanup.
- Providing counseling services to disaster victims.
- Providing support services to the response and recovery of the incident.
- Provide updates on sheltering activities

#### **A.6.5.11 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS. (as an agency in the EOC)
- Serving on any DEMHS or SEOC Task Force
  - To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 6 (Mass Care, Emergency Assistance, Housing and Human Services) as directed by the Governor or

requested by DEMHS. *(The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned):*

| ESF | ESF 6 – MASS CARE   |
|-----|---------------------|
| 06  | Shelter Operations  |
| 06  | Displaced Personnel |
| 06  | CT DMAT Support     |

## **A.6.6 Partnerships: Memoranda of Agreement (MOA)/Understanding (MOU) & Agreements**

### **A.6.6.1 Memorandum of Agreement - CT DEMHS and United Way of Connecticut 211 Infoline**

The purpose of this MOA is to establish a working relationship between United Way of Connecticut 211 and DEMHS that addresses the need for the public to have information during an emergency or disaster. For purposes of this MOA, such an emergency or disaster shall be defined as an occurrence that affects a significant number of people in Connecticut, including but not limited to a hurricane, wide-spread floods or power outages, or other catastrophic situation. During such emergencies or disasters, United Way of Connecticut 211 shall be the statewide telephone point of access for residents to get information about the emergency or disaster and where and how to access the resources to assist residents to meet their basic needs.

### **A.6.6.2 Memorandum of Understanding – CT DEMHS and American Red Cross (CT Chapter)**

The purpose of this MOU is to define a working relationship between the American Red Cross and the State of Connecticut, its agencies, including DEMHS and the five DEMHS Regions, and its municipalities, in preparing for, and responding to, certain disaster situations. This MOU provides the broad framework for cooperation between the Red Cross and the State in rendering assistance and service to victims of disaster, as well as other services for which cooperation may be mutually beneficial. This MOU is intended to supplement, and not to replace other standing MOUs between the Red Cross Chapters and entities in Connecticut, including state and local agencies.

### **A.6.6.3 Memorandum of Agreement – CT DEMHS and Adventist Community Services Disaster Response**

The purpose of this MOA is to define a working relationship between the Adventist Community Services Disaster Response (ACS-DR) and DEMHS to provide support in the operation of a donated goods warehouse in the event of a catastrophic disaster. ACS-DR has a regional network of trained community-based volunteers that, in time of need, are willing to provide the necessary services to support a donation operation.

### **A.6.6.5 Memorandum of Agreement - CT DEMHS and the Salvation Army to Provide Mass Care Services**

This MOA between DEMHS and the Salvation Army of Connecticut (“SA”) is for providing disaster relief, including mobile feeding. The SA is a private relief organization that may be called upon to provide or augment mass care operations. The SA’s response to those affected by disasters or emergencies is not dependent upon a Presidential or other federal disaster or emergency declaration

### **A.6.6.6 Memorandum of Agreement - CT DEMHS and the Connecticut State University System Regarding Temporary Emergency Shelter Facilities**

The objective of this MOA is to provide a mechanism by which DEMHS may arrange for the use of large congregate areas on campuses of the Connecticut State University System (CSUS), such as gymnasiums, student unions and/or auditoriums, as temporary mass-care shelters in the event of an emergency or disaster which, in joint determination of the Governor of the State of Connecticut and the Deputy Commissioner of DESPP/DEMHS, threatens or results in the unavailability of shelters ordinarily used for such purposes. The intent

of the parties is that CSUS facilities will be utilized only as temporary staging areas to accommodate displaced persons prior to assignment and transfer to shelters equipped to provide refuge of longer duration. This document shall take precedence over any specific Facility Use Agreement that may be assigned by one or both of the Parties prior to the occupation and use of any CSUS facility contemplated under this MOA.

#### **A.6.6.7 Interstate Mutual Aid Compact**

Under Connecticut General Statutes Section 28-22a, the Intrastate Mutual Aid Compact is made and entered into by and between the participating political subdivisions of this state. All municipalities are members unless they opt out (no town has opted out). The purpose of this compact is to create a system of intrastate mutual aid between participating political subdivisions in the state. The system shall provide for mutual assistance among the municipalities 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 municipality, subject to that municipality's criteria for declaration.

#### **A.6.6.8 Behavioral Health Regional Crisis Response Teams**

The Connecticut Departments of Mental Health and Addiction Services (DMHAS) and Children and Families (DCF), working with academic partners (Yale and UCONN) at the Center for Trauma Response, Recovery, and Preparedness (CTRP), have developed an organized network of behavioral health providers to respond to the mental health needs of Connecticut residents following major disasters (e.g., bioterrorism, manmade or natural disasters). The network consists of five regional behavioral health crisis response teams that can be deployed immediately anywhere in the state. The geographical areas covered by the teams correspond to the OPM Uniform Health Regions. These teams would respond to disasters or critical incidents when local behavioral health resources have been depleted or are overwhelmed. These teams would coordinate with other state or voluntary agencies that are responding to disasters. The goal of the regional behavioral health teams is to provide an organized response to individual victims, family members, survivors, and the community affected by critical incidents or disasters. In addition to this formal network, collaborative efforts have been initiated with Connecticut faith communities through the St. Francis Pastoral Counseling Program to enhance the capacities of faith organizations to respond to crises.

#### **A.6.7 Resource Requirements**

All resource requirements will be filled by primary and secondary agencies, in addition to outside vendors.

#### **A.6.8 Plans and Supporting Documents**

- Local Emergency Operations Plans, ESF #6 Mass Care Annex (renewed bi-annually)
- State of Connecticut Mass Care Task Force Standard Operating Procedures
- National Response Framework
- The National Mass Care Strategy
- Federal Emergency Management Agency (FEMA) NIMS
- Cot Distribution Standard Operating Procedure
- US Army Corps of Engineers – Connecticut Hurricane Evacuation Study Technical Data Report, Appendices A, B, and C (Updated 2008, 2014)

## **A.7: ESF #7 Resource Support and Private Sector Coordination**

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agencies:</b>   | Department of Correction (DOC)<br>Department of Administrative Services (DAS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Secondary Agencies:</b> | Connecticut Military Department/National Guard (CTNG)<br>Department of Emergency Services and Public Protection (DESPP)/Division of Emergency Management and Homeland Security (DEMHS)<br>Department of Motor Vehicles (DMV)<br>Judicial Branch<br>Army Corps of Engineers (USACE)<br>Infragard<br>Department of Transportation (DOT)<br>Department of Consumer Protection (DCP)<br>Department of Energy and Environmental Protection (DEEP)<br>Office of Policy and Management<br>CT DESPP/CT State Police<br>CT DESPP/Commission on Fire Prevention and Control<br>CT DESPP/DEMHS—Volunteer Urban Search and Rescue Team<br>Department of Homeland Security, including Federal Emergency Management Agency (FEMA)<br>DEMHS Regional Emergency Planning Teams RESF #7<br>Adventist Community Services<br>CT VOAD<br>CT Red Cross<br>United Way 2-1-1<br>Salvation Army<br>Energy, Water, and Communications Utilities<br>CT Food Association<br>CT Retail Merchants Association<br>CT Business and Industry Association<br>CT Motor Transport Association<br>CT Hospital Association<br>State Approved Vendors list |

### **A.7.1 Purpose**

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

### **A.7.2 Principles and Assumptions**

In the event that local governments' resources and capabilities are overwhelmed, ESF 7 will be activated to respond to requests for state assistance. ESF 7 Resource Support and Private Sector Coordination supports all emergency functions and is fundamental in the response to and recovery from, every emergency. In order to identify and move resources as they are needed, ESF 7 operations are scalable and adaptable. Requests for resources will be submitted through the DEMHS Regional Coordinator or Duty Officer when the SEOC is not activated and through the SEOC intake desk during SEOC activations. The initial source of personnel, equipment, materials and supplies will come from existing state agencies and resources. Support that cannot be provided from existing state resources

may be secured through direct procurement, mutual aid (EMAC or IEMAC), donations management, and/or federal assistance (FEMA).

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

### **A.7.3 Introduction**

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

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

ESF-7 manages the supply chain process with a focus on:

- Identifying requirements in the Preparedness Phase.
- Providing resources, materials, services, etc. during the response phase of a disaster.
- Sustaining efforts from initial action through recovery.

### **A.7.4 Situation**

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

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

ESF-7 operations include activating the following Task Forces:

- Commodities Task Force (CTF)
- Fuel/Generator Task force (FTF)
- Donations Management Task Force (DMFT)
- Interagency Debris Management Task Force (IDMTF)

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

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

For information on the process for acceptance, management and distribution of donated materials, services, personnel, monetary, facilities, etc. (either solicited or unsolicited) refer to the Donations Management Support Annex and the Commodities Task Force Standard Operating Procedures.

ESF-7 covers the scope of activities required for the range of most likely-to-catastrophic events. Although some level of resource support and logistics will be required for the State’s response to most emergencies, only a catastrophic event would require most of the capabilities of ESF 7.

### A.7.5 Assumptions

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

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

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

Responses to two separate disasters could be required simultaneously.

### A.7.6 Concept of Operations

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

Overview of ESF-7 within the Activation System

- Situation Awareness & Monitoring
  - DEMHS will evaluate information, and coordinate with personnel in order to determine the extent of ESF-7 support projected to be needed.
  - If it is assessed that the situation will escalate, contact will be established with federal resource and logistics personnel at FEMA Region I to determine timetables and configurations for emergency activities.
- Enhanced Monitoring
  - DEMHS will assign minimal staffing of DEMHS on-call personnel to the SEOC for increased monitoring.
- Partial Activation Response Operations
  - DEMHS will notify/activate ESF-7 personnel as needed for State EOC operations.
  - ESF-7 will maintain coordination with State EOC personnel in order to identify and address ESF-7 missions and determine the potential need to activate ESF-7 Task forces.
  - ESF-7 will maintain contact with federal resource support and logistics personnel at FEMA Region I in order to coordinate state/federal operations as needed.
  - ESF-7 will coordinate state ESF-7 activities with local emergency managers in affected municipalities through the DEMHS Regional Coordinators.
  - ESF-7 will activate state-level logistics facilities and assign ESF-7 Teams as needed.
- Full Activation Response Operations
  - Continue activities listed in Partial Activation.
  - FEMA may “push” the following Execution Schedule resources to a Federal Operations Staging Area (FOSA), a State Staging Area or a State/Local Receiving and Distribution Center as determined by ESF-7.
    - Food
    - Water
    - Tarps/Plastic Sheeting
    - Cots/Blankets
    - Personal Hygiene Kits
    - Generators
- Resources Fulfillment Cycle
  - Under the Resource Fulfillment Cycle, ESF-7 monitors the rise, decline and evolution of requested deployed and demobilized resources throughout the operational periods of the emergency.

- Specific actions for the Resource Fulfillment Cycle may be documented in the Incident Action Plan (ICP) developed at the State EOC for each operational period of state-level response.
- Resource requirements at the site of an emergency can alter rapidly and unexpectedly. In order to anticipate and fulfill these requirements, ongoing communications and interaction between the local emergency management, personnel at state logistics facilities, ESF 7 personnel at the SEOC and MAC must be constantly maintained.
- State and Federal logistics personnel coordinate to ensure capabilities are mobilized and deployed over time as needed.
- Demobilization
  - As state-level response and recovery operations diminish, state capabilities can be reduced in the field in coordination with local, state and federal personnel at the site of the emergency and with ESF-7 personnel in the State EOC. See the SEOC SOP for more information.
  - State-owned capabilities used for emergency response and recovery that are not expendable and must be returned to the state following an emergency will be recovered by or in coordination with the state agencies that own the property. State agencies may coordinate with the State EOC for support to recover and transport the resources from the site and return them to their original location or a location agreed upon among the coordinating state agencies.
  - State ESF-7 will work with local emergency management officials to document issues related to the delay of returnable equipment and/or repairs needed or lost equipment.
  - ESF-7 after-action activities include identifying shortfalls, developing corrective action plans and capturing best practices to improve state resource management and logistics.
  - State ESF-7 will work with local emergency management officials to document issues related to the delay of returnable equipment and/or repairs needed or lost equipment.
  - ESF-7 after-action activities include identifying shortfalls developing corrective action plans and capturing best practices to improve state resource management and logistics.

### **A.7.7 Organization and Assignment of Responsibilities**

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

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

**A.7.7.1 Connecticut Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) – Primary Coordinating Agency** working in conjunction with the Department of Correction, which is the lead of the Commodities Task Force, and the Department of Administrative Services, which is the lead procurement agency. DEMHS may perform these functions, or assign them to the Commodities Task Force:

- During emergencies, review resource requests from state departments and municipalities and identify state, private or volunteer providers of resources.
- Act as the Point of Contact when federal resources are “pushed” into the state and coordinate these activities with State EOC, state ESF-7 agencies and personnel, local emergency management directors and Incident Commanders as needed.

- Provide personnel as needed to support emergency operations in the State EOC and the Joint Field Office (JFO) as necessary, including possible activation of volunteer Urban Search and Rescue Team to provide logistics support.
- Provide training and drills/exercises for ESF #7 staff.
- Ensure that ESF-7 remains compliant with NIMS and other federal guidance as required.
- Ensure that information on the appropriate credentialing procedures are disseminated to state and local law enforcement as well as to commodities and utilities providers.

**A.7.7.2 Connecticut Department of Administrative Services (DAS)—Lead Procurement**

- Provide procurement staff to the Finance/Admin Section to support ESF #7.
- Provide personnel as needed to support emergency operations in the State EOC.
- Approve suspension of purchasing and contracting requirements as defined in Chapter 58, Sec 4a-57 of the Connecticut General Statutes.
- Develop and maintain the Department of Administrative Services (DAS) Emergency Response Supplies, Services and Equipment: A Reference Guide to Statewide Contracts for the CT Department of Emergency Services and Public Protection, Division of Management & Homeland Security. This manual is a reference guide for DESPP/DEMHS to obtain specific supplies, services and equipment for emergency situations. The manual contains DAS/Procurements Division 24-hour contact information, contract reference index and detailed listing and emergency purchasing card information.

**A.7.7.3 Department of Consumer Protection—Lead F/G TF**

- Provide personnel and supervision for the Fuel/Generator Task force

**A.7.7.4 Connecticut Department of Correction—Lead CTF**

- Provide personnel and supervision for the Commodities Task force
- Provide personnel and equipment as needed to support ESF 7 functions.

**A.7.7.5 Connecticut Military Department/CT National Guard**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS. (as an agency in the EOC)
- Serving on any DEMHS or SEOC Task Force
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 7 (Logistics Management and Resource Support) as directed by the Governor or requested by DEMHS. (*The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned*):

| <b>ESF</b> | <b>ESF 7 – RESOURCE SUPPORT AND PRIVATE SECTOR COORDINATION</b> |
|------------|-----------------------------------------------------------------|
| 07         | State Staging Area                                              |
| 07         | Unified Logistics Element Support                               |
| 07         | Commodities Distribution Point (Point of Distribution)          |
| 07         | Logistics Operations Center                                     |
| 07         | Disaster Relief Supply Safe Haven                               |



#### **A.7.7.6 Connecticut Department of Transportation (DOT)**

- Provide recommendations, briefings and maps on routes identified for the delivery of capabilities.
- Identify issues that will or could affect routes and impact delivery of capabilities.
- Provide personnel and supervision for the Interagency Debris Management Task Force.

#### **A.7.7.7 CT DESPP Division of Connecticut State Police**

- Provide assistance re safe transport of commodities

#### **A.7.7.8 CT DESPP Division of Fire Prevention and Control**

- Provide logistics support as needed.

#### **A.7.7.9 Connecticut Department of Energy and Environment Protection (DEEP)—Lead for IDMTF**

- Provide personnel and supervision for the Interagency Debris Management Task Force

#### **A.7.7.10 Connecticut Department of Consumer Protection**

- Provide personnel for the Interagency Fuel/Generator Task force

### **A.7.8 ESF 7 Task Forces**

#### **Commodities Task Force**

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

See the Commodities Task Force – Commodities Distribution SOP

#### **Fuel and Generator Task Force**

The Department of Consumer Protection leads this task force, which is made up of DMV, DEMHS, DOT, DAS, CTNG, DCP, and other fuel partners including the CT Energy Marketers Association, the Connecticut Chapter of the Propane Gas Association of New England, the Motor Transport Association of Connecticut and the Connecticut Petroleum Council. Its mission is the restoration and provision of emergency fuel, and generators for power needs.

#### **Volunteer and Donations Management Task Force**

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

See the Volunteer and Donations Management guidance attached.

#### **Interagency Debris Management Task Force (IDMTF)**

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

Information on the IDMTF can be found:

[State of Connecticut Concept of Operations Plan – Disaster Debris Management Activation and Use of the State Debris Removal and Monitoring Contracts Plan](#)

### **A.7.9 Plans and Documents**

- State of Connecticut Resource Management System Framework. For the Resource Management Annex refer to ESF 7 in Addendum 1.
- Commodities Distribution SOP (State ESF 7 Resource Support Group/ DOC/DEMHS/DAS/CT NG, and others)

## A.8: ESF #8 Public Health and Medical Services

|                            |                                                    |
|----------------------------|----------------------------------------------------|
| <b>Primary Agencies:</b>   | Department of Public Health (DPH)                  |
| <b>Secondary Agencies:</b> | Department of Agriculture                          |
|                            | Department of Mental Health and Addiction Services |
|                            | Department of Social Services                      |
|                            | Department of Aging and Disability Services        |
|                            | Judicial Branch                                    |
|                            | Department of Developmental Services               |
|                            | Department of Children and Families                |

### A.8.1 Introduction and Purpose

The purpose of the Public Health Emergency Response Plan (PHERP) is to support the following four functions of the Connecticut emergency response effort:

- Maximize the protection of lives and health care properties while minimizing preventable disease and death;
- Document procedures to implement when responding to a natural, biological, chemical, radiological, nuclear, or explosive emergency that threatens the public health of Connecticut residents;
- Manage emergency support function (ESF) #8 - Public Health and Medical Services at the state level including defining policies and procedures for DPH and other public health partners in preparation for and in response to a public health emergency and contribute to other emergency support functions, as appropriate; and
- Enable the State of Connecticut to continue to operate and provide services effectively in the event of a public health emergency.

### A.8.2 Principles and Assumptions

The PHERP highlights the pivotal role of the public health system in emergency preparedness and response. A statewide emergency that may cause numerous fatalities, severe illness and/or injuries, disruption of normal life systems and, possibly, property loss will have a powerful impact on Connecticut's economic and social infrastructures. To prepare for and respond to an emergency of great severity requires rapid surveillance, response and communication systems, a trained and available public health and health care workforce, and volunteers to help perform essential tasks. All these efforts must be anticipated and coordinated.

Principles:

- The all-hazards approach to planning and implementing response efforts has the greatest chance of providing a successful outcome.
- The Incident Command System using Unified Command is integral to the overall success of a response operation.
- It is of the utmost importance to ensure that the health care system is alerted to an incident in a timely manner so that providers can promptly recognize and treat exposed individuals, and limit the potential for others to be affected. Actions may include decontamination, medical treatment, vaccination and isolation.
- As with any mass casualty incident, survival is dependent on resource availability and efficiency of deployment.

Assumptions:

- A major statewide emergency that may cause numerous fatalities, debilitating illnesses or injuries, property loss, and disruption of normal life will have an impact on the state’s economic and social infrastructures.
- Release of a biological, chemical, nuclear, radiological or incendiary agent will result in a public health hazard.
- Resources in the affected area will be inadequate to respond to an emergency. State assistance will be required.
- Disruption of essential services, loss of power, massing of people in shelters will decrease sanitary conditions and increase risk of disease and injury.
- Primary medical treatment facilities may be damaged, inoperable or overwhelmed. State coordination will be required.
- An intentional release of infectious, radiological or chemical agents may not be recognized immediately. The first indications of such an attack may be clinical symptoms occurring hours to days later.
- It may be several hours or days after an incident has occurred or been detected that federal resources become available.
- Terrorist incidents may involve damage or disruption to computer networks, telecommunication systems, or Internet services.
- Disruption of vital community networks for utilities, transportation, and/or communication could endanger the health and safety of the population.
- Widespread media interest in an incident and the need to educate the public will require additional resources for media management operations.

### **A.8.3 Concept of Operations**

In the event of a statewide or regional public health emergency, the Governor may order the Commissioner of Public Health to implement all or a portion of the Public Health Emergency Response Plan.

In Connecticut, the Governor may activate the state’s Incident Command System when a “State of Emergency” is declared or when a potential event, such as a hurricane, is being monitored. The Governor and state agency Commissioners gather at the State Emergency Operation Center (SEOC) and function as Unified Command. The SEOC will be staffed by state personnel, selected non-governmental organizations, and private industry.

If the incident is considered a public health emergency, the Governor may enact the Public Health Emergency Response Authority (PHERA) and the Commissioner of Public Health will activate the Department’s Emergency Command Center (ECC) to coordinate public health operations. The ECC is equipped with computers and Internet access; fax machines; landline, cellular, radio, and satellite connectivity; televisions with cable service, and interactive web access to the SEOC and dedicated auxiliary power units.

The DPH will adhere to the Incident Management System and the National Response Framework in managing the incident.

### **A.8.4 Organization and Assignment of Responsibilities**

#### **A.8.4.1 Department of Public Health**

Specific responsibilities of DPH include:

- Determining the magnitude and extent of public health/medical problems associated with a catastrophic disaster and assist local public health officials in developing appropriate strategies to address the problems;
- Defining the types and amounts of public health and medical assistance required and submit specific requests for medical personnel, equipment, and supplies;

- Determining assistance needed to move patients to definitive care facilities;
- Coordinating use of state laboratories for micro-bacteriological and chemical analyses;
- Coordinating interventions and distribution of medical countermeasures to the general public, or selected populations, including antibiotics or other medical preventive treatment, vaccination, isolation, quarantine, non-pharmaceutical interventions, and advice to the public in collaboration with other public health emergency partners.
- Staffing–hotlines or information centers, as requested by the DEMHS to answer health-related questions from the public;
- Conducting and oversee surveillance, and epidemiologic and environmental investigations with federal, state and local public health emergency partners;
- Assisting the Governor’s Office with information on public health matters;
- Assisting the Department of Energy and Environmental Protection (DEEP) and local health departments in assessing biological, chemical, and radiation risks;
- Providing 24 hour staffing of the state Emergency Operations Center (SEOC) as requested by DEMHS;
- Reporting the impact or potential impact of a disaster on public health;
- Coordinating delivery of medical and pharmaceutical supplies necessary for the mitigation of public health threats; and
- Coordinating ongoing field assessments and monitoring.

#### **A.8.4.2 Department of Emergency Services and Public Protection-DEMHS**

Specific responsibilities of DESPP/DEMHS include:

- Supporting Relevant Incident Management Policies and Interagency Activities
- Coordinating with other MAC systems (Other State EOCs, etc.)
- Coordinating with the Locals (EMDs, Local Chief Executive Officers, etc.)
- Supporting and Maintaining the Common Operating Picture (collecting and analyzing and reporting information (Situation Reports), maintaining the JIC by establishing, with the Governor’s Office, a regular communications rhythm
- Training and assigning personnel to support emergency operations at the SEOC or other areas of operation/management
- Standing up such Task Forces as are necessary to support the management and operations of the emergency
- Activating volunteer civil preparedness forces
- Coordinating and disseminating public information
- Maintaining and implementing the State Radiological Emergency Response Plan (RERP) for events at Millstone Station in Waterford, CT or Indian Point in Buchanan, NY as appropriate.
- Coordinating the federal/state meeting subsequent to a Presidential declaration.
- Coordinating state agency staffing of DRCs, Disaster Field Offices (DFOs) and Joint Field Offices (JFOs) as appropriate.
- Disseminating emergency data and information to local governments, state, and federal agencies.
- Documenting DEMHS emergency management activities.
- In times of non-emergency, DEMHS responsibilities include, but are not limited to:
  - Those found in Conn. Gen. Stat. Title 28, including providing the venue and process for collaborative, coordinated and integrated planning, training, exercise activities.

#### **A.8.4.3 Department of Aging and Disability Services**

Responsibilities include but may not be limited to:

- Serving on any DEMHS or SEOC Task Force

- Assisting disaster victims, and particularly elderly disaster victims, in obtaining ongoing agency services including:
  - Chore and handyman services
  - Transportation
  - Nutrition assistance
  - Ombudsman services
  - Area Agencies on Aging
  - Assisting elderly disaster victims in applying for state and federal assistance.
- Assisting with public information for the deaf and to assist deaf disaster victims in applying for disaster assistance.

#### **A.8.4.5 Department of Children and Families (DCF)**

Responsibilities include but may not be limited to:

- Implementing the State of Connecticut Behavioral Health Disaster Plan with partners at the Department of Mental Health and Addiction Services and the University of Connecticut Health Center through the CT Disaster Behavioral Health Response Network (CT-DBHRN).
- Serving as requested on any DEMHS or SEOC Task Force
- Coordinating the provision of psychological first aid services for victims and their families at a family assistance center if established or at other appropriate location.
- Coordinate the provision of psychological first aid for emergency responders at the scene.
- Providing medical support to the Department of Public Health as outlined in plans for addressing pandemic flu and other community health issues impacting children and families.
- Coordinating the provision of behavioral health services to children and families affected by incidents involving chemical agents or weapons of mass destruction.
- Coordinating with Federal Agencies and or nongovernmental support/response to assist with public health activities

#### **A.8.4.6 Department of Developmental Services (DDS)**

Responsibilities include but may not be limited to:

- Notifying DDS facilities of the emergency and determining if assistance is required
- Serving as requested on any SEOC Task Force

#### **A.8.4.7 Department of Social Services (DSS)**

Responsibilities include but may not be limited to:

- Serving on any DEMHS or SEOC Task Force, including leading or supporting the State ESF 6 Mass Care Task Force, a Housing Task Force; the State ESF 14 Long Term Recovery Committee;
- Assisting disaster survivors in obtaining ongoing agency services including:
  - Transportation
  - Supplemental Nutrition assistance (SNAP and DSNAP)
  - Assisting disaster survivors to obtain state and federal assistance.

#### **A.8.4.8 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS (as an agency in the EOC).
- Serving on any DEMHS or SEOC Task Force.
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 8 (Public Health and Medical Services) as

directed by the Governor or requested by DEMHS. (*The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned*):

| <b>ESF</b> | <b>ESF 8 – PUBLIC HEALTH AND MEDICAL SERVICES</b> |
|------------|---------------------------------------------------|
| 08         | Medical Support                                   |
| 08         | National Pharmaceutical Stockpile (SNS)           |
| 08         | Smallpox                                          |
| 08         | Medical Evacuation                                |
| 08         | Mortuary Affairs                                  |
| 08         | Pandemic Influenza Support                        |
| 08         | Civil Support Team Analytical Lab Support         |
| 08         | Chaplain Support                                  |

### **A.8.5 Plans**

- Public Health Emergency Response Plan. For the Health Annex refer to ESF 8 in Addendum 1: Connecticut Public Health Emergency Response Plan Emergency Support Function 8 Annex.

## A.9: ESF #9 Search and Rescue

|                          |                                                                                                                                                                                             |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agency:</b>   | Department of Emergency Services and Public Protection/DEMHS/CSP/CFPC                                                                                                                       |
| <b>Support Agencies:</b> | Department of Correction<br>DEEP ENCON (Environmental Conservation Police)<br>Department of Transportation (DOT)<br>Connecticut Military Department/National Guard (CTNG)<br>US Coast Guard |

### A.9.1 Introduction

ESF 9 provides for the guidance and organization of state agencies that may be employed during Search and Rescue (SAR) operations. SAR operations include, but are not limited to, the location, recovery, and extrication of victims who become lost or entrapped as the result of a major disaster or life-threatening emergency.

#### A.9.1.1 Department of Department of Emergency Services and Public Protection (DESPP) / Division of Emergency Management and Homeland Security (DEMHS)

DESPP/DEMHS functions during activation are:

- Situation Assessment
- Incident Priority Determination
- Critical Resource Acquisition and Allocation
- Support Relevant Incident Management Policies and Interagency Activities
- Coordinating with other MAC systems (Other State EOCs, etc.)
- Coordinating with the Locals (EMDs, Local Chief Executive Officers, etc.)
- Support and Maintain the Common Operating Picture (collecting and analyzing and reporting information (Situation Reports), maintaining the JIC by establishing, with the Governor's Office, a regular communications rhythm.
- Train and assign personnel to support emergency operations at the SEOC or other areas of operation/management.
- Stand up such Task Forces as are necessary to support the management and operations of the emergency.
- Coordinating Interoperable communications.
- Activating volunteer civil preparedness forces.
- Activating Urban Search and Rescue (USAR) as requested.
- Coordinating and disseminating public information.
- Coordinating activities with the DEMHS Office of Counter Terrorism, as appropriate
- Disseminating emergency data and information to local governments, state, and federal agencies.
- Documenting DEMHS emergency management activities.
- In times of non-emergency, DEMHS responsibilities include, but are not limited to:
  - Those found in Conn. Gen. Stat. Title 28, including providing the venue and process for collaborative, coordinated and integrated planning, training, exercise activities.

#### A.9.1.2 DESPP-Division of State Police

- Controlling access to dangerous or impassable sections of state-maintained and/or state-patrolled roads; Controlling traffic and access on State roads and highways traversing or passing near the incident scene.
- Relaying warnings received from CONVEX (Connecticut Valley Electric Exchange) regarding hydroelectric dam releases and/or possible dam failures to appropriate state and local officials in accordance with specific warning plans for individual dams.



- Providing assistance, as requested, to local civil preparedness forces primarily for the purposes of search and rescue, route alerting, anti-looting, traffic control, curfew enforcement, and limiting access to a disaster area.
- Serving on any DEMHS or State EOC Task Force
- Exercising Incident Command System (ICS) authority, as available (e.g. agent detection, reconnaissance for living victims, etc.).
- Deploying the State Police Emergency Services Unit (ESU) which will provide specialized services and equipment as requested by the Incident Commander such as:
  - Dive and Marine Unit
    - Any emergency in a marine environment including:
      - Lost boaters
      - Search & rescue
      - Underwater evidence recovery
      - Hull and pier sweeps
  - Tactical Team
    - Any high risk incident including:
      - Barricaded subjects; hostage situations; searches for armed and dangerous subjects
      - High risk warrant service
      - Special transportation protection (e.g. high risk prisoners, narcotics, firearms)
      - Dignitary protection
        - Crisis Negotiators for any tactical situation as well as suicidal individuals threatening the use of physical force against themselves or another.
  - Canine assistance is available for the following types of situations:
    - Tracking, building search, criminal apprehension
    - Search and rescue
    - Body recovery
    - Searches for explosives, narcotics and evidence of accelerants in suspected arson situations
    - Training in the above areas for those agencies meeting the needs requirements
  - Aviation assistance is available for the following types of situations:
    - Surveillance
    - Traffic enforcement
    - Search and rescue
    - Marijuana field location and eradication
    - Aerial photo missions
    - Tactical operations and medical transport
  - Emergency Medical support is available for tactical situations, Weapons of Mass Destruction incidents, mass casualty incidents, and search and rescue.
  - Central Criminal Intelligence Unit provides electronic surveillance and special equipment for intelligence monitoring / communication.
  - Public Information Office gathers and disseminates timely and accurate information regarding law enforcement efforts to the public through various print and broadcast media in the State of Connecticut.

### **A.9.1.3 DESPP/CFPC - Commission on Fire Prevention and Control (CFPC)**

Responsibilities include but may not be limited to:

- Activating and implementing the State of Connecticut Statewide Fire Service Disaster Response Plan.
- Movement and/or staging of pre-identified Task Forces, Strike Teams or resources for timely response into an affected area.

- Staffing the State EOC and/or DEMHS Regional Office to assist with mutual aid from the Statewide Fire Service.
- Serving on any DEMHS or SEOC Task Force.
- Assisting with collection and/or dissemination of information from the Fire Services.

### **A.9.2 Situation**

- Disasters may reduce the availability of local resources.
- If local resources cannot meet demand, mutual aid intrastate and/or interstate may be needed.

### **A.9.3 Assumptions**

- Capacity to respond in an emergency situation and immediately following an event may exceed capabilities. Lifesaving situations will be prioritized.
- Federal transportation assistance requests will be in accordance with National Response protocols.

### **A.9.4 Concept of Operations**

- A staging area for all incoming agencies to be involved in the SAR mission(s) will be established.
- If the need exists, additional communications resources or redundant systems will be established.
- Emergency operations will acquire the resources necessary to sustain the mission(s) and to meet the needs of the responders
- Emergency Operations will ensure that the completion of all incident/damage assessment reports occurs in a timely manner.
- Emergency Operations will account for all equipment utilized during the mission(s).
- Emergency Operations will order an operations/mission(s) stand-down, and schedule an after-action critique and/or review.
- Each agency involved in the SAR mission(s) will maintain authority with its jurisdiction.
- All mutual-aid/support requests will be submitted through established channels. When mutual-aid is activated, the Incident Commander will insure that resources at the scene are integrated into the established ICS.
- EMAC requests will be processed by Connecticut DEMHS in cooperation with a designated lead agency.

### **A.9.5 Organization and Assignment of Responsibility**

ESF 9 Primary and Secondary response organizations will be activated through the State Emergency Response Center based on a needs and operational procedures. Organizations and agencies will coordinate with each other to assure the most effective use of personnel and equipment.

#### **A.9.5.1 Department of Correction (DOC)**

Responsibilities include but may not be limited to:

- Assisting other state agencies as requested with the evacuation of institutionalized and/or other special needs persons through the limited provision of vehicles and personnel.
- Provide assistance and support to DEMHS and the SEOC as outlined in the Memorandum of Understanding Number 2013CAU-21, dated March of 2013
- Serving on any other DEMHS or SEOC Task Force.
- Providing staff to augment any field offices in direct relation to any DOC facilities.
- Assisting with security and law enforcement as requested by Connecticut State Police (CSP) in relation to facility perimeters.
- Providing technical assistance, personnel, and equipment in direct relation to any agency facility or building.
- In consultation with the Incident Commander and the Commanding Officer of CSP Emergency Services, assuming Incident Command of any situation requiring a tactical response to any DOC facility or building.

- Deploying the DOC Tactical Operations Unit to:
  - Standby for and conduct a Tactical Operation (if necessary) on any DOC facility or building.
  - Provide any other specialized services and/or equipment as needed.
- Memorandum of Understanding– CT DEMHS and CT Department of Correction (DOC) (March 2013). This MOU outlines assistance that DOC will provide to the State for emergency preparedness, response, and recovery.

#### **A.9.5.2 DEEP EnCon**

The State Environmental Conservation Police (EnCon) protect the public and Connecticut's natural resources through public education and outreach, prevention of crime and accidents and the enforcement of laws and regulations.

Responsibilities include but may not be limited to:

- Providing technical assistance to law enforcement and local officials regarding radiological sources and radioactive material.
- Coordinating with the US Nuclear Regulatory Commission and other federal agencies regarding inspection of radiological sources and radioactive material.
- Coordinating with the US Nuclear Regulatory Commission and other federal agencies regarding response to radiological sources and radioactive material.
- Developing public information, in coordination with the Governor's office, relative to environmental health hazards, including but not limited to, severe storms, tornadoes, floods, hurricanes, and coastal storms.
- Conducting search and rescue operations on DEEP-owned land, and assisting with other search and rescue operations through the provision of rescue boats and crews.
- Inspecting municipal water pollution control facilities and advising on protective actions and repairs.
- Coordinating with the U.S. Coast Guard, as appropriate, regarding the USCG's National Strike Team which may be called upon to react to major incidents of oil pollution or hazardous release.
- Requesting federal fire suppression assistance.
- Serving on any DEMHS or SEOC Task Force
- DEEP partner organizations:
  - New England Conference of Public Utility Commissioner (NECPUC) - provides regional regulatory assistance on matters of common concern to the six New England states. It addresses issues challenging the electricity, gas, telecommunications and water industries.
  - Independent Systems Operator of New England (ISO-NE) - ensures the day-to-day reliable operation of New England's bulk power generation and transmission system.
  - Federal Energy Regulatory Commission (FERC) - an independent agency that regulates the interstate transmission of electricity, natural gas, and oil.

#### **A.9.5.3 Department of Transportation**

Responsibilities include but may not be limited to:

- Signing and barricading unsafe or impassable state highways;
- Closing appropriate rail and airport facilities as a result of damage or other unsafe conditions.
- Inspecting, repairing, condemning and/or demolishing state-maintained transportation facilities.
- Coordinating any and all transportation resources in the state to assist with the evacuation of persons needing transportation.
- Serving on any DEMHS or SEOC Task Force
- Clearing debris from state-maintained roads.

- Providing assistance in the regulation of the use of inland waterways and coastal waters by non-military marine craft.
- Coordinating with U.S. Coast Guard Captain of the Port authority in relation to the closing and subsequent reopening of ports and waterways
- In accordance with the State of Connecticut Disaster Debris Management Plan, provide assistance to municipalities for the purposes of assisting in search and rescue operations.

**A.9.5.4 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS. (as an agency in the EOC)
- Serving on any DEMHS or SEOC Task Force
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 9 (Search and Rescue) as directed by the Governor or requested by DEMHS. *(The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned):*

| ESF | ESF 9 – SEARCH AND RESCUE                   |
|-----|---------------------------------------------|
| 09  | Boat Teams                                  |
| 09  | Aircraft Search and Rescue                  |
| 09  | High Wheeled Vehicle Search and Rescue      |
| 09  | Search and Rescue / Recovery Patrol         |
| 09  | Search and Rescue Aviation Hoist Capability |
| 09  | Search and Rescue Horse                     |
| 09  | Community Highway Assistance Team (CHAT)    |

**A.9.5.5 US Coast Guard**

- Evacuation Support

**A.9.6 Resource Requirement**

Resource requirements are identified at the local level and passed through the regional offices for fulfillment of requests at the State level.

ESF 9 maintains agency level Standard Operating Procedures that address their assignments and responsibilities.

ESF 9 maintains their resources for equipment, supplies, staff and services available to them during emergencies.

**A.9.7 Plans**

- Model Procedures for Response to Collapse or Potential Collapse of Buildings due to excessive roof loads, State of Connecticut, February 2011.
- Model Procedures for Response of Emergency Vehicles during Hurricanes and Tropical Storms, State of Connecticut
- Urban Search and Rescue Task Force Policies and Procedures

## A.10: ESF #10 Hazardous Materials Response

|                            |                                                                                                                                                                                                 |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agency:</b>     | Department of Energy and Environmental Protection (DEEP)<br>Department of Emergency Services and Public Protection<br>DESPP)/CFPC<br>DESPP/CSP                                                  |
| <b>Secondary Agencies:</b> | DEEP/PURA<br>DESPP/DEMHS<br>Department of Public Health<br>Connecticut Military Department/National Guard (CTNG)<br>Department of Agriculture (DoAG)<br>Department of Consumer Protection (DCP) |

### A.10.1 Introduction

#### A.10.1.1 Department of Energy and Environmental Protection (DEEP)

Responsibilities include but may not be limited to:

- Implementing the DEEP Oil and Chemical Spills Plan as appropriate.
- Assessing radiation risks from radiological sources and releases of radioactive material.
- Activating the New England Compact on Radiological Health as appropriate.
- Providing technical assistance to law enforcement and local officials regarding radiological sources and radioactive material.
- Coordinating with the US Nuclear Regulatory Commission and other federal agencies regarding inspection of radiological sources and radioactive material.
- Coordinating with the US Nuclear Regulatory Commission and other federal agencies regarding response to radiological sources and radioactive material.
- Developing public information, in coordination with the Governor's office, relative to environmental health hazards, including but not limited to, severe storms, tornadoes, floods, hurricanes, and coastal storms.
- Evacuating and securing all DEEP-owned land as necessary.
- Conducting search and rescue operations on DEEP-owned land, and assisting with other search and rescue operations through the provision of rescue boats and crews.
- Inspecting municipal water pollution control facilities and advising on protective actions and repairs.
- Notifying bulk oil terminal storage facilities of anticipated flood conditions and water levels, providing technical assistance to terminal operators.
- Coordinating with the U.S. Coast Guard, as appropriate, regarding the USCG's National Strike Team which may be called upon to react to major incidents of oil pollution or hazardous release.
- Serving on any DEMHS or SEOC Task Force
- DEEP partner organizations:
  - New England Conference of Public Utility Commissioner (NECPUC) - provides regional regulatory assistance on matters of common concern to the six New England states. It addresses issues challenging the electricity, gas, telecommunications and water industries.
  - Independent Systems Operator of New England (ISO-NE) - ensures the day-to-day reliable operation of New England's bulk power generation and transmission system.
  - Federal Energy Regulatory Commission (FERC) - an independent agency that regulates the interstate transmission of electricity, natural gas, and oil.

### A.10.1.2 DESPP/CFPC - Commission on Fire Prevention and Control (CFPC)

Responsibilities include but may not be limited to:

- Activating and implementing the State of Connecticut Statewide Fire Service Disaster Response Plan.
- Movement and/or staging of pre-identified Task Forces, Strike Teams or resources for timely response into an affected area.
- Staffing the State EOC and/or DEMHS Regional Office to assist with mutual aid from the Statewide Fire Service.
- Serving on any DEMHS or SEOC Task Force.
- Assisting with collection and/or dissemination of information from the Fire Services.

### A.10.1.3 DESPP- Division of State Police

- Controlling access to dangerous sections of state-maintained and/or state- patrolled roads; Controlling traffic and access on State roads and highways traversing or passing near the incident scene.
- Providing assistance, as requested, to local civil preparedness forces primarily for the purposes of search and rescue, route alerting, anti-looting, traffic control, curfew enforcement, and limiting access to a disaster area.
- Providing emergency transportation for state and federal officials.
- Serving on any DEMHS or State EOC Task Force
- Assisting local law enforcement with perimeter security, access control, and anti-looting patrols of evacuated areas
- Deploying the State Police Emergency Services Unit (ESU) which will provide specialized services and equipment as requested by the Incident Commander such as:
  - Bomb Squad
    - Incidents involving explosives
    - Search for explosives (K9)
    - Fireworks seizures
    - Storage of explosive evidence (**not** including IED's) as evidence
    - Technical assistance for Post Blast Investigations
      - Destruction of old ammunition, flares and chemical munitions
    - In the case of a crime scene or investigation of a suspected Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) incident, the DPS Emergency Services Unit (ESU) shall assume responsibility for collection, packaging, and transportation of evidence in accordance with an MOU with the FBI who has primary jurisdiction in such incidents.
  - Hazardous Materials Technician assistance
    - Any incident involving the use or threatened use of a Weapon of Mass Destruction including Chemical, Biological, Radiological, Nuclear, High Yield Explosives (CBRNE) types of Incidents.
  - Canine assistance is available for the following types of situations:
    - Searches for explosives and evidence of accelerants in suspected arson situations
  - Aviation assistance is available for the following types of situations:
    - Surveillance
    - Traffic enforcement
    - Search and rescue
    - Aerial photo missions
    - Tactical operations and medical transport
  - Emergency Medical support is available for tactical situations, Weapons of Mass Destruction incidents, mass casualty incidents, and search and rescue.

### **A.10.2 Situation**

The release of hazardous materials may affect or impact transportation infrastructure, the movement of emergency personnel and delay resources.

### **A.10.3 Assumptions**

Lifesaving situations will be prioritized.

Hazardous materials incidents may reduce the availability of local resources.

If local resources cannot meet demand, mutual aid intrastate and/or interstate may be needed.

Capacity to respond in an emergency situation and immediately following an event may exceed capabilities.

### **A.10.4 Concept of Operations**

Upon discovery of a suspected hazardous materials release or a deliberately caused incident ESF 10 will be enacted in some capacity; primary agencies and/or secondary agencies will respond as necessary to incidents.

### **A.10.5 Organization and Assignment of Responsibility**

ESF 10 Primary and Secondary response organizations will be activated through the State Emergency Response Center based on a needs and operational procedures. Organizations and agencies will coordinate with each other to assure the most effective use of personnel and equipment.

#### **A.10.5.1 DEEP/ Public Utility Regulatory Authority - DEEP PURA**

Responsibilities include but may not be limited to:

- Serving as the state's liaison to Connecticut's regulated and unregulated utility companies and State agencies to facilitate critical utility infrastructure protection and restoration.
- Serving on appropriate Task Forces at the EOC as requested by DEMHS.
- Furnishing available personnel as requested by Governor's Office/EOC.
- Providing technical assistance/guidance to federal and other state agencies.
- Facilitating public utilities communication with local state, and federal agencies and organizations.
- Monitoring, evaluate and provide input to the utility companies and other support agencies and organizations that are responding to and recovering from emergencies.
- Be kept apprised of and monitor any unmet needs and priorities.
- Coordinating status reporting from all utility systems.
- Maintaining notes, draft recommendations and reports as directed or appropriate.

#### **A.10.5.2 Department of Department of Emergency Services and Public Protection (DESPP) - Division of Emergency Management and Homeland Security (DEMHS)**

DEMHS primary functions in the EOC during activation are:

- Situation Assessment
- Incident Priority Determination
- Critical Resource Acquisition and Allocation
- Support Relevant Incident Management Policies and Interagency Activities
- Coordinating with other MAC systems (Other State EOCs, etc.)
- Coordinating with the Locals (EMDs, Local Chief Executive Officers, etc.)
- Support and Maintain the Common Operating Picture (collecting and analyzing and reporting information (Situation Reports), maintaining the JIC by establishing, with the Governor's Office, a regular communications rhythm.
- Train and assign personnel to support emergency operations at the SEOC or other areas of operation/management.
- Stand up such Task Forces as are necessary to support the management and operations of the emergency.

- Maintaining and implementing the State Radiological Emergency Response Plan (RERP) for events at Millstone Station in Waterford, CT or Indian Point in Buchanan, NY as appropriate.
- Conducting hazard mitigation activities as appropriate.
- Coordinating activities with the DEMHS Office of Counter Terrorism, as appropriate
- Documenting DEMHS emergency management activities.
- In times of non-emergency, DEMHS responsibilities include, but are not limited to:
  - Those found in Conn. Gen. Stat. Title 28, including providing the venue and process for collaborative, coordinated and integrated planning, training, exercise activities.

#### **A.10.5.3 Department of Public Health**

Responsibilities include but may not be limited to:

- Implementing the State of Connecticut Public Health Emergency Response Plan.
- Serving on any DEMHS or SEOC Task Force.
- Assisting local public health in enforcing health codes.
- Support statewide efforts for implementation of medical countermeasures and non-pharmaceutical interventions.
- Assisting the Governor's Office with public information on public health matters including:
  - food safety
  - disease prevention
  - non-pharmaceutical interventions
  - drinking water
  - human risk from environmental contaminations
  - human risk from toxic substances
  - hazard/incident specific information as it relates to public health
- Coordinating with DEMHS, Military, State Police and DCP on requests for the Strategic National Stockpile (SNS) as needed.
- Coordinating public health response plans such as medical surge operations.
- Coordinating with law enforcement
- Providing toxicological and health risk assessment regarding any chemical release thru State Public Health Laboratory.
- Coordinating with the DPH Laboratory, the CDC and hospital emergency departments for the collection, packaging, shipping, and analysis of patient clinical specimens.
- Considering requests for activation of the state's mobile field hospital and Disaster Medical Assistance Teams.
- Conducting Information exchanges using MedSAT and WebEOC.
- Communicating with receiving hospitals on survey of casualty information to assess total number of casualties from the event.
- Developing formal requests for Federally provided health/medical assistance to support health care facilities, EMS providers, and public health officials in the following functional areas:
  - Assessment Teams for Health/Medical Needs
  - Health Surveillance Systems
  - Medical Care Personnel including but not limited to Disaster Medical Assistance Teams (DMATs), Specialized DMATs, and Disaster Mortuary Teams (DMORTs)
  - Health/Medical Equipment and Supplies [e.g. Strategic National Stockpile, CHEMPACK (organophosphate antidotes), MARK 1 kits]
  - Patient Evacuation to Definitive Medical Care Facilities that are part of the National Disaster Medical System (NDMS) network
  - In-Hospital Care at Facilities in the NDMS Network
  - Food/Drug/Medical Device Safety



- Chemical Hazards Effects/ Treatment/Decontamination
- Public Health Information
- Potable Water/Wastewater/Solid Waste Disposal
- Assessment of public (DWS) and private (EHS) drinking water systems
- Analysis of patient specimens for chemical agents
- Track patient clinical samples

**A.10.5.4 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS. (as an agency in the EOC)
- Serving on any DEMHS or SEOC Task Force
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 10 (Hazardous Material Response) as directed by the Governor or requested by DEMHS. *(The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned):*

| ESF | ESF 10 – HAZARDOUS MATERIAL RESPONSE        |
|-----|---------------------------------------------|
| 10  | Civil Support Team Environmental Assessment |

**A.10.5.5 Department of Agriculture (DoAg)**

Responsibilities include but may not be limited to:

- Assessing the agricultural impact of any disaster or emergency and providing DEMHS with such written reports as it may require for use in developing requests for Presidential disaster or emergency declarations.
- Serving as requested on any DEMHS or SEOC Task Force.

**A.10.5.6 Department of Consumer Protection (DCP)**

Responsibilities include but may not be limited to:

- Inspecting food establishments, warehouses, supply houses, slaughterhouses and processors affected by a disaster, and issuing appropriate regulatory orders to ensure consumer safety. Additional assets from Liquor and Drug Control would be utilized.
- Serving on any DEMHS or SEOC Task Force.
- Implementing and maintaining the statewide database that assists the “Cities Readiness Initiative” from the Center for Disease Control (CDC) that enables the critical infrastructures and closed Points of Dispensing (PODs) to establish the pre-event inventory requirements of antibiotics; and medical supplies
- Assisting in the Chempack program.
- DCP partners: DCP would interact with FDA, USDA, CSP, DEA, CDC as well as local health & public safety entities. In the event of an attack on the food supply DCP inspectors would work with FDA and USDA assets to identify, isolate, and properly dispose of contaminated foodstuffs. Local and State law enforcement agencies would assist in this process.

### **A.10.6 Resource Requirements**

Resource requirements are identified at the local level and passed through the regional offices for fulfillment of requests at the State level.

### **A.10.7 Plans**

- State of Connecticut Consequence Management Plan For Deliberately Caused Incidents Involving Chemical Agents
- The State of Connecticut Mass Decontamination Guide and Mobilization Guide
- State of Connecticut Mass Decontamination Mobilization Plan

## **A.11: ESF #11 Agriculture & Natural Resources- Animal**

|                          |                                                                                                                                                                       |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agency:</b>   | Department of Energy and Environmental Protection (DEEP)<br>Department of Agriculture (DoAG)                                                                          |
| <b>Support Agencies:</b> | Department of Public Health (DPH)<br>Consumer Protection<br>Department of Economic and Community Development (DECD)<br>United States Department of Agriculture (USDA) |

### **A.11.1 Introduction**

Connecticut is a State rich with natural resources and a great diversity of habitat, landscapes, plant life, and wildlife. From the coastline of Long Island Sound, to the Litchfield Hills, the Connecticut River Valley and the Eastern Highlands, DEEP works to protect and preserve the natural resources and scenic beauty that make Connecticut a special place to live, work, or visit. (Source [CT DEEP Website](#))

The mission of the Department of Agriculture is to foster a healthy economic, environmental and social climate for agriculture by developing, promoting and regulating agricultural businesses; protecting agricultural and aquacultural resources; enforcing laws pertaining to domestic animals; and promoting an understanding among the state's citizens of the diversity of Connecticut agriculture, its cultural heritage and its contribution to the state's economy. (Source: [CT Department of Agriculture, Agency Mission - Agency Mission](#))

### **A.11.2 Situation**

The Department of Emergency Services and Public Protection/ Division of Emergency Management and Homeland Security (DESPP/DEMHS) considers a Category 3 hurricane as the most probable, worst-case disaster scenario facing the State. A significant or catastrophic disaster event is expected to generate sufficient quantities of mixed debris which may initially hamper first responders, impede rescue operations, cripple the State's road and rail transportation networks and harbors, and disrupt utility systems. Using the U.S. Army Corps of Engineers (USACE) model, Connecticut's Interagency Debris Management Task Force (IDMTF) has estimated that a Category 3 hurricane event could generate approximately 18 million tons to 20 million tons of debris. (40 million to 45 million cubic yards).

- Disasters that occur in the State of Connecticut may impact the natural environment and/or agriculture
- State and federal agricultural assistance may be required following disasters.

### **A.11.3 Assumptions**

- Disasters may overwhelm local resources.
- Environmental and agricultural emergencies may lead to long-term economic impacts requiring long- term federal, state, and local assistance recovery programs.

### **A.11.4 Concept of Operations**

In the Connecticut General Statutes Section 22-26f(e), the State Veterinarian has the authority to issue a list of reportable animal and avian diseases and reportable laboratory findings to veterinarians licensed in the state and to diagnostic laboratories that conduct tests on Connecticut animals and birds. The current list is a composite of state, federal and OIE reportable disease lists. Many of the diseases listed are foreign or exotic to the US; others are not. The US is a member of the World Organization for Animal Health (OIE) and required by OIE and trading partners to report outbreaks and the presence of each disease listed.

The attending veterinarian is responsible for notifying the State Veterinarian and providing information about the clinical case in a timely matter. Depending on the circumstances, the State Veterinarian may contact the Federal Area Veterinarian-in Charge (AVIC) to assign a Federal Foreign Animal Disease Diagnostician to investigate and collect samples.

Veterinarians should contact the State Veterinarian immediately at 860-713-2505 to report any instances of high morbidity, mortality or vesicular-type diseases and any recognition or suspicion of a vesicular-type disease or zoonotic diseases i.e. Anthrax, Botulism, Brucellosis, Plague, Q Fever, Tularemia, Venezuelan Equine Encephalitis and Viral Hemorrhagic Fever, which are possible indicators of bioterrorism.

Suspicious disease conditions that veterinarians should also report to the State Veterinarian or AVIC (508-363-2290) quickly are: mucosal diseases, hemorrhagic septicemia, "abortion storms" of unknown etiology, central nervous system or undiagnosed encephalitic conditions, unusual numbers of acute deaths, severe respiratory conditions, pox or lumpy skin conditions, and unusual myiasis or acarasis (exotic flies, mites, ticks, etc.)

### **A.11.5 Organization and Assignment of Responsibility**

ESF 11 Primary and Secondary response organizations will be activated through the State Emergency Response Center based on a needs and operational procedures. Organizations and agencies will coordinate with each other to assure the most effective use of personnel and equipment.

#### **A.11.5.1 Department of Energy and Environmental Protection (DEEP)**

Responsibilities include but may not be limited to:

- Investigating, monitoring and advising on the condition of private, municipal and State dams:
- Implementing the DEEP Oil and Chemical Spills Plan as appropriate.
- Developing public information, in coordination with the Governor's office, relative to environmental health hazards, including but not limited to, severe storms, tornadoes, floods, hurricanes, and coastal storms.
- Evacuating and securing all DEEP-owned land as necessary.
- Inspecting municipal water pollution control facilities and advising on protective actions and repairs.
- Providing technical assistance to local officials regarding the operations and management of dikes, dams, and other water control structures.
- Advising on the feasibility of land use for temporary housing sites and mass burial sites.
- Serving on the Debris Management Task Force and implementing the State Debris Management Plan.
- Advising on timber salvage, emergency debris disposal, and open burning.
- Notifying bulk oil terminal storage facilities of anticipated flood conditions and water levels, providing technical assistance to terminal operators.
- Documenting agency emergency response activities, flood warning operations, and recovery actions.
- Coordinating with the U.S. Army Corps of Engineers regarding operation of Corps flood control projects in an emergency, ice jams, and other situations with flooding implications that may require involvement by the Corps.
- Coordinating with the U.S. Coast Guard, as appropriate, regarding the USCG's National Strike Team which may be called upon to react to major incidents of oil pollution or hazardous release.
- Assisting state agencies and local authorities with emergency debris removal.
- Operating the State Automated Flood Warning System.
- Serving on any DEMHS or SEOC Task Force

#### **A.11.5.2 Department of Agriculture (DoAg)**

Responsibilities include but may not be limited to:

- Assessing the agricultural impact of any disaster or emergency and providing DEMHS with such written reports as it may require for use in developing requests for Presidential disaster or emergency declarations.

- Serving as requested on any DEMHS or SEOC Task Force.
- Developing for the Governor formal requests for agricultural assistance from the United States Department of Agriculture (USDA).
- Monitoring agricultural products for bacteriological contamination and implementing appropriate controls.

#### **A.11.5.3 Department of Public Health**

Responsibilities include but may not be limited to:

- Implementing the State of Connecticut Public Health Emergency Response Plan.
- Serving on any DEMHS or SEOC Task Force
- Assisting public health and sanitation efforts through the use of state laboratories;
- Supporting Local Health, Hospitals, Extended Care, Day Care, Community and School Based Health Centers facilities during emergencies.
- Coordinating with DEMHS, Military, State Police and DCP on requests for the Strategic National Stockpile (SNS) as needed.
- Assisting DEEP and local health departments in assessing biological, chemical and radiation risks.
- Coordinating the implementation of the Statewide EMS Mobilization Plan.
- Providing support to staff request made from ESAR-VHP (Electronic System for Advanced Registration of Volunteer Health Professionals).
- Acting as the State counterpart agency for Federal health/medical assistance by directing and coordinating all arriving Federal health/medical personnel, equipment, and supplies until assigned to an appropriate ICS authority by the Incident Commander and notify State EOC/DEMHS of these actions.
- Providing toxicological and health risk assessment regarding any chemical release thru State Public Health Laboratory.
- Coordinating with the DPH Laboratory, the CDC and hospital emergency departments for the collection, packaging, shipping, and analysis of patient clinical specimens.
- Considering requests for activation of the state's mobile field hospital and Disaster Medical Assistance Teams.
- Conducting Information exchanges using MedSAT and WebEOC.
- Communicating with receiving hospitals on survey of casualty information to assess total number of casualties from the event.
- Developing formal requests for Federally provided health/medical assistance to support health care facilities, EMS providers, and public health officials in the following functional areas:
  - Assessment Teams for Health/Medical Needs
  - Health Surveillance Systems
  - Medical Care Personnel including but not limited to Disaster Medical Assistance Teams (DMATs), Specialized DMATs, and Disaster Mortuary Teams (DMORTs)
  - Health/Medical Equipment and Supplies [e.g. Strategic National Stockpile, CHEMPACK (organophosphate antidotes), MARK 1 kits]
  - Patient Evacuation to Definitive Medical Care Facilities that are part of the National Disaster Medical System (NDMS) network
  - In-Hospital Care at Facilities in the NDMS Network
  - Food/Drug/Medical Device Safety
  - Chemical Hazards Effects/ Treatment/Decontamination
  - Public Health Information
  - Potable Water/Wastewater/Solid Waste Disposal
  - Assessment of public (DWS) and private (EHS) drinking water systems

- Analysis of patient specimens for chemical agents
- Track patient clinical samples

#### A.11.5.4 Department of Consumer Protection (DCP)

Responsibilities include but may not be limited to:

- Inspecting food establishments, warehouses, supply houses, slaughterhouses and processors affected by a disaster, and issuing appropriate regulatory orders to ensure consumer safety. Additional assets from Liquor and Drug Control would be utilized.
- Serving on any DEMHS or SEOC Task Force.
- DCP partners: DCP would interact with FDA, USDA, CSP, DEA, CDC as well as local health & public safety entities. In the event of an attack on the food supply DCP inspectors would work with FDA and USDA assets to identify, isolate, and properly dispose of contaminated foodstuffs. Local and State law enforcement agencies would assist in this process.

#### A.11.5.5 Department of Economic and Community Development (DECD)

Responsibilities include but may not be limited to:

- Assessing the impact of a disaster/ emergency upon businesses, industries and the general economy of CT or affected area and providing DEMHS with such written reports as may be required.
  - Serving on any DEMHS or SEOC Task Force

#### A.11.5.6 Military Department

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS (as an agency in the EOC).
- Serving on any DEMHS or SEOC Task Force.
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 11 (Agricultural and Natural Resources) as directed by the Governor or requested by DEMHS. (*The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned*):

| ESF | ESF 11 – AGRICULTURE AND NATURAL RESOURCES -ANIMAL |
|-----|----------------------------------------------------|
| 11  | Civil Support Team Environmental Assessment        |
| 11  | Avian Influenza Depopulation                       |
| 11  | Horse Evacuation                                   |
| 11  | Plant and Animal Disease Response Support          |

#### A.11.6 Resource Requirements

Resource requirements are identified at the local level and passed through the regional offices for fulfillment of requests at the State level.

#### A.11.7 Plans

- Avian Influenza Monitoring and Response Plan (AIMRP) –ESF 11 Annex
- 2019 Connecticut Natural Hazard Mitigation Plan Update, DESPP/DEMHS, January 2019
- 2013 Connecticut Natural Hazards Mitigation Plan Update, DEEP, DESPP (DEMHS) August 2013

- State of Connecticut Department Of Environmental Protection, Natural Hazards Mitigation Plan, 2007 – 2010
- State of Connecticut Concept Of Operations Plan – Disaster Debris Management, Activation And Use Of The State Debris Removal And Monitoring Contracts
- State of Connecticut Disaster Debris Management Plan
- CT List of Reportable Diseases, Reportable Laboratory Findings, 2019
- Connecticut Reportable Diseases, 2008
- State of Connecticut West Nile Virus Surveillance and Response Plan
- USDA Strategic Plan 2018-2022
- USDA Strategic Plan 2010-2015

## A.12: ESF #12 Energy and Utilities

**Primary Agency:** Department of Energy and Environmental Protection (DEEP)/ Public Utility Regulatory Authority (PURA)

**Secondary Agencies:** Connecticut Military Department/National Guard (CTNG)  
Department of Administrative Services (DAS)/Bureau of Enterprise Systems and Technology (BEST)  
Department of Environment and Energy Protection (DEEP)  
Department of Motor Vehicles (DMV)  
Department of Transportation (DOT)  
Consumer Protection (DCP)  
Department of Homeland Security, including Federal Emergency Management Agency (FEMA) United States Army Corps of Engineers (ACEO)  
Department of Public Health (DPH)  
Office of Consumer Counsel (OCC)  
Department of Emergency Services and Public Protection (DESPP)/Division of Emergency Management and Homeland Security (DEMHS)  
United States Department of Energy (DOE)

### **Private and Public Sector Energy**

#### **Partners:** Electric Distribution Company

Eversource

The United Illuminating Company

#### Gas Company

Connecticut Natural Gas Corporation

Southern Connecticut Gas Company

Yankee Gas Services Company

#### Interstate Gas Company

Algonquin Gas Transmission Company Iroquois Pipeline Operating Company

Tennessee Gas Pipeline Company

#### Municipal

Bozrah Light & Power (Groton) East

Norwalk

Jewett City

Norwich

South Norwalk

Wallingford

#### Generators (Includes the following)

Bridgeport Energy

Dominion/Millstone

NRG Energy

Public Service Electric and Gas Company (PSE&G)

### **Private and Public Sector Non-Energy Partners:**

#### Telephone Company

- AT&T
- Frontier Communications



- Verizon

Community Antenna Television Company/Certified Communications Provider/Certified Competitive Video Service

Provider

- ATT (U-Verse)
- Cablevision
- Charter Communications
- Comcast Cox  
Cable  
Fibertech  
Metrocast  
Thames  
Valley

Water Companies/Public Water Systems

Water Companies and Public Water Systems are regulated by DEEP PURA and the DPH Drinking Water Section (DWS). DEEP PURA regulates the privately owned water companies of the State, which fall into three categories, A, B, and C. Generally, these companies serve 50 or more consumers, covering service to 1000 or more individuals. DPH/DWS regulates publicly and privately owned Water Companies and Public Water Systems—Community, Non-Transient Non-Community, and Transient Non-Community. There are more than 2600 Public Water Systems in the State. The focus of this Annex is the approximately 560 Community Public Water Systems, which range from small apartment buildings to the Aquarian Water Company that services more than 600,000 people statewide.

DPH/DWS maintains an inventory and emergency communications capabilities and Water Companies/Public Water Systems on a 24/7 basis.

Wireless

- AT&T Connecticut/AT&T Mobility Sprint/Nextel
- T-Mobile
- Verizon New York Inc./Verizon Wireless

Other

- CT Water Works Association
- Milford LNG Plant (Total Peaking Services LL)

**A.12.1 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS (as an agency in the EOC).
- Serving on any DEMHS or SEOC Task Force.
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 12 (Energy) as directed by the Governor or requested by DEMHS. *(The Military Department has the capability to provide all of these*

*functions/resources; however, capacity will be significantly diminished as each successive mission is assigned):*

| <b>ESF</b> | <b>ESF 12 – ENERGY AND UTILITIES</b> |
|------------|--------------------------------------|
| 12         | Generator Teams                      |
| 12         | Fuel Points                          |
| 12         | HVAC Support                         |
| 12         | Light Generation                     |
| 12         | Utilities Response Team              |

**Addendum 1: Connecticut Emergency Support Function 12 All Hazards Energy and Utilities Annex**

## A.13: ESF #13 Law Enforcement and Homeland Security

|                          |                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agency:</b>   | DESPP (Department of Emergency Services and Public Protection)/Division of State Police                                                                                                                                                                                                                                                                                      |
| <b>Support Agencies:</b> | Department of Corrections (DOC)<br>Department of Energy and Environmental Protection (DEEP - ENCON (Environmental Conservation Police)<br>DESPP/Division of Emergency Management and Homeland Security (DEMHS)<br>Connecticut Military Department/National Guard (CTNG)<br>Department of Motor Vehicles (DMV)<br>Judicial Branch<br>US Department of Homeland Security (DHS) |

### A.13.1 Introduction

The Division of Emergency Management and Homeland Security (DEMHS) is part of the State of Connecticut's Multiagency Coordination Group (MAC) System under the Command and Management component of the National Incident Management System (NIMS). DEMHS' role is to coordinate and support incident management and lead Connecticut's MAC system and act as the MAC Group Coordinator. DESPP/DEMHS has primary responsibility for development and implementation of the state's coordinated and integrated emergency management and homeland security program.

#### **DESPP- Division of State Police**

- Responsible for conducting full law enforcement services including both criminal and motor vehicle investigations in 81 of the 169 towns in Connecticut.
- Responsible for patrolling approximately 600 miles of limited access highways, 7,000 miles of state and local roads.
- Receiving and relaying warnings to local governments as per the State Warning Plan.
- Operation of the two State Police consolidated dispatching facilities.
- Controlling access to dangerous or impassable sections of state-maintained and/or state patrolled roads; controlling traffic and access on State roads and highways traversing or passing near the incident scenes.
- Monitoring dams, particularly state dams, as requested by the Department of Energy and Environmental Protection (DEEP) for high water levels and visible signs of loss of structural integrity and notifying appropriate state and local officials.
- Relaying warnings received from CONVEX (Connecticut Valley Electric Exchange) regarding hydroelectric dam releases and/or possible dam failures to appropriate state and local officials in accordance with specific warning plans for each individual dam.
- Providing assistance, as requested, to local civil preparedness forces primarily for the purpose of search and rescue, route alerts, anti-looting, traffic control, curfew enforcement and limited access to disaster areas.
- Providing emergency transportation for state and federal officials
- Serving on any DEMHS or state EOC Task Force, including but not limited to the State ESF-1 Evacuation Task Force.
- Assisting with victim identification through fingerprints, dental and DNA analysis.

- Exercising the National Incident Management Systems (NIMS) authority, as available (e.g. agent detection, reconnaissance for living victims, etc.)
- Assisting local law enforcement with perimeter security, access control, and anti-looting patrols of evacuated areas.
- Deploying the State Police Emergency Services Units (ESU) which will provide specialized services and equipment as requested by the Incident Commander such as:
  - **Bomb Squad:**
    - Incidents involving explosives
    - Incidents involving and suspected Chemical, Biological, Radiological, Nuclear or Explosive incident
    - Hazardous Materials, Weapons of Mass Destruction (WMD)
  - **Dive and Marine Unit:**
    - Lost boaters
    - Search and Rescue
    - Underwater evidence recovery
    - Hull and pier sweeps
    - Equipment and body recovery
  - **Tactical Team (SWAT)**
    - Any high risk incidents including:
    - Barricaded subjects; hostage rescue, searches for armed and dangerous subjects
    - High risk warrant services
    - Special Transportation Protection (e.g. high risk prisoners, narcotics, firearms, explosives)
    - Dignitary Protection
    - Crisis Negotiators for any tactical situation.
  - **Civil Disturbance Teams:**
    - Any civil disturbance or riot situation – Minimum Control Force will be provided by each State Police District command and still be able to adequately supply Troopers for patrol.
  - **Canine Unit:**
    - Tracking, building searches, criminal apprehension
    - Search and Rescue (SAR)
    - Body recovery
    - Searches for explosives, narcotics and evidence of accelerants in suspected arson cases.
    - Training in the above areas for those agencies meeting the need requirements. Training for the majority of Local, other State and Federal agencies.
  - **Aviation Assistance:**
    - Availability of two rotary wing aircraft
    - Availability of two fix wing aircraft
    - Surveillance
    - Traffic Enforcement
    - Search and Rescue

- Marijuana field locations and eradication
  - Aerial photo missions
  - Tactical operations and medical transport
  - Dignitary Protection
  - Emergency medical support is available during tactical situations, WMD, mass causality incidents and search and rescue.
- **Public Information Office:**
    - The Public Information Office gathers and disseminates timely and accurate information regarding law enforcement incidents / operations to the public through various print, broadcast and social media in the State of Connecticut and across the country.

### **A.13.2 Situation**

The Division of Emergency Management and Homeland Security (DEMHS) continues to work in collaboration with its local, state, federal and tribal partners to enhance the State's preparedness efforts. This Advisory Bulletin serves two purposes: first, to establish standard terminology to describe DEMHS activation levels; and secondly, to outline the activation process for the DEMHS Regional Offices and also for the Regional Emergency Support Plans which are currently being finalized in each DEMHS Region.

During the monitoring phase of an incident or potential incident, DESPP/DEMHS will track the development of a potential incident (in the case of an approaching weather system, for example). This phase may include communication and coordination with other state agencies; with federal partners such as the National Weather Service (NWS), the National Hurricane Center or FEMA; private sector partners such as utility companies, and; state and regional level Emergency Support Function Groups or Task Forces. In the case of non-weather related incidents, the monitoring phase might include coordination with homeland security or intelligence entities or partners such as the DEMHS Office of Counter Terrorism, including the state Intelligence Fusion Center (Connecticut Intelligence Center, or CTIC), the Division of State Police, or federal partners such as the FBI, Coast Guard or the Transportation Security Administration (TSA.)

### **A.13.3 Assumptions**

Large scale or statewide disasters will necessitate the coordination of all law- enforcement agencies in order to expedite assistance to agencies and departments of government in affected areas.

- a. Even in cases of large-scale disasters, local law enforcement agencies will be the primary law enforcement agency in their particular jurisdiction.
- b. In extended response operations, law enforcement logistical support (vehicles and equipment) as well as personnel, may be required to serve or be used in cases of excessive use, extended stress, and hazardous conditions.
- c. Additional law enforcement support may be needed for the maintenance, control and support of evacuation traffic control patterns, community reception and care facilities and for institutions such as hospitals, prisons, and mental institutions.
- d. Each federal, state and local law enforcement organization has an established chain of command prepared to integrate and coordinate law enforcement activities within and among organizations during an emergency.

## **A.13.4 Concept of Operations**

### **A.13.4.1 Activating the Regional Emergency Support Plan**

When a local emergency threatens to escalate beyond the immediate mutual aid resources of a municipality, the on-site Incident Commander (IC), in consultation with the local Emergency Management Director (EMD), can activate the Regional Emergency Support Plan (RESP). The EMD will immediately notify the DEMHS Regional Coordinator that the RESP has been activated.

### **A.13.4.2 Notifying the DEMHS Regional Coordinator**

The local Emergency Management Director notifies the DEMHS Regional Coordinator to inform DEMHS of the emergency situation and of the activation of the Regional Emergency Support Plan. This procedure is in effect 24/7, whether or not the DEMHS Regional Office is open. When notified by the EMD, the DEMHS Regional Coordinator establishes the necessary contact information and prepares and forwards a situation report to the DEMHS Operations Unit. The DEMHS Operations Unit then alerts other DEMHS staff as appropriate. The DEMHS Regional Coordinator will continue to monitor the situation; operating from whatever location s/he happens to be at the time (home, office, etc.). At this point, the RESP is activated, but the Regional Office may or may not be physically open.

### **A.13.4.3 Opening the DEMHS Regional Office**

During an emergency within the region, a local EMD may request additional resources through the DEMHS Regional Coordinator. This may result in a decision to physically open the DEMHS Regional Office.

If the DEMHS Regional Office is authorized by the DEMHS Commissioner or designee to open, its staff may include: the DEMHS Regional Coordinator, the Regional Planner, the Regional Trainer and the Regional Secretary. Additional DEMHS staff may also be approved by the DEMHS Commissioner or his designee. Non-DEMHS individuals (when approved by the DEMHS Commissioner or his designee) may be asked to serve as advisors and/or to support the coordinated regional response.

## **A.13.5 Organization and Assignment of Responsibility**

ESF 13 Primary and Secondary response organizations will be activated through the State Emergency Operations Center based on needs and operational procedures. Organizations and agencies will coordinate with each other to assure the most effective use of personnel and equipment.

### **A.13.5.1 Department of Correction (DOC)**

Responsibilities include but may not be limited to:

- Serving on any additional DEMHS or SEOC Task Forces.
- Providing staff to augment any field offices in direct relation to any DOC facilities.
- Assisting with security and law enforcement as requested by Connecticut State Police (CSP) in relation to facility perimeters.
- Providing technical assistance, personnel, and equipment in direct relation to any agency facility or building.
- In consultation with the Incident Commander and the Commanding Officer of CSP Emergency Services, assuming Incident Command of any situation requiring a tactical response to any DOC facility or building.
- Deploying the DOC Tactical Operations Unit to:
  - Standby for and conduct a Tactical Operation (if necessary) on any DOC facility or building.
  - Provide any other specialized services and/or equipment as needed.
- Providing DOC transport buses to assist with evacuation of any DOC facility or building or for other needs as deemed necessary by the Incident Commander.

- If DOC facilities or buildings are involved, providing public information through the JIC regarding status.
- Memorandum of Understanding– CT DEMHS and CT Department of Correction (DOC) (March 2013). This MOU outlines assistance that DOC will provide to the State for emergency preparedness, response, and recovery.
- Providing qualified personnel to serve on Joint Federal/State Preliminary Damage Assessment (PDA) Teams

**A.13.5.2 DEEP EnCon** (The State Environmental Conservation Police (EnCon) protect the public and Connecticut's natural resources through public education and outreach, prevention of crime and accidents and the enforcement of laws and regulations)

Responsibilities include but may not be limited to:

- Investigating, monitoring and advising on the condition of private, municipal and State dams
- Developing public information, in coordination with the Governor's office, relative to environmental health hazards, including but not limited to, severe storms, tornadoes, floods, hurricanes, and coastal storms
- Evacuating and securing all DEEP-owned land as necessary
- Advising on the feasibility of land use for temporary housing sites and mass burial sites
- Coordinating with the U.S. Coast Guard, as appropriate, regarding the USCG's National Strike Team which may be called upon to react to major incidents of oil pollution or hazardous release
- Providing qualified personnel to serve on Joint Federal/State Preliminary Damage Assessment (PDA) Teams
- Serving on additional DEMHS or SEOC Task Forces

**A.13.5.3 Department of Emergency Services and Public Protection/ Division of Emergency Management and Homeland Security (DESPP/DEMHS)**

The mission of Connecticut's DESPP Division of Emergency Management and Homeland Security is to direct and coordinate all available resources to protect the life and property of the citizens of Connecticut in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery and public education. The goal of the Connecticut emergency management community (state and local governments and private response and recovery organizations) in times of natural disaster is:

- To maximize the preservation of life and property;
- To correct or alleviate, serious disaster or emergency-related conditions which present continued threats to the health or welfare of the residents of the state;
- To facilitate a return to normalcy by all practical means.

DEMHS primary functions in the EOC during activation are:

- Situation Assessment
- Incident Priority Determination
- Critical Resource Acquisition and Allocation
- Support Relevant Incident Management Policies and Interagency Activities
- Coordinating with other MAC systems (Other State EOCs, etc.)
- Coordinating with the Locals (EMDs, Local Chief Executive Officers, etc.)
- Support and Maintain the Common Operating Picture (collecting and analyzing and reporting information (Situation Reports), maintaining the JIC by establishing, with the Governor's Office, a regular communications rhythm

- Train and assign personnel to support emergency operations at the SEOC or other areas of operation/management
- Stand up such Task Forces as are necessary to support the management and operations of the emergency
- Coordinating Interoperable communications
- Activating volunteer civil preparedness forces
- Activating Urban Search and Rescue (USAR) as requested
- Coordinating and disseminating public information
- Coordinating activities with the DEMHS Office of Counter Terrorism, as appropriate
- Coordinating the federal/state meeting subsequent to a Presidential declaration
- Disseminating emergency data and information to local governments, state, and federal agencies.
- Documenting DEMHS emergency management activities
- In times of non-emergency, DEMHS responsibilities include, but are not limited to:
  - Those found in Conn. Gen. Stat. Title 28, including providing the venue and process for collaborative, coordinated and integrated planning, training, exercise activities.

#### **A.13.5.4 Department of Motor Vehicles (DMV)**

Responsibilities include but may not be limited to:

- Assisting other state agencies as requested with the evacuation of institutionalized and/or other special needs persons through the limited provision of vehicles and personnel.
- Assisting the State Police through the provision of uniformed inspectors as requested. Providing communications support as necessary.
- With the Governor's approval, obtaining grant extensions of core business functions such as registrations, licenses, emissions, permits, etc. (CGS §3-6a and §28-9).
- Providing emergency transportation for State and Federal officials.
- Assisting in the transportation of medical personnel to hospitals and medical facilities.
- Serving on additional DEMHS or SEOC Task Forces

#### **A.13.5.5 Judicial Branch**

Responsibilities include but may not be limited to:

- Providing foreign language interpreters as requested by DEMHS to assist with public information and to assist disaster victims in applying for disaster assistance.
- Disposing of civil and criminal actions arising out of emergency or disaster situations, including possible hearings regarding quarantine and/or isolation of individuals.
- Providing assistance from Judicial Marshal Services to support first responders in emergency or disaster situations that may require additional support, such as use of lock-up facilities, transportation services and alternative modes of communications as needed.

#### **A.13.5.6 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS (as an agency in the EOC).
- Serving on additional DEMHS or SEOC Task Forces.
- To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The



CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 13 (Law Enforcement and Homeland Security) as directed by the Governor or requested by DEMHS. *(The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned):*

| <b>ESF</b> | <b>ESF 13 – LAW ENFORCEMENT AND HOMELAND SECURITY</b> |
|------------|-------------------------------------------------------|
| 13         | Power Generation Facility Protection                  |
| 13         | Fuel Storage Facility Protection                      |
| 13         | Airport Security                                      |
| 13         | Public Transportation Security                        |
| 13         | Prison Operations                                     |
| 13         | Soft Target Protection                                |
| 13         | Traffic Control                                       |
| 13         | General Security (WMD)                                |
| 13         | General Security (Non-WMD)                            |
| 13         | MANPADs                                               |
| 13         | Patrol Narcotics Detector Dogs                        |
| 13         | Patrol Explosive Detector Dogs                        |
| 13         | Patrol Military Working Dogs                          |
| 13         | Civil Support Team VIPR Support                       |
| 13         | Critical Infrastructure Protection Team               |
| 13         | National Guard Response Force (NGRF)                  |

### **A.13.6 Resource Requirements**

Resource requirements are identified at the local level and passed through the regional offices for fulfillment of requests at the State level. ESF 13 maintains agency level Standard Operating Procedures that address their assignments and responsibilities. ESF 13 maintains their resources for equipment, supplies, staff and services available to them during emergencies.

### **A.13.7 Plans**

#### **A.13.7.1 State of Connecticut, Guide for Deliberately Caused Incidents**

## A.14: ESF #14 Long Term Recovery and Mitigation

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agencies:</b>   | Department of Emergency Services and Public Protection/ Division of Emergency Management and Homeland Security (DESPP/DEMHS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Secondary Agencies:</b> | DAS -Construction Services/ Fire<br>Department of Housing<br>Department of Public Health<br>Department of Transportation<br>Department of Agriculture<br>Department of Children and Families<br>Department of Developmental Services<br>Department of Consumer Protection<br>Department of Economic and Community Development<br>Department of Aging and Disability Services<br>Department of Mental Health and Addition Services<br>Office of Early Childhood Development<br>Office of Policy and Management<br>US Army Corps of Engineers (USACE)<br>CERT Teams<br>United Way 211<br>Department of Insurance<br>Department of Labor<br>Department of Environment and Energy Protection<br>Department of Social Services<br>Governor's Office<br>CT Volunteer Organizations Active in Disaster (VOAD)<br>American Red Cross<br>FEMA |

### **For the Recovery Annex refer to ESF 14 in Addendum 1: State of Connecticut Disaster Recovery Framework and ESF 14**

This plan addresses the concept of operations and lines of coordination for both short-term and long-term recovery activities. Short-term recovery activities begin during the response phase and focuses on the immediate needs of individuals and communities. Long-term recovery activities focus on meeting the un-met needs of individuals and on returning communities to pre-disaster conditions.

#### **Disaster Assistance Handbook (CT DEMHS-2019)**

DEMHS staff developed and maintains a Disaster Assistance Handbook as a tool for staff involved in disaster recovery. The handbook includes information, templates and procedures involved in:

- Monitoring the sequence of events
- Collecting initial damage assessment data
- Requesting and coordinating Preliminary Damage Assessments (PDAs) with federal partners
- Requesting a declaration and the declaration process

The Handbook also contains information on the different sources of federal disaster assistance:

- FEMA Public Assistance Program (PA)
- FEMA Individual Assistance Program (IA)
- Small Business Administration (SBA) Disaster Loan Programs

#### A.14. Military Department

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS (as an agency in the EOC).
- Serving on additional DEMHS or SEOC Task Forces.

To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 14 (Long Term Community Recovery) as directed by the Governor or requested by DEMHS. *(The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned):*

| <b>ESF</b> | <b>ESF 14 – LONG TERM RECOVERY AND MITIGATION</b> |
|------------|---------------------------------------------------|
| 14         | Armory Usage                                      |

## **A.15: ESF #15 External Affairs and Emergency Communications**

|                            |                                                                                                                       |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Primary Agencies:</b>   | DESPP/DEMHS                                                                                                           |
| <b>Secondary Agencies:</b> | Office of the Governor<br>United Way 211<br>*Other Agency Public Information Officers (PIO) depending on the incident |

### **A.15.1 Introduction**

The purpose of this annex is to define the organization, operational concepts, responsibilities and procedures to accomplish Public Information requirements in the State of Connecticut before, during, and after emergencies. This framework is applicable to the Division of Emergency Management and Homeland Security, and personnel assigned Public Information Emergency Support Function 15 External Affairs (ESF 15) responsibilities. See Administrative Plan, Legal Authorities Section, including Connecticut General Statutes Sections 28-1a and 28-5.

### **A.15.2 Situation and Assumptions**

The primary assumption upon which this Annex is based is that when the Governor of the State of Connecticut has activated the State Emergency Operations Center, the following activities will take place if appropriate:

- The SEOC will provide local officials with recommended protective actions for the public as well as with other recommended actions appropriate to the emergency situation. Communications between the SEOC and local officials may include, but not be limited to, the following:
  - Conference calls;
  - Faxes or emails through DEMHS Regional Offices;
  - Radio contact through DEMHS Regional Offices, the SEOC, or DEMHS Headquarters.
- The SEOC will provide the public with recommended protective actions and other information through the media, which may include:
  - Mass alerts through emergency notification systems (e.g., CT ALERT and Emergency Alert System);
  - Public inquiry support may be provided by United Way 2-1-1 Infoline;
  - Broadcast Media including CT-N. (CT-N has a live web stream that can broadcast 24/7);
  - Social Media—Twitter will be used when possible;
  - Communications designed to reach non-English speaking residents as well as those with functional needs.
  - DESPP/DEMHS website, DEMHS CT Prepares/CT Safe App
- DESPP/DEMHS operates as the primary emergency public information agency, but, if necessary, primary responsibility may be ceded to the Office of the Governor.

### **A.15.3 Concept of Operations**

Emergency Public Information is disseminated before, during and after an emergency or disaster. In addition to providing situational information to the public, it also frequently provides protective action recommendations or directives to be taken by the general public.

The Division of Emergency Management and Homeland Security (DEMHS), through its Public Information program, combines both education and information to reduce significant disaster-related casualties, property damage, and provide long-term public education related to hazard awareness.

These efforts are intensified during incidents or events and may require augmentation from Public Information ESF 15 members.

The DEMHS Statewide Advisory Council includes ESF 15 members, whose mission is to review and enhance emergency communications with all of Connecticut's residents and visitors. In times of crisis, DEMHS may activate ESF 15 members, in order to address incident-specific public information issues.

#### **A.15.3.1 Emergency Communications Taskforce Members and Contributors (ESF 15)**

##### **Members:**

- *Office of the Governor*
- *Legal Advisor, DESPP/DEMHS*
- *PIO, DESPP/DEMHS*
- *State Emergency Management Director, DESPP/DEMHS*

##### **Additional Members (Communications Staff from the Following Organizations):**

- *American Red Cross*
- *Aspire Praxis*
- *Commission on Equity and Opportunity*
- *CT Department of Consumer Protection*
- *CT Department of Education*
- *CT Department of Public Health*
- *CT Latino & Puerto Rican Affairs Commission*
- *CT Office of Policy and Management*
- *CT Public Affairs Network/CT-N*
- *CT Department of Developmental Services*
- *Department of Aging and Disability Services*
- *CT Office of Early Childhood*
- *CT Department of Mental Health and Addiction Services*
- *FOX CT*
- *Office of Protection and Advocacy*
- *The Latino Way*
- *UConn*
- *United Way of CT/211 Infoline*
- *Univision TV*

##### **Contributors:**

- *AT&T*
- *Cablevision*
- *Comcast*
- *Eversource*
- *CRIS Radio*

- *COX Communications*
- *CT Better Business Bureau*
- *CT Conference of Municipalities (CCM)*
- *CT Council of Small Towns (COST)*
- *CT Cross-Cultural Lifespan Alliance*
- *DESPP/Division of Statewide Emergency Telecommunications*
- *Disability Rights Connecticut*
- *United Illuminating*
- *United Way 2-1-1*
- *Local consulates/embassies which provide updates and warnings to residents residing in Connecticut in native languages.*

*\*Other Public, Private, and/or Nonprofit organizations may be requested to attend or contribute during different types of events.*

#### **A.15.3.2 Joint Information System (JIS)**

Purpose: to prepare and deliver coordinated and sustained messages to the public in response to emergencies within the State of Connecticut.

Policies and Procedures: The JIS supports the Governor’s Office on activities to be initiated in conjunction with potential or actual emergencies in the State requiring the activation of the State Emergency Operations Center (EOC)/Joint information Center (JIC). Integration and teamwork among State, Local, and Tribal authorities is essential. Local and tribal authorities retain their responsibility for communicating health and safety instructions for their citizens. When the State Emergency Operations Center (SEOC) is activated, State, local and tribal authorities work together through their DEMHS Regional Coordinator and the SEOC to provide accurate and timely information to the general public. The DEMHS PIO may also work with FEMA or other federal External Affairs representatives to ensure that consistent, accurate messaging is being disseminated.

#### **A.15.3.3 Components of the JIS**

- Governor’s Director of Communications
- DEMHS Public Information Officer and other staff as necessary
- Other state agencies as necessary

#### **A.15.3.4 Governor’s Communications**

Governor’s Communications Director and/or the DEMHS PIO activate the Joint Information Center within the State EOC. During an activation, there may be several meetings/ Unified Command briefings with the Governor, Lieutenant Governor, DESPP Commissioner, DESPP Deputy Commissioner of DEMHS and/or the State Emergency Management Director on the current status of the incident. If specific agencies are required to attend a meeting/Unified Command briefing, those agencies will be notified in a timely manner. Each agency representative will be required to provide current agency posture including current agency status, agency preparations and response activities, any emerging issues and recommendations.

Governor’s Press Releases: [Office of Governor Ned Lamont Website](#)

See procedures in the below.

#### **A.15.3.5 Joint Information Center (JIC)**

During SEOC activations, the Joint Information Center (JIC) is activated upon activation of the SEOC to provide emergency information, instructions and protective actions to the media and general public. The JIC is the central coordination point for all state public information before, during, and after an emergency or disaster.

As needed, state agencies may be required to support the Governor's Communications Director and/or the DEMHS PIO at any time during SEOC activations.

If a national JIC is activated, a state liaison may be assigned to coordinate state information.

##### **Activation of JIC**

1. Incident
2. EOC Activated by governor
3. JIC Activated upon activation of the EOC
4. DESPP/DEMHS PIO makes contact with Governor's communication office to discuss potential messaging
5. Any information issued by the JIC is cleared internally through the Governor's Director of communications and/or the DEMHS PIO to ensure consistent messaging.

##### **Deactivation of JIC**

1. JIC is deactivated upon deactivation of the EOC
2. If necessary, information flow will continue from the Governor's office and DESPP/DEMHS PIO

#### **JIC Information Management**

The JIC develops, coordinates, and disseminates unified information. Any information issued by the JIC is cleared internally through the Governor's Director of communications and/or the DEMHS PIO to ensure consistent messaging.

#### **VIP Protocol**

Through the Governor's Unified Command, all VIP and public officials' requests and VIP EOC visitations are coordinated through DESPP/DEMHS PIO/ Legislative Liaison and/or the Governor's Office.

- VIP inquiry is made to the DESPP/DEMHS PIO
  - If inquiry does not come directly to DESPP/DEMHS PIO, all EOC staff are to notify DESPP/DEMHS PIO immediately of an VIP request
- DESPP/DEMHS PIO facilitates VIP inquiry/visit to the EOC

#### **Joint Media Center (JMC)**

Within the State EOC, located in the State Armory on 360 Broad St. Hartford, CT 06106, the JIC includes a Joint Media Center (JMC). The purpose of the JMC is to provide a central location for media contact with the state, local and federal spokespersons. This is the primary facility from which detailed information about the emergency and the emergency response is distributed, and where official spokespersons interact with the media through press conferences. This media center facility is co-located with the SEOC however; security is available to prevent interference with emergency operations. All media must sign and be escorted to the Joint Media Center.

##### **Activation and deactivation of the JMC**

1. Incident
2. JMC activated upon activation of the JIC
3. Media is escorted to JMC upon arrival
4. Media reports on press conferences, interview DESPP/DEMHS PIO or appropriate public officials
5. Media signs out at front desk

### Information Coordination / Message Flow

1. Starts with the Unified Command briefing and DEMHS Regional Coordinators, situational awareness and updates throughout the state;
2. Depending on the situation, Governor may have a press conference, issue a formal message via social media outlets state websites, or press release;
3. The DEMHS PIO works with the Governor's Communication Office to provide the most current information to the public via press conferences, formal press releases, social media and websites.



Procedure for Social Media: DEMHS PIO or designee is responsible for approving and posting information to DEMHS' social media sites and the DEMHS website.

Procedure for press conferences/press releases: The Governor's communications office and/or the DEMHS PIO is responsible for the coordination and scheduling of all SEOC press conferences and press releases.

Procedures for Emergency Alert System: refer to the EAS Plan.

Procedures for CT Alert: are found in the CT Alert Policy and CT Alert Best Practices documents.

#### A.15.3.6 Protective Measure Guidelines

During EOC Activation:

The decision of what protective action measures to suggest and disseminate is made at unified command meetings, following a situation assessment, agency reports, and communications with 211 to determine trends and following plans for protective action measures.

During Non-Activations:

DESPP PIO and/or the Division of Emergency Management and Homeland Security Deputy Commissioner and/or Director will meet or conduct a conference call with the affected regional coordinator. DESPP PIO will then meet or conduct a conference call with the governor and/or incident-specific agency (ies) and collectively decide what information to disseminate as protective measures.

#### A.15.3.7 Alternative Formats for Functional Needs Populations Information Dissemination

A sign language interpreter is provided at all Governors' press conferences in the EOC. Deaf and hearing impaired emergency preparedness video references are found at: [CT DEMHS Home Page](#)

The ESF 15 Taskforce liaises with state agencies and nonprofit organizations representing the disabled and functional needs communities.

#### A.15.3.8 Rumor Control / United Way 211

United Way 211 provides rumor control and other support as needed when the SEOC is activated.

The purpose of this procedure is to provide guidance to the Rumor Control/ 211 Coordinator to be implemented when the SEOC is activated, as appropriate. The SEOC notifies 211 of SEOC activation, and



the 211 Coordinator reports to the SEOC. The 211 Coordinator identifies any trends and reports any issues, concerns, or comments gathered by 211 Infoline as a result of the public calling into their services and report these to the DEMHS PIO. The DEMHS PIO or other state position is designated as the SEOC Point of Contact with United Way 211 during activations. Please see the Memorandum of Agreement between DEMHS and United Way 211 , for more details.

**Rumor Control Procedure:**

1. Incident
2. EOC Activated
3. United Way 211 EOC team reports to the EOC United Way 211 desk
4. United Way 211 Call Center team in Rocky Hill, CT answers phone calls
5. United Way 211 Call Center team reports back to the United Way 211 EOC team on regular basis reporting on current call volume specific to the incident and identified trends
6. United Way 211 EOC team reports out at Unified Command briefings
7. United Way 211 EOC team reports trends to DESPP/DEMHS PIO to address
8. When trends are identified, they are addressed through public information outlets

**A.15.3.9 Military Department**

Responsibilities include but may not be limited to:

- Activating appropriate National Guard units upon direction of the Governor.
- Staffing the State EOC on a 24-hour basis as requested by DEMHS (as an agency in the EOC).
- Serving on additional DEMHS or SEOC Task Forces.

To the greatest extent possible, the CT Military Department and CT National Guard use pre-scripted missions to fulfill State requests for support. These pre-scripted missions package the entire spectrum of CT Military Department and CT National Guard capability into readily deployable units and are organized according to the 15 Emergency Support Functions. The CT Military Department and CT National Guard are responsible for and capable of providing the following support services related to ESF 15 (External Affairs) as directed by the Governor or requested by DEMHS. *(The Military Department has the capability to provide all of these functions/resources; however, capacity will be significantly diminished as each successive mission is assigned):*

| ESF | ESF 15 – EXTERNAL AFFAIRS      |
|-----|--------------------------------|
| 15  | Provide JTC PAO, PIO and JVB   |
| 15  | Joint Information Center (JIC) |
| 15  | Joint Visitors Bureau (JVB)    |

**A.15.4 Public Information Officer**

In consultation with agency officials, develops and implements promotional, informational and educational programs for staff and the public; develops and prepares promotional and informational material such as news releases, pamphlets, brochures, exhibits, bulletins and agency publications; acts as an official contact and source of information regarding agency functions and procedures; responds to inquiries from media, state agencies, Governor's office, the public and other state agencies; speaks before groups on agency related topics; prepares speeches and written material for department officials; conducts research and informational interviews; provides technical assistance to agency managers regarding communications; performs related duties as required.

#### **A.15.4.1 PIO Initial Activation Duties**

See Section 5.9.1.

#### **A.15.4.2 Partners/ Mutual Aid**

*Partners in Public Information include the Northeast States Emergency Consortium (NESEC) Public Information Officers (PIO) group.* The NESEC Public Information Officers (PIO) group currently shares public information releases among the six New England States and each PIO has expressed his/her willingness to assist other states' PIOs if needed. In addition, Connecticut has executed the Emergency Management Assistance Compact, Connecticut General Statutes Section 28-23a, which provides for assistance, including PIO resources, from other states.

#### **A.15.4.3 PIO Disaster Checklists**

##### **72-48 Hours**

- Prepare Joint Media Center for Activation
- Prepare media briefing schedule as necessary
- Prepare and distribute media briefing/press release as necessary
- Participate in Daily Staff briefings (DEMHS internal)

##### **48-36 Hours**

- Activate and staff Joint Media Center as directed
- Prepare media briefing schedule necessary
- Prepare and distribute regular media briefing/press release as necessary
- Prepare public announcements, press releases and press briefings on protection actions as required
- Respond to all press inquiries
- Participate in staff briefings as required (DMHS internal)

##### **36-24 hours**

- Activate and staff Joint Media Center as Directed
- Prepare media briefing schedule as necessary
- Prepare and distribute regular media briefings/press releases as necessary
- Prepare press releases and press briefings on protective actions as required
- Respond to all Press inquiries
- Participate in Staff briefings as required (DEMHS Internal)

##### **24-Impact**

- Coordinate with Joint Media Center as directed
- Prepare media briefing schedule as necessary
- Prepare and distribute regular media briefings/press releases as necessary
- Prepare press releases and press briefings on Protective Actions as required
- Respond to all Press inquiries
- Participate in Staff briefings as required (DEMHS Internal)

#### **A.15.4.4 Development and Maintenance**

The DEMHS Public Information Officer has overall responsibility for the development, maintenance, and implementation of this document.

The DEMHS Public Information Officer is responsible for conducting a periodic review of this annex and coordinating all review and revision efforts to incorporate material learned from exercises and actual events into this document.

### A.15.5 Resource Requirements

Resource requirements are identified at the local level and passed through the regional offices for fulfillment of requests at the State level.

### A.15.6 Documents

The public is educated through TV, radio, social media, websites, and print materials on the protection of public health and safety. See documents below.

- Connecticut Department of Public Health Crisis and Emergency Risk Communications Plan
- An Interim Report by the Governor’s Emergency Communications Taskforce
- DEMHS/CT-N State Emergency Broadcast Operations Plan
- State of CT Radiological Emergency Response Plan (RERP)
- MOA – CT DEMHS and United Way of Connecticut 211 Infoline
- State Response Framework
- CT Alert Policy
- CT Alert Best Practices Document

### A.15.7 Supporting Websites

FederalReady.gov: <https://www.ready.gov/>

DEMHS PIO/“Staying Informed” landing Page: <https://portal.ct.gov/DEMHS/Emergency-Management/Resources-For-Individuals/Staying-Informed>

CTAlert: <https://www.ctalert.gov/ctalert/site/default.asp>

DEMHS Plans and Publications: <https://portal.ct.gov/DEMHS/Legal-Resources/Plans-and-Publications>

CT Prepares Webpage and App: <https://portal.ct.gov/CTPrepares>

DEMHS Radiological Preparedness: <https://portal.ct.gov/DEMHS/Emergency-Management/Resources-For-Officials/Radiological-Emergency-Preparedness/Radiological-Emergency-Preparedness>

DEMHS Press Room: <https://portal.ct.gov/DEMHS/Press-Room/News-and-Announcements>

Governor’s Press Room: <https://portal.ct.gov/Office-of-the-Governor/News/Press-Releases>

DEMHS Twitter: <https://twitter.com/ctdemhs?lang=en>

OTG Twitter: <https://twitter.com/govnedlamont?lang=en>

See Something Say Something: <https://keepctsafe.com/>

CT Safe Webapp: <https://portal.ct.gov/DESPP/Division-of-Emergency-Service-and-Public-Protection/Mobile-Applications>

DEMHS Resources for Individuals (Includes storm and disaster resources and preparedness tips): <https://portal.ct.gov/DEMHS/Emergency-Management/Resources-For-Individuals/Resources-for-Individuals>

PIO Job Specification:

<https://www.jobapscloud.com/CT/specs/classspecdisplay.asp?ClassNumber=3242MP&R1=&R3=>

CT-N: <http://www.ctn.state.ct.us/>



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
*Division of Emergency Management and Homeland Security*

**PUBLIC INFORMATION OFFICE**

=====

**Mr. James C. Rovella**  
*Commissioner*

**Regina Y. Rush-Kittle**  
*Deputy Commissioner*

For Immediate Release: \_\_\_\_\_

Contact: Scott DeVico  
[scott.devico@ct.gov](mailto:scott.devico@ct.gov)

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*1111 Country Club Road  
Middletown, CT 06457  
Phone: (860) 685-8000/Fax: (860) 685-8354  
An Affirmative Action/Equal Opportunity Employer*

## Appendix B: Plans and Supporting Resources

|                          | Plan/ Guide                                                  | Agency Responsible for Plan maintenance                                             | Plan Description/relationship with other plans                                                                                           |
|--------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| State Response Framework | State Response Framework (SRF)                               | DESPP/DEMHS                                                                         | State's Framework- outlines the coordination of partners, EOC procedures for use during an emergency                                     |
|                          | Emergency Communications and Warning Appendix                | DESPP/DEMHS                                                                         | Appendix to ESF 2 Communications                                                                                                         |
|                          | CT Disaster Debris Management Plan                           | DEEP                                                                                | ESF 3 annex of the SRF                                                                                                                   |
|                          | Statewide Fire Rescue Disaster Response Plan                 | Commission on Fire Prevention and Control                                           | ESF 4 annex of the SRF                                                                                                                   |
|                          | Radiological Emergency Response Plan (REP Plan)              | DESPP/DEMHS                                                                         | ESF 5 annex of the SRF                                                                                                                   |
|                          | Cyber Disruption Response Plan and Annexes                   | DESPP /DEMHS                                                                        | ESF 5 annex of the SRF                                                                                                                   |
|                          | Resource Management System Annex                             | DESPP/DEMHS                                                                         | ESF 7 annex of the SRF                                                                                                                   |
|                          | Public Health Emergency Response Plan I. Base Plan           | DPH                                                                                 | ESF 8 annex of the SRF                                                                                                                   |
|                          | Avian Influenza Monitoring and Response Plan                 | DESPP/DEMHS, DOAG                                                                   | ESF 11 annex of the SRF                                                                                                                  |
|                          | Disaster Recovery Framework                                  | DESPP/DEMHS                                                                         | ESF 14 annex of the SRF                                                                                                                  |
|                          | Crisis Communications, Public Information and Education Plan | DESPP/DEMHS                                                                         | ESF 15 Annex of the SRF                                                                                                                  |
|                          | Drought Preparedness and Response Plan                       | OPM, DOAG, DESPP/DEMHS, DEEP, DPH                                                   | ESF 3, ESF 12                                                                                                                            |
|                          | Base Coop Plan (annexes for Key agencies)                    | DESPP/DEMHS. Key Agency Annexes (DESPP, DAS, DOT, DOAG, DPH, DOC, Mil. Dept., DEEP) | Component Plan to the SRF: Emergency Management (EM) COOP with COOP annexes, plans of the 8 agencies that support EM essential functions |
| Training & Exer.         | State Agency Training and Exercise Plan (SATEP)              | DESPP/DEMHS                                                                         | Implements Exec. Order 34 NIMS/ICS requirements                                                                                          |
|                          | Multi-Year Training and Exercise Plan (MYTEP)                | DESPP/DEMHS                                                                         | Three year plan which includes training and exercises planned within the state                                                           |

|                | <b>Plan/Guide</b>                                                                                                     | <b>Agency Responsible for Plan maintenance</b> | <b>Plan Description/relationship with other plans</b>                                                                                                                             |
|----------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COG            | Continuity of Government Plan (COG)                                                                                   | DESPP/DEMHS                                    | Plan that outlines steps to ensure continuity of government in an emergency including the succession of leadership, etc.                                                          |
| Communications | EAS Plan – Emergency Alert System Plan for CT                                                                         | DESPP /DEMHS                                   | Outlines the organization, operational procedures, and information and implementation of CT’s emergency alert system                                                              |
|                | DEMHS/CT-N State Emergency Broadcast Operations Plan                                                                  | DESPP/DEMHS, CT-N                              | Procedures to communicate between DEMHS and CT-N during an emergency                                                                                                              |
|                | State Interoperable Communications Plan (SCIP)                                                                        | DEMHS                                          | Addresses the state’s communications and interoperability environment                                                                                                             |
| FIRE           | Model procedures for response of emergency vehicles during hurricanes and tropical storms                             | Commission on fire prevention and control      | A guide for CT Chief fire officers in establishing policy for response during hurricanes and coastal storms to minimize risk                                                      |
|                | Model procedures for response to collapse or potential collapse of building due to excessive roof loads               | Commission on fire prevention and control      | A guide for CT Chief fire officers in establishing policy for response during building collapse or potential collapse                                                             |
|                | Model procedures for response to a package with suspicion of a Biological Threat                                      | Commission on fire prevention and control      | A guide for first-arriving emergency personnel to respond to potential bio-terror events involving suspicious letters, packages or containers                                     |
| Public Health  | CT Healthcare System Preparedness and Surge Capacity Plan – Annex to the CT DPH Public Health Emergency Response Plan | Office of Public Health Preparedness           | A framework for government agencies and private organizations to work together and mitigate the consequences of any event that could potentially overwhelm the healthcare system. |
|                | Emergency Medical Services (EMS) Plan 2015-2020                                                                       |                                                | A plan that outlines priority areas, goals, and objectives for the FMS Program                                                                                                    |

|                         | <b>Plan/Guide</b>                                                                                   | <b>Agency Responsible for Plan maintenance</b>             | <b>Plan Description/relationship with other plans</b>                                                                                                            |
|-------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Haz. Specific & Support | 2019 Update of the CT Natural Hazards Mitigation Plan Update                                        | DESPP/DEMHS Natural Hazard Mitigation Planning Teams       | Identify, plan for, and mitigation natural hazards, identify agencies to assist in certain events                                                                |
|                         | CT H1N1 Influenza Pre-Activation Framework                                                          | DESPP/DEMHS, DPH                                           | Plan includes task and personnel management within ICS.                                                                                                          |
|                         | State of CT Consequence Management Plan for Deliberately caused incidents involving chemical agents | DEMHS                                                      | Responsibilities and interactions of federal, state, local, and private entities during a Chemical WMD incident within the IC system organization                |
| Other Resources         | DAS Emergency Response, Supplies, Services, and Equipment                                           | DAS                                                        | A reference guide to DESPP/DEMHS Contracts                                                                                                                       |
|                         | Public Assistance (PA) Administrative Plan                                                          | DEMHS                                                      | Administration guidelines for PA Program                                                                                                                         |
|                         | Hazard Mitigation Grant Program (HMGP) Administrative Plan                                          | DEMHS                                                      | Administration guidelines for HMGP Program                                                                                                                       |
|                         | CT Behavioral Health Disaster Plan                                                                  | DMHAS, DCF                                                 | Crisis intervention, support counseling, advocacy, and specialized outreach activities designed to support recovery in local communities after a traumatic event |
|                         | Commodities Standard Operating Procedure                                                            | DEMHS/DOC                                                  | Included in ESF 7 Resource Management System Annex                                                                                                               |
|                         | Donations Management SOP                                                                            | DEMHS                                                      | Included in ESF 7 Resource Management System Annex                                                                                                               |
|                         | Community Emergency Response Team SOP                                                               | DEMHS                                                      | Included in ESF 7 Resource Management System Annex                                                                                                               |
|                         | Medical Reserve Corps SOP                                                                           | DEMHS/DPH                                                  | Included in ESF 7 Resource Management System Annex                                                                                                               |
| Regional and Local      | Regional Emergency Support Plans (RESP)                                                             | Each REPT in coordination with their DEMHS Regional Office | Outlines mutual aid among municipalities/tribal nations within a DEMHS Region                                                                                    |
|                         | Local Emergency Operations Plan (LEOP)                                                              | Each municipality/tribal nation                            | Emergency operations plan template                                                                                                                               |
|                         | Local Emergency Management Director & Municipal Official Handbook                                   | DEMHS/DESPP                                                | Handbook for local Chief Executive Officials and Emergency Management Directions covers the 4 phases of emergency management                                     |

|                | <b>Framework/Guidance</b>                              | <b>Agency</b> | <b>Plan Description</b>                                                                                                                                                              |
|----------------|--------------------------------------------------------|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Federal</b> | National Prevention Framework                          | DHS/FEMA      | Applies to those capabilities, plans, and operations necessary to ensure the Nation is prepared to <i>prevent</i> an imminent act of terrorism against the U.S.                      |
|                | National Protection Framework                          | DHS/FEMA      | Describes the core capabilities, roles and responsibilities, and network of coordinated structures that facilitate the <i>protection</i> of individuals, communities and the Nation. |
|                | National Mitigation Framework                          | DHS/FEMA      | Describes how the Nation will lessen the impact of disaster by developing, employing and coordinating core mitigation capabilities to reduce the loss of life and property.          |
|                | National Response Framework                            | DHS/FEMA      | Provides foundational emergency management doctrine for how the Nation responds to all types of incidents.                                                                           |
|                | National Disaster Recovery Framework                   | DHS/FEMA      | Establishes a common platform and forum for how the whole community builds, sustains, and coordinates delivery of recovery capabilities.                                             |
|                | Individual Assistance Program and Policy Guide (IAPPG) | DHS/FEMA      | Guidance for all IA programs, including Individuals and Households Program.                                                                                                          |
|                | Public Assistance Program and Policy Guide (PAPPG)     | DHS/FEMA      | Guidance for Public Assistance Program (program overview and implementation process)                                                                                                 |
|                | Hazard Mitigation Assistance (HMA) Guidance            | DHS/FEMA      | Guidance for Hazard Mitigation Grant Program, Pre-Disaster Mitigation Program and Flood Mitigation Program.                                                                          |



| <b>Memorandum of Agreement</b>                                        | <b>Partner Agency (ies)</b>                                                                                                             | <b>Description</b>                                                                                     |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Public access to information through 211                              | United Way 211                                                                                                                          | Outlines United Way 211 roles as resource for public information and rumor control                     |
| Disaster Recovery Centers (DRC)                                       | MOAs in place with several municipalities including: Bridgeport, Colchester, Killingworth, Groton (town), Monroe, Torrington, Woodstock | Outlines the use of a facility as a DRC following a Major Disaster Declaration (Individual Assistance) |
| Donations Warehousing                                                 | Adventists                                                                                                                              | Outlines the services the Adventists can offer related to donations management/ Warehouse management   |
| Aerial missions                                                       | Civil Air Patrol                                                                                                                        | Outlines Civil Air Patrol's Aerial missions including search for victims, damage assessment etc.       |
| Assisting Individuals and families who have been affected by disaster | American Red Cross                                                                                                                      | Addresses food, shelter, emergency supplies, disaster mental health, recovery.                         |

### Historical Plans and Plans in Draft

| <b>Plan Name</b>                                                  | <b>Dated</b> | <b>Agency</b> | <b>Plan Summary</b>                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------|--------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CT Catastrophic Disaster Plan (Draft)                             | 2007         | DEMHS         | This plan outlines the State and Local government actions necessary to respond to emergency conditions caused by a catastrophic disaster, and to work with federal agencies under NIMS.                                                                  |
| CT Natural Disaster Plan                                          | 2009         | DEMHS         | This plan established the mission assignments of state agencies in responding to natural disasters of a severity and magnitude typical for CT, and describes the interaction of state, local governments, and private organizations. (replaced by SRF)   |
| State of CT – The Forward Movement of Patients Plan (Final Draft) | 2019         | DPH           | A plan that addresses the medical management and the transportation of patients at the local/sub-state level prior to implementing the National Disaster Medical System (NDMS), and describes methods for the activation and implementation of the NDMS. |

# Appendix C: All-Hazards Preparedness Checklist

## Attachment 1

### **ALL- HAZARDS PREPAREDNESS CHECKLIST - NOTICED EVENTS 72-48 HOURS \***

#### **COMMAND STAFF**

- Direct and oversee all aspects of preparedness activities
- Consider extending DEMHS hours of operation
- Consider activation of SEOC
- Consider activation of JIS/JIC
- Schedule and conduct regular briefings for Governor and Staff
- Make recommendations to Governor on protective actions as required, including potential evacuation timeline and decision point
- Consider recommending to Governor to request a Pre-landfall Presidential Declaration
- Consider recommending activation of debris management plan and debris removal and monitoring contracts.
- Consider directing State Agencies to review preparedness status and submit report to SEOC, including review of agency Continuity of Operations Plan (COOP)
- Consider directing State Agencies to review Vulnerable Facilities and initiate preparedness activities as required
- Coordinate preparedness activities with adjacent States
- Coordinate preparedness activities with FEMA Region 1 and HQ
- Review, approve, and participate in all media briefings and press releases
- Schedule and participate in Conference calls with Coastal Communities
- Consider conducting Conference call with all Jurisdictions
- Direct changes to SEOC staffing and status as required

#### **PUBLIC INFORMATION OFFICER (PIO)**

- Plan for activation of Governor's Emergency Communications Team
- Prepare Joint Media Center for Activation
- Prepare media briefing schedule
- Prepare and distribute initial media briefing/press release
- Participate in Daily Staff briefings (DEMHS internal)

#### **LEGAL**

- Review Governor's Powers under Title 28
- Prepare Draft documents, including Governor's Emergency Declaration and possible pre-landfall declaration request.
- Participate in Daily Briefings
- Other duties as required

#### **OPERATIONS SECTION**

- Open WebEOC incident and advise locals and agencies
- If applicable, track Storm using Hurrevac
- If applicable, participate in NWS and FEMA Conference Calls

\*based on the incident and Sit Reps actions may begin 120 hours prior

- Prepare and distribute Daily Storm Updates (external)
- Establish initial contact with State Agency Liaison Officers
- Coordinate State Agencies review of preparedness status and submit report to SEOC, including review of Agency Continuity of Operations (COOP) Plan .
- Coordinate, as directed by Command Staff, State Agencies to review Vulnerable Facilities and initiate preparedness activities as required
- Participate in Daily Staff briefings (DEMHS internal)

## **PLANNING SECTION**

- Assign staff members to monitor various channels of communication and perform related tasks. As the situation merits, different staff member(s) can be assigned to each position or job, or a single staff member can be assigned to perform more than one job.
- Develop and distribute Incident Action Plan (ICS Form 202)
- Develop DEMHS SEOC Staffing Plan (2 13 hour shifts)
- Review State Response Framework
- Participate in Daily Staff briefings (DEMHS internal)
- Conduct, as directed by Command Staff, conference calls between DAS, DEMHS, DEEP, DOT, and debris management contractors to discuss debris management planning.

### **SITUATION ASSESSMENT AND DOCUMENTATION UNITS**

- Receive and review State Agency Sit Reports develop of State of Connecticut Situation Reports.
- Collect, track and document incoming information, and provide to MAC Coordinator or Operations as necessary.
- Monitor all incoming information, tracking and documentation.
- Prepare the Incident Action Plan, Situation Reports, and Major Events Log as assigned.

## **LOGISTICS SECTION**

Internal Logistics Chief

- Resupply SEOC
- Prepare for SEOC logistical support (Staff feeding, parking, etc.)
- Contact Transportation Resource providers for status and availability
- Coordinate with Veterans Hosp. for possible activation of TSA
- Coordinate with USAR for possible Response operations
- Review Status of State/Regional assets (Sandbags, Cots, Field Commo, Decon)
- Arrange for SEOC Security
- Participate in Daily Staff Briefings
- Input all actions into WebEOC Log

### **LOGISTICS/COMMUNICATIONS UNIT**

- Prepare and promulgate Incident Communications Plan (ICS Form 205)
- Test all Communications systems and equipment and report status

### **LOGISTICS/INFORMATIONAL TECHNOLOGY UNIT**

- Test and update all SEOC IT equipment
- Participate in Daily Staff briefings (DEMHS internal)
- Input all actions into WebEOC Log

**External LOGISTICS Chief/RESOURCES UNIT**

- Fulfill Resource requests in coordination with MAC Group Coordinator (Operations Chief) and Finance/Admin Section Chief.

**FINANCE/ADMIN SECTION**

- Review status of emergency contracts (Supplies, Debris, etc.)
- Prepare/update contracts as required
- Track all contracts, including Emergency Management Assistance Compact (EMAC) contracts, including potentially working with OPM with arrangements for payment
- In Coordination with MAC Group Coordinator (Operations Chief) and or Logistics Section Chief, procure SEOC and emergency supplies, and SEOC logistical support as required
- Participate in Daily Staff Briefings
- Input all actions into WebEOC Log

## **ALL-HAZARDS PREPAREDNESS CHECKLIST**

### **48-36 HOURS**

#### **COMMAND STAFF**

- Direct and oversee all aspects of preparedness activities
- Consider extending DEMHS hours of operation
- Consider activation of SEOC and Regional Offices
- Consider activation of JIC
- Consider recommending to Governor activation of Interagency Debris Management Task Force, Disaster Debris Management Plan, and Debris Removal Contracts
- Schedule and conduct regular briefings for Governor and Staff
- Make recommendations to Governor on protective actions as required, including potential evacuation timeline and decision point
- Consider recommending to Governor to request a Pre-landfall Presidential Declaration, if not yet requested
- Coordinate preparedness activities with adjacent States
- Coordinate preparedness activities with FEMA Region 1 and HQ
- Review, approve, and participate in all Media briefings and Press releases
- Schedule and participate in Conference calls with Coastal Communities
- Consider conducting Conference call with all Jurisdictions
- Direct changes to SEOC staffing and status as required

#### **PIO**

- Activate Governor's Emergency Communications Team as directed
- Activate and staff Joint Media Center as directed
- Prepare media briefing schedule
- Prepare and distribute regular media briefing/press release as directed
- Prepare public announcements, press releases and Press Briefings on Protective Actions as required
- Respond to all Press inquiries
- Participate in Staff briefings as required (DEMHS internal)
- Input all actions into WebEOC Log

#### **LEGAL**

- Review Governor's Powers under Title 28
- Prepare Draft documents, including Governor's Emergency Declaration and possible pre-landfall declaration
- Participate in Daily Briefings
- Other duties as required

#### **OPERATIONS SECTION**

- Monitor WebEOC incident

- If applicable, track storm using Hurrevac
- If applicable, monitor timing of storm and develop evacuation timeline
- If applicable, participate in NWS and FEMA Conference Calls
- If applicable, prepare and distribute Storm Updates (external)
- Maintain contact with State Agency Liaison Officers, advise of SEOC status
- Prepare staffing plan for Regional Offices
- Activate DEMHS SEOC Staffing Plan as directed
- Establish and maintain SEOC Situation Report Schedule
- Receive and respond to local requests for assistance as required
- Coordinate with DPS and DOT to prepare to support local evacuation and routing as required
- Coordinate with State Agencies to provide staffing to SEOC as required
- Coordinate with State Agencies to provide regular status reports to SEOC if activated
- Make recommendations on Public Protective Actions implementation
- Participate in staff briefings as required (DEMHS internal)
- Participate in conference calls with Local jurisdictions as required
- Provide SEOC Briefings as required

## **PLANNING SECTION**

- Maintain and distribute Incident Action Plan
- Activate DEMHS SEOC Staffing Plan as directed
- Provide advice on State Response Framework as required
- Monitor WebEOC
- Prepare and maintain Situation Reports as required
- Maintain record of SEOC Staffing and forward to Command and Implementation Staff
- Plan for evacuation support to local jurisdictions as required
- Make recommendations on Protective Action Measures
- Participate in Staff briefings as required (DEMHS internal)
- Assign staff members to monitor various channels of communication and perform related tasks. As the situation merits, different staff member(s) can be assigned to each position or job, or a single staff member can be assigned to perform more than one job.

### **SITUATION ASSESMENT UNIT**

- Receive and review State Agency Sit Reports to forward to MAC and as required.
- Collect, track and document incoming information, and provide to Planning Section Chief and MAC Group Coordinator as necessary.
- Monitor all incoming information, tracking and documentation.
- Provide information to the Planning Section Chief to prepare the Incident Action Plan, Situation Reports, and Major Events Log.

## **LOGISTICS SECTION**

### **Internal**

- Maintain SEOC logistical support (Staff Feeding, Parking, Security, Supply)
- Activate and Operate Veterans Home and Hospital TSA in Rocky Hill as directed
- Coordinate with and activate shelters as required
- Call in and deploy Transportation assets to support local evacuations

- Activate USAR as required
- Define need to procure additional emergency supplies and services for Finance Section to act upon
- Participate in Staff Briefings as required

#### **LOGISTICS/COMMUNICATIONS/IT SECTION**

- Maintain and update Incident Communications Plan as required
- Monitor, staff and operate communications systems as appropriate
- Provide IT support to SEOC as required
- Verify/update SEOC FAX lists as required
- Deploy field communications equipment as required
- Participate in Staff briefings as required (DEMHS internal)
- Maintain and update DEMHS Website with current preparedness information

#### **External**

- Receive and review State Agency Resource Status Reports
- Activate and deploy State assets as directed

#### **FINANCE/ADMIN SECTION**

- Initiate emergency contracts as required (Supplies, Debris, etc.)
- Prepare new contracts for support services and supplies as required
- Procure SEOC and Emergency supplies as required
- Procure SEOC logistical support as required
- Maintain Staffing and OT record
- Participate in Staff Briefings as required
- Input all actions into WebEOC Log

## **ALL-HAZARDS PREPAREDNESS CHECKLIST**

### **36-24 HOURS**

#### **COMMAND STAFF**

- Direct and oversee all aspects of preparedness activities
- Set Objectives for Operational Period
- Consider activation of SEOC and Regional Offices if not already accomplished
- Consider activation of JIC if not already accomplished
- Schedule and conduct regular briefings for Governor and Staff to include recommended Protective Actions
- Consider recommending to Governor activation of debris management contracts
- Consider Evacuation timeline considering time of day, 9 Hr clearance in daylight, and forecast arrival of gale-force winds
- Coordinate preparedness activities with adjacent States
- Coordinate preparedness activities with FEMA Region 1 and HQ
- Review, approve, and participate in all Media briefings and Press releases
- Schedule and participate in Conference calls with Coastal Communities
- Consider conducting Conference call with all Jurisdictions
- Direct changes to SEOC staffing and status as required
- Review need for Task Forces and assign Task Force Leaders to convene Task Forces as needed
- Direct Legal Officer to review Governor's powers under Title 28 CGS
- Direct Legal Officer to prepare Draft Governor's Emergency Declaration
- Prepare request for Preliminary Damage Request. (NOTE: State will have to do its own Preliminary Damage Assessment with municipalities and state agencies first.)

#### **PIO**

- Activate Governor's PIO Team as directed
- Activate and staff Joint Media Center as directed
- Prepare media briefing schedule
- Prepare and distribute regular Media briefings/press releases as directed
- Prepare EAS announcements, Press releases and Press Briefings on Protective Actions as required
- Respond to all Press inquiries
- Participate in Staff briefings as required (DEMHS internal)
- Input all actions into WebEOC Log

#### **LEGAL**

- Review Governor's Powers under Title 28
- Prepare Draft documents, including Governor's Emergency Declaration
- Participate in Daily Briefings
- Other duties as required



## **OPERATIONS SECTION**

- Staff Regional Offices as required
- Monitor WebEOC incident
- If applicable, track storm using Hurrevac
- If applicable, monitor timing of storm
- Develop evacuation timeline (9 daylight hrs clearance time) and make recommendation to Emergency Management Director.
- If applicable, participate in NWS and FEMA Conference Calls
- If applicable, [repare and distribute Storm Updates (external)
- Direct State Agency Liaison Officers to prepare to support local evacuation
- Establish and maintain EOC Situation Report Schedule
- Receive and respond to local requests for assistance as required
- Ensure DPS and DOT are prepared to support local evacuation and routing as required
- Make recommendations on Public Protective Actions implementation
- Prepare and Process requests for Federal assistance as directed
- Prepare and process EMAC requests as directed
- Participate in staff briefings as required (DEMHS internal)
- Participate in conference calls with Local jurisdictions as required
- Provide SEOC Briefings as required
- Input all actions into WebEOC Log

## **PLANNING SECTION**

- Maintain and distribute Incident Action Plan
- Activate DEMHS SEOC Staffing Plan as directed
- Provide advice on State Response Framework as required
- Monitor WebEOC
- Prepare and maintain Situation Reports as required
- Maintain record of SEOC Staffing and forward to Command Staff and Implementation Staff
- Plan for evacuation support to local jurisdictions as required
- Make recommendations on Protective Action Measures
- Participate in Staff briefings as required (DEMHS internal)
- Input all actions into WebEOC Log

## **LOGISTICS SECTION (Internal and External)**

- Maintain SEOC logistical support (Staff Feeding, Parking, Security, Supply)
- Activate and Operate Veterans Home and Hospital TSA in Rocky Hill, as directed
- Coordinate with and activate shelters as required
- Call in and deploy Transportation assets to support local evacuations
- Activate USAR as required
- Receive and review State Agency Resource Status Reports
- Activate and deploy State assets as directed
- Define need to procure additional emergency supplies and services for Finance Section to act upon
- Monitor WebEOC
- Participate in Staff Briefings as required

### **COMMUNICATIONS/IT UNITS**

- Maintain and update Incident Communications Plan as required
- Monitor, staff and operate communications systems as appropriate
- Prepare to activate EAS as required
- Provide IT support to SEOC as required
- Verify/update SEOC FAX lists as required
- Deploy field communications equipment as required
- Participate in Staff briefings as required (DEMHS internal)
- Maintain and update DEMHS Website with current preparedness information
- Input all actions into WebEOC Log

### **FINANCE/ADMIN SECTION**

- Initiate emergency contracts as required (Supplies, Debris, etc.)
- Prepare new contracts for support services and supplies as required
- Procure SEOC and Emergency supplies as required
- Procure SEOC logistical support as required
- Maintain Staffing and OT record
- Participate in Staff Briefings as required
- Input all actions into WebEOC Log

## **ALL-HAZARDS PREPAREDNESS CHECKLIST**

### **24 HOURS - Impact**

#### **COMMAND STAFF**

- Direct and oversee all aspects of preparedness activities
- Set Objectives for Operational Period
- Schedule and conduct regular briefings for Governor and Staff to include recommended Protective Actions
- Consider recommending to Governor activation of debris management contracts
- Consider Evacuation timeline considering time of day, 9 Hr daylight clearance, and forecast arrival of Gale force winds
- Continue to coordinate preparedness activities with adjacent States
- Continue to coordinate preparedness activities with FEMA Region 1 and HQ
- Review, approve, and participate in all Media briefings and Press releases
- Schedule and participate in Conference calls with Coastal Communities
- Consider conducting Conference call with all Jurisdictions
- Direct changes to SEOC staffing and status as required
- Direct Legal Officer to prepare Draft Governor's Emergency Declaration if not accomplished
- Review request for PDA

#### **PIO**

- Coordinate with Governor's Emergency Communications Team as directed
- Coordinate with Joint Media Center as directed
- Prepare media briefing schedule
- Prepare and distribute regular Media briefings/press releases as directed
- Prepare EAS announcements, Press Releases and Press Briefings on Protective Actions as required
- Respond to all Press inquiries
- Participate in Staff briefings as required (DEMHS internal)
- Input all actions into WebEOC Log

#### **LEGAL**

- Prepare Draft documents, including Governor's Emergency Declaration
- Prepare Governor's "Hunker Down" statement
  - consider statement reinforcing need for personal preparedness and responsibility particularly during the next 48-72 hours
  - consider statement regarding limitation on response activity during storm impact
- Participate in Daily Briefings
- Input all actions into WebEOC Log

#### **OPERATIONS SECTION**

- Develop evacuation timeline (9 daylight hrs clearance time) and make recommendations to IC/UC as required
- If applicable, Track Storm using Hurrevac
- If applicable, monitor Hurricane Center forecast prediction for timing of wind/surge impact

- Monitor implementation of Governor's protective action orders
- Direct State Agency Liaison Officers to prepare to support local evacuation
- Verify state agencies have secured Vulnerable Facilities
- Participate in NWS and FEMA Conference Calls
- Initiate conference calls with local government officials as directed
- Receive and respond to local requests for assistance as required
- Prepare and process EMAC requests as directed
- Prepare and Process requests for Federal assistance as directed
- Review staffing at Regional Offices as required
- Review staffing at EOC as required
- Establish and maintain EOC Situation Report Schedule
- Prepare and distribute Storm Updates
- Participate in staff briefings as required (DEMHS internal)
- Provide SEOC Briefings as required
- Input all actions into WebEOC Log

**RESOURCE MANAGEMENT UNIT**

- Continue to receive and review State Agency Sit Reports, requests for assistance, logistics requests, and communications traffic. Forward to MAC Group Coordinator (Operations Chief) as required.
- Provide information to the Planning Section to prepare the Incident Action Plan, Situation Reports, and Major Events Log.
- Collect, track and document incoming information, and provide to Planning Section Chief and MAC Group Coordinator (Operations Chief) as necessary.
- Adjust staffing in various channels of communication as required.
- Monitor all request documentation and tracking.
- Input all actions into WebEOC Log

**PLANNING SECTION**

- Maintain and distribute Incident Action Plan
- Prepare and maintain Situation Reports as required
- Plan for evacuation support to local jurisdictions as required
- Make recommendations on Protective Action Measures
- Advise on State Response Framework as required
- Maintain record of SEOC Staffing and forward to Command Staff and Implementation Staff
- Update DEMHS SEOC Staffing Plan as directed
- Participate in Staff briefings as required (DEMHS internal)
- Input all actions into WebEOC Log
- Activate EMAC Coordinator position to be ready to request resources if necessary.

**LOGISTICS SECTION (Internal and External)**

- Maintain SEOC logistic support (Staff Feeding, Parking, Security, Supply)
- Manage operations of TSA and deploy assets as directed
- Monitor and deploy Transportation assets to support local evacuations
- Coordinate with and monitor shelters as required
- Activate USAR as directed

- Receive and review State Agency Resource Status Reports
- Monitor and deploy State assets as directed
- Define need to procure additional emergency supplies and services to Finance Section.
- Participate in Staff Briefings as required
- Input all actions into WebEOC Log

### **COMMUNICATIONS/IT UNIT**

- Maintain and update Incident Communications Plan as required
- Monitor, staff and operate communications systems as appropriate
- Activate EAS as directed
- Provide IT support to SEOC as required
- Update SEOC FAX lists as required
- Monitor field communications equipment as required
- Participate in Staff briefings as required (DEMHS internal)
- Maintain and update DEMHS Website with current preparedness information
- Input all actions into WebEOC Log

### **FINANCE/ADMIN SECTION**

- Initiate and monitor emergency contracts as required (Supplies, Debris, etc.)
- Prepare new contracts for support services and supplies as required
- Work with EMAC Coordinator on any possible EMAC resource requests, including tracking contracts from execution to payment
- Procure SEOC and Emergency supplies as required
- Procure SEOC logistical support as required
- Maintain Staffing and OT records
- Participate in Staff Briefings as required

## Appendix D: Terms and Acronyms

### ACRONYMS, ABBREVIATIONS, AND GLOSSARY

|                 |                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ADD</b>      | <b>Automated Deployment Database</b> A FEMA system.                                                                                                                                                                                                                                                                                                                  |
| <b>AGAR</b>     | <b>Alternate Governor’s Authorized Representative.</b> Individual designated by the Governor in the FEMA-State Agreement to exercise the same powers as the Governor’s Authorized Representative (GAR) in the administration of federal disaster assistance on behalf of the State and local governments and other grant and loan recipients.                        |
| <b>ANSI</b>     | <b>American National Standards Institute</b>                                                                                                                                                                                                                                                                                                                         |
| <b>APO</b>      | <b>Accountable Property Officer.</b> FEMA position title for a Logistical staff member.                                                                                                                                                                                                                                                                              |
| <b>ARC</b>      | <b>American Red Cross</b>                                                                                                                                                                                                                                                                                                                                            |
| <b>ARES</b>     | <b>Amateur Radio Emergency Service</b>                                                                                                                                                                                                                                                                                                                               |
| <b>ARF</b>      | <b>Action Request Form.</b> A FEMA-required form.                                                                                                                                                                                                                                                                                                                    |
| <b>ASCE</b>     | <b>American Society of Civil Engineer</b>                                                                                                                                                                                                                                                                                                                            |
| <b>ASWP</b>     | <b>Alternate State Warning Point.</b> The State Division of Emergency Management and Homeland Security office located at 360 Broad Street, Hartford, CT 06105 is Connecticut’s ASWP. The ASWP is responsible for disseminating weather watches and warnings issued by the National Weather Service when the State Warning Point is not covering this responsibility. |
| <b>AT&amp;T</b> | <b>American Telephone and Telegraph</b>                                                                                                                                                                                                                                                                                                                              |
| <b>BOR</b>      | <b>Board of Regents for Higher Education</b> (Formerly the CT Department of Higher Education) The Board of Regents for Higher Education is the governing body for the Connecticut State Universities, Connecticut Community Colleges and Charter Oak State College.                                                                                                  |
| <b>CAP</b>      | <b>Civil Air Patrol</b>                                                                                                                                                                                                                                                                                                                                              |
| <b>CCIA</b>     | <b>Connecticut Construction Industries Association, Inc</b>                                                                                                                                                                                                                                                                                                          |
| <b>CDC</b>      | <b>Center for Disease Control and Prevention (US DHHS).</b> The CDC works to protect public health and safety by providing information to enhance health decisions; and it promotes health through partnerships with state health departments and other organizations.                                                                                               |
| <b>CEF</b>      | <b>Cost Estimating Formula.</b> Estimating methodology using standard construction industry practices.                                                                                                                                                                                                                                                               |
| <b>CEO</b>      | <b>Chief Executive Officer.</b> The official of the community who is charged with the authority to implement and administer laws, ordinances and regulations; a mayor, first selectman, town/city manager.                                                                                                                                                           |
| <b>CERT</b>     | <b>Community Emergency Response Team</b>                                                                                                                                                                                                                                                                                                                             |
| <b>CFR</b>      | <b>Code of Federal Regulations</b>                                                                                                                                                                                                                                                                                                                                   |
| <b>CFPC</b>     | <b>Commission on Fire Prevention and Control (State of Connecticut)</b>                                                                                                                                                                                                                                                                                              |
| <b>CGS</b>      | <b>Connecticut General Statutes</b>                                                                                                                                                                                                                                                                                                                                  |

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|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>C-MED/RCC</b> | <b>Centralized Medical Emergency Dispatch/Regional Coordination Center.</b> Coordinates and communicates between hospitals and pre-hospital emergency medical service providers. Also coordinates movement of medical resources to a mass casualty incident scene and the distribution of patients. There are 13 communications centers that perform the C-MED function. They are located in Bridgeport, Colchester, Groton, Litchfield, New Haven, Norwich, Prospect, Thompson, Tolland, Waterford, Westbrook and West Hartford. |
| <b>COG</b>       | <b>Continuity of Government</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>COLLECT</b>   | <b>Connecticut On-Line Law Enforcement Communications Teleprocessing.</b> On-line system for disseminating text data among federal, state and local law enforcement agencies.                                                                                                                                                                                                                                                                                                                                                     |
| <b>CONVEX</b>    | <b>Connecticut Valley Electric Exchange.</b> CONVEX is located in Newington, CT and is responsible for monitoring, planning and coordinating the electrical transmission system for Connecticut and Western Massachusetts under both normal and emergency conditions.                                                                                                                                                                                                                                                             |
| <b>COOP</b>      | <b>Continuity of Operations Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>COTR</b>      | <b>Contracting Officer Technical Representative. FEMA position title for a Logistical staff member.</b>                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>CP</b>        | <b>Command Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CRT</b>       | <b>Critical Response Team (American Red Cross)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>CSP</b>       | <b>Connecticut State Police</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>CST</b>       | <b>Civil Support Team</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>CTAlert</b>   | The <b>CT Alert</b> emergency notification system( ENS) uses the state’s Enhanced 9-1-1 (E9-1-1) database for location-based notifications to the public for life-threatening emergencies. Individuals may also register other means of communications (cell phones, email, etc)                                                                                                                                                                                                                                                  |
| <b>CT</b>        | <b>Connecticut</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>CT-N</b>      | <b>Connecticut Network</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>CTNG</b>      | <b>Connecticut National Guard</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>CTS</b>       | <b>Connecticut Telecommunications System</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>CTVOAD</b>    | <b>The Connecticut Voluntary Organizations Active in Disaster (CTVOAD)</b> is an organization whose purpose is to coordinate the interaction between voluntary disaster relief agencies and government disaster response activities in accordance with the local, state, and federal disaster response plans. The CTVOAD is an affiliate of the National Voluntary Organizations Active in Disaster (NVOAD).                                                                                                                      |
| <b>DAS</b>       | <b>Department of Administrative Services (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DECD</b>      | <b>Department of Economic and Community Development (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DCF</b>       | <b>Department of Children and Families (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>DCO</b>   | <b>Defense Coordinating Officer.</b> Designated on-scene military official who coordinates Requests for Assistance and Mission Assignments with the FCO and forwards Mission Assignments to the appropriate military organizations.                                                                                                                                                                                                                                                                                                                                   |
| <b>DCP</b>   | <b>Department of Consumer Protection (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>DCT</b>   | <b>Donations Coordination Team.</b> A Donations Coordination Team is made up of representatives of voluntary organizations and State and local governments who have a vested interest in the effective management of unsolicited donated goods and voluntary services. The DCT is managed by the Division of Emergency Management and Homeland Security. Its mission is to implement the State Donations Management plan, with the aim of keeping unneeded goods and services out of the disaster area.                                                               |
| <b>DDS</b>   | <b>Department of Developmental Services (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DEMHS</b> | <b>Division of Emergency Management and Homeland Security (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DEEP</b>  | <b>Department of Energy and Environmental Protection (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>DESPP</b> | <b>Department of Emergency Services and Public Protection (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>DFA</b>   | <b>Direct Federal Assistance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DHS</b>   | <b>Department of Homeland Security (U.S.)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DMHAS</b> | <b>Department of Mental Health and Addiction Services (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>DMV</b>   | <b>Department of Motor Vehicles (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>DOAG</b>  | <b>Department of Agriculture (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DOC</b>   | <b>Department of Correction (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>DOL</b>   | <b>Department of Labor (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DOT</b>   | <b>Department of Transportation (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>DPH</b>   | <b>Department of Public Health (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>DPS</b>   | <b>Division of Public Safety (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>DPUC</b>  | <b>Department of Public Utility Control (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>DPW</b>   | <b>Department of Public Works (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>DRC</b>   | <b>Disaster Recovery Center.</b> Facility located in or near a Presidentially-declared disaster area which individual disaster victims and business owners may visit for guidance and information on a variety of federal and non-federal disaster assistance programs, telephonic registration for disaster assistance, status reports concerning previously submitted applications for disaster assistance, interactive recovery workshops, emotional support, clarification of written correspondence from disaster relief agencies and other forms of assistance. |
| <b>DSS</b>   | <b>Department of Social Services (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>EAS</b>   | <b>Emergency Alert System.</b> A statewide association of broadcast and cable media stations which assist federal, state and local officials by disseminating emergency public information related to weather and other emergencies.                                                                                                                                                                                                                                                                                                                                  |
| <b>EM</b>    | <b>Emergency Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EMAC</b>     | <b>Emergency Management Assistance Compact.</b> A Congressionally-sanctioned, interstate mutual aid compact to which most states, including Connecticut, belong.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>EMPG</b>     | <b>Emergency Management Performance Grant.</b> This federal funding directly supports the emergency management community. This critical assistance sustains and enhances state and local emergency management capabilities.                                                                                                                                                                                                                                                                                                                                                  |
| <b>EMS</b>      | <b>Emergency Medical Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>ENS</b>      | <b>Emergency Notification System</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>EOC</b>      | <b>Emergency Operations Center</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>ERT</b>      | <b>Emergency Response Team.</b> The ERT consists of federal disaster relief officials from the Federal Emergency Management Agency and other federal agencies. The ERT deploys to the Joint Field Office following a Presidential declaration of disaster or emergency and works under the direction of the Federal Coordinating Officer. The ERT provides operational, administrative and logistical support to federal response activities in the field. The ERT also provides support for the dissemination of information to the general public, the media and Congress. |
| <b>ESF</b>      | <b>Emergency Support Function.</b> A category of disaster response or recovery operations identified in the National Response Framework (NRF) and assigned to ESF Coordinator, Primary and Support Federal Agencies. The Federal ESF agencies support State and local response and recovery operations and other Federal ESF agencies.                                                                                                                                                                                                                                       |
| <b>ESF # 1</b>  | <b>Emergency Support Function # 1 -Transportation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ESF # 2</b>  | <b>Emergency Support Function # 2 - Communications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>ESF # 3</b>  | <b>Emergency Support Function # 3 - Public Works and Engineering</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>ESF # 4</b>  | <b>Emergency Support Function # 4 - Firefighting</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>ESF # 5</b>  | <b>Emergency Support Function # 5 - Emergency Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>ESF # 6</b>  | <b>Emergency Support Function # 6 - Mass Care</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>ESF # 7</b>  | <b>Emergency Support Function # 7 – Logistics and Resource Support</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>ESF # 8</b>  | <b>Emergency Support Function # 8 - Public Health and Medical Services</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ESF # 9</b>  | <b>Emergency Support Function # 9 - Search and Rescue</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>ESF # 10</b> | <b>Emergency Support Function # 10 - Hazardous Materials</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>ESF # 11</b> | <b>Emergency Support Function # 11 – Animals and Natural Resources</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>ESF # 12</b> | <b>Emergency Support Function # 12 – Energy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>ESF # 13</b> | <b>Emergency Support Function # 13 - Public Safety and Security</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>ESF # 14</b> | <b>Emergency Support Function # 14 - Disaster Recovery</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ESF # 15</b> | <b>Emergency Support Function # 15 - External Affairs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>FCO</b>      | <b>Federal Coordinating Officer.</b> A FEMA official appointed by the President. The FCO is responsible for the overall integration of Federal emergency management resource allocations and activities in support of, and in coordination with State, tribal, and local requirements. The FCO ensures that federal disaster assistance is provided in a timely                                                                                                                                                                                                              |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | and coordinated fashion and in accordance with all applicable laws, regulations and agreements between FEMA and the State.                                                                                                                                                                                                                                                                                                                                   |
| <b>FEMA</b>  | <b>Federal Emergency Management Agency</b> part of the U.S. Department of Homeland Security (DHS/FEMA).                                                                                                                                                                                                                                                                                                                                                      |
| <b>FIRM</b>  | <b>Flood Insurance Rate Map</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>FNARS</b> | <b>Federal National Radio System</b>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>GAR</b>   | <b>Governor’s Authorized Representative.</b> Individual designated by the Governor in the FEMA/State Agreement to administer federal disaster assistance programs on behalf of the State and local governments and other grant and loan recipients.                                                                                                                                                                                                          |
| <b>GEOC</b>  | <b>General Emergency Operations Concepts.</b> Principles of emergency operations that generally hold true in natural and technological disasters and emergencies of all types and magnitudes,                                                                                                                                                                                                                                                                |
| <b>GIS</b>   | <b>Geographic Information System</b>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>GPS</b>   | <b>Global Positioning System</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>GSA</b>   | <b>General Services Administration(U.S.)</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>HHS</b>   | <b>Department of Health and Human Services (US)</b>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>HIRA</b>  | <b>Hazard Identification and Risk Assessment</b>                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>HMGP</b>  | <b>Hazard Mitigation Grant Program.</b> This program provides funding to reduce or prevent damage from natural disasters such as flooding and high winds. HMGP funding is available following a presidentially declared disaster.                                                                                                                                                                                                                            |
| <b>HSGP</b>  | <b>Homeland Security Grant Program.</b> _This federal funding enables states to prepare for, prevent, and respond to terrorist attacks and other major disasters.                                                                                                                                                                                                                                                                                            |
| <b>IA</b>    | <b>Individual Assistance.</b> Disaster assistance provided to an individual victim or business owner.                                                                                                                                                                                                                                                                                                                                                        |
| <b>IAP</b>   | <b>Incident Action Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>IC</b>    | <b>Incident Commander.</b> Individual responsible for the management of all incident operations at the incident site.                                                                                                                                                                                                                                                                                                                                        |
| <b>ICP</b>   | <b>Incident Command Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>ICS</b>   | <b>Incident Command System.</b> A standardized organizational structure used to command, control, and coordinate the use of resources and personnel responding to the scene of an emergency. ICS concepts and principles include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management. |
| <b>IDMTF</b> | <b>Interagency Debris Management Task Force.</b> The core membership of the IDMTF includes: DESPP/DEMHS, DEEP, DAS, and ConnDOT, and the State debris contractors.                                                                                                                                                                                                                                                                                           |
| <b>IEMAC</b> | <b>International Emergency Management Assistance Compact.</b> Working with the New England states and the eastern Provinces of Canada, the State of Connecticut, through DEMHS, is a member of the <a href="#">International Emergency Management Group (IEMG)</a> , which                                                                                                                                                                                   |

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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|             | operates under the International Emergency Management Assistance Compact (IEMAC) to provide mutual aid to one another in times of emergency. The IEMAC is found in Connecticut General Statutes §28-22d.                                                                                                                                                                                                                                                                                 |
| <b>IHP</b>  | <b>Individuals and Households Program.</b> Federal grant program for individuals and households for housing and other disaster-related needs.                                                                                                                                                                                                                                                                                                                                            |
| <b>IMT</b>  | <b>Incident Management Team</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>IRRs</b> | <b>Initial Response Resources.</b> Resources commonly needed in a disaster area which are stockpiled by FEMA or available through emergency contracts with private vendors that can be quickly deployed to a disaster site.                                                                                                                                                                                                                                                              |
| <b>JFO</b>  | <b>Joint Field Office.</b> The primary field location for the coordination of response and recovery operations in a Presidentially-declared disaster or emergency. The JFO houses the Federal Coordinating Officer (FCO) and staff comprising the federal Emergency Response Team (ERT). The JFO operates with a schedule (up to 24 hours per day) sufficient to sustain federal response operations. The State Coordinating Officer (SCO) usually maintains a staff at the JFO as well. |
| <b>JIC</b>  | <b>Joint Information Center.</b> An intergovernmental public information center established to ensure the coordinated release of information by federal, State and local officials to the media and the public regarding disaster-related activities and recovery programs.                                                                                                                                                                                                              |
| <b>JOC</b>  | <b>Joint Operations Center. Established by the FBI.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>LDP</b>  | <b>Local Distribution Point.</b> A center established and operated by local authorities to distribute federally- and state-provided food and other commodities to disaster victims.                                                                                                                                                                                                                                                                                                      |
| <b>LEOC</b> | <b>Local Emergency Operations Center</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>LEOP</b> | <b>Local Emergency Operations Plan</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>MA</b>   | <b>Mission Assignment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>MAC</b>  | <b>Multi-Agency Coordination</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>MCI</b>  | <b>Mass Casualty Incident.</b> Any incident that causes emergency medical service providers to alter their normal pre-hospital patient care protocols in order to provide the most effective possible pre-hospital patient care. An MCI can also be defined as any single incident with a threshold number of casualties established in the local mass casualty plan.                                                                                                                    |
| <b>MCV</b>  | <b>Mobile Communications Vehicles.</b> DEMHS has procured six Mobile Communications Vehicles to be deployed throughout the state in order to provide enhanced on-scene and statewide communications during emergencies. These units will provide for the establishment of interoperable tactical networks, support the use of wireless data, assist with system surge, and provide the basis for restoration of damaged systems.                                                         |
| <b>MERS</b> | <b>Mobile Emergency Response Support.</b> A FEMA detachment that deploys to a disaster area to support the initial federal responders with communications, data processing, food, water, shelter, etc. Designed to be self-supporting for at least 72 hours.                                                                                                                                                                                                                             |
| <b>MHE</b>  | <b>Material Handling Equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>MICA</b> | <b>Mobile Internet Communications Asset.</b> DEMHS and Department of Administrative Services (DAS) Information Technology Services – on-scene communications for various                                                                                                                                                                                                                                                                                                                 |

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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|                | situations and incidents. This asset gives the State a capability to set up a forward command post/operating center at any location where facilities are compromised.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>MMRS</b>    | <b>Metropolitan Medical Response System.</b> A federally funded initiative to enhance a local jurisdiction’s capability to responds to a mass casualty incident resulting from any cause including weapons of mass destruction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>MOA/MOU</b> | <b>Memorandum of Agreement/Memorandum of Understanding</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>MRC</b>     | <b>Medical Reserve Corps</b> The Medical Reserve Corps (MRC) provides teams of local volunteer medical and public health professionals who can contribute their skills and expertise throughout the year and during times of community need.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>NAWAS</b>   | <b>National Warning System.</b> A dedicated national telephone circuit connecting federal, state and local warning points. NAWAS is frequently used for the dissemination of weather warning information.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>NDMS</b>    | <b>National Disaster Medical System.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>NGO</b>     | <b>Non-Governmental Organization.</b> A nonprofit entity serving a public purpose, not a private benefit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>NHC</b>     | <b>National Hurricane Center.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>NIMCAST</b> | <b>NIMS Capability Assessment Support Tool.</b> A web-based self-assessment tool for states and local governments to use to evaluate their incident response and management capabilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>NIMS</b>    | <b>National Incident Management System.</b> As directed by the President and administered by the US DHS, this is a system that includes a standardized approach to incident management and response, training, credentialing, communications, equipment, and technologies. The NIMS system provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations (NGOs) to work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS includes a core set of concepts, principles, and terminology – the Incident Command System (ICS). The NIMS includes, and is in the process of developing, multi-agency coordination systems; training; identification and management of resources; qualification and certification of personnel; and the collection, tracking, and reporting of incident information and resources. |
| <b>NOAA</b>    | <b>National Oceanographic and Atmospheric Administration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>NRF</b>     | <b>National Response Framework.</b> Promulgated by U.S. DHS in January 2008, The NRF is a guide to how the nation conducts an all-hazards response. The NRF describes how federal agencies will coordinate with each other to provide support and assistance to state, local, and tribal governments; non-governmental organizations; and the private sector.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>NRP</b>     | <b>National Response Plan.</b> (Developed by the U.S. DHS) replaced the Federal Response Plan prepared by FEMA. The NRP was superseded in January 2008 by the National Response Framework (NRF).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>NVOAD</b>   | <b>National Voluntary Organizations Active in Disaster</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>NWS</b>     | <b>National Weather Service</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| <b>OEC</b>   | <b>Office of Early Childhood (State of Connecticut)</b>                                                                                                                                                                                                                                                                    |
| <b>OEMS</b>  | <b>Office of Emergency Medical Services (State of Connecticut)</b> part of DPH                                                                                                                                                                                                                                             |
| <b>OIC</b>   | <b>Officer-in-Charge</b>                                                                                                                                                                                                                                                                                                   |
| <b>OPM</b>   | <b>Office of Policy and Management (State of Connecticut)</b>                                                                                                                                                                                                                                                              |
| <b>OSHA</b>  | <b>Occupational Safety and Health Administration (U.S.)</b>                                                                                                                                                                                                                                                                |
| <b>PA</b>    | <b>Public Assistance.</b> FEMA disaster assistance program which provides relief to a public entity such as a state agency or local unit of government. In some circumstances, private nonprofit entities may be eligible.                                                                                                 |
| <b>PAC</b>   | <b>Public Assistance Coordinator.</b> FEMA official who conducts the Kick-Off meetings and provides assistance in developing project worksheets under the FEMA Public Assistance program. Connecticut also designates a Public Assistance Coordinator or Official.                                                         |
| <b>PAO</b>   | <b>Public Assistance Official.</b> State official designated by the Governor and FEMA official designated by the FEMA Regional Director to administer the FEMA Public Assistance program authorized under Section 406 of the Robert T. Stafford Disaster Relief and emergency Assistance Act, as amended.                  |
| <b>Papp</b>  | <b>Project Application.</b> The Project Application represents the total amount of financial assistance requested by an applicant for each category of assistance.                                                                                                                                                         |
| <b>PAR</b>   | <b>Personnel Accountability Report</b>                                                                                                                                                                                                                                                                                     |
| <b>PDA</b>   | <b>Preliminary Damage Assessment.</b> A survey of damages in a disaster-affected area by a joint federal-State-local team. Federal regulations require PDAs prior to a governor's request for a major disaster declaration under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.          |
| <b>PFA</b>   | <b>Primary Federal Agency.</b>                                                                                                                                                                                                                                                                                             |
| <b>PFO</b>   | <b>Principal Federal Official.</b> Federal official who may be designated by the Secretary of Homeland Security to coordinate the activities of other Federal officials, acting under their own authorities, to ensure consistency of Federal support as well as the overall effectiveness of Federal incident management. |
| <b>PIO</b>   | <b>Public Information Officer.</b> Designated spokesperson who deals with the media. Also a position appointed by Unified Comman/Incident Command to coordinate all public information released.                                                                                                                           |
| <b>PL</b>    | <b>Public Law (of the United States).</b>                                                                                                                                                                                                                                                                                  |
| <b>POD</b>   | <b>Point of Dispensing.</b> Location for distribution of supplies and vaccines from the Strategic National Stockpile.                                                                                                                                                                                                      |
| <b>PSAP</b>  | <b>Public Safety Answering Points.</b>                                                                                                                                                                                                                                                                                     |
| <b>PTR</b>   | <b>Property Transfer Report. A FEMA-required form.</b>                                                                                                                                                                                                                                                                     |
| <b>PW</b>    | <b>Project Worksheet.</b> Form used for estimates for public assistance application.                                                                                                                                                                                                                                       |
| <b>RACES</b> | <b>Radio Amateur Civil Emergency Services</b>                                                                                                                                                                                                                                                                              |
| <b>REP</b>   | <b>Radiological Emergency Preparedness</b> The REP unit within DEMHS is responsible for training, exercises, public information, plan development and review, and other special projects concerning off-site emergency preparedness for the Millstone Station nuclear                                                      |

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|              | power plant in Waterford, CT. REP partners with Dominion Nuclear, local municipalities, and federal agencies in these preparedness efforts with the goal of protecting the health and safety of the public.                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>REPT</b>  | <b>Regional Emergency Planning Team</b> Each DEMHS Region has a Regional Emergency Planning Team. The REPTs include Chief Executive Officers from each of the municipalities and tribal nations in the DEMHS Region, as well as local emergency management discipline representatives that serve on RESFs (Regional Emergency Support Functions). The REPT makes recommendations on how the region should best allocate its emergency management and homeland security federal grant dollars, including purchasing equipment and resources necessary to address hazards identified within the region. |
| <b>RESF</b>  | <b>Regional Emergency Support Functions</b> (See REPT)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>RERP</b>  | <b>Radiological Emergency Response Plan.</b> The State of Connecticut Radiological Emergency Response Plan (RERP) is a detailed plan that describes the responsibilities and capabilities of the power plant, local and state government and private organizations and coordinates the emergency response to ensure public health and safety during an emergency at a nuclear power plant.                                                                                                                                                                                                            |
| <b>RESP</b>  | <b>Regional Emergency Support Plan</b> The REPT maintains and use an RESP to support mutual aid among regional communities in emergencies. The RESP does not usurp local Incident Command or operational aspects of existing plans. Like traditional mutual aid, the RESP is another support tool for the local CEO and IC and does not interfere with local management of an emergency.                                                                                                                                                                                                              |
| <b>RETCO</b> | <b>Regional Emergency Transportation Coordinator.</b> Designated U.S. Department of Transportation Regional representative for providing and coordinating emergency transportation resources.                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>ROC</b>   | <b>Regional Operations Center</b> is now called the Regional Response Coordination Center – RRCC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>RPA</b>   | <b>Request For Public Assistance.</b> A form used by a state, local or tribal government or a public or private nonprofit organization to apply for disaster assistance from the Federal Emergency Management Agency.                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>RRCC</b>  | <b>Regional Response Coordination Center.</b> Located in Maynard, Massachusetts the RRCC is a federal interagency operations center for coordination of federal support to states in disasters and emergencies. The RRCC houses the federal Emergency Response Team (ERT) prior to the establishment of the Joint Field Office (JFO) in the disaster-affected state.                                                                                                                                                                                                                                  |
| <b>SAO</b>   | <b>State Approving Official</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>SCO</b>   | <b>State Coordinating Officer.</b> State official designated by the Governor in the FEMA-State Agreement following a Presidentially-declared disaster or emergency to coordinate state and local response and recovery activities with those of the federal government.                                                                                                                                                                                                                                                                                                                               |
| <b>SDE</b>   | <b>Department of Education (State of Connecticut)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SEOC</b>  | <b>State Emergency Operations Center</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SHMO</b>      | <b>State Hazard Mitigation Officer.</b> State official designated by the Governor in the FEMA-State Agreement to ensure compliance with federal hazard mitigation requirements under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.                                                                                                                                                       |
| <b>SLO</b>       | <b>State Liaison Officer.</b> A FEMA official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency.                                                                                                                                                                                                                                                          |
| <b>SOP</b>       | <b>Standard Operating Procedure</b>                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>SSA</b>       | <b>State Staging Area</b>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SSAMST</b>    | <b>State Staging Area Management Support Team</b>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>STOCS</b>     | <b>State Tactical On Scene Channel System</b>                                                                                                                                                                                                                                                                                                                                                                               |
| <b>SWP</b>       | <b>State Warning Point.</b> The State Department of Public Safety located at 1111 Country Club Road in Middletown, CT 06457 is the SWP for Connecticut.                                                                                                                                                                                                                                                                     |
| <b>USAR</b>      | <b>Urban Search and Rescue.</b> The Urban Search and Rescue (USAR) Program is coordinated by the Connecticut Division of Emergency Management and Homeland Security (DEMHS). It is the primary mission of USAR Connecticut Task Force One (CT-TF-1) to provide a coordinated effort of personnel and resources to locate, extricate and provide immediate medical treatment to victims trapped within collapsed structures. |
| <b>TAG</b>       | <b>The Adjutant General.</b> The Commissioner of the State Military Department.                                                                                                                                                                                                                                                                                                                                             |
| <b>TAV</b>       | <b>Total Asset Visibility.</b> System for accountable property tracking.                                                                                                                                                                                                                                                                                                                                                    |
| <b>TDD/TT</b>    | <b>Telecommunications Devices for the Deaf/Text Telephones</b>                                                                                                                                                                                                                                                                                                                                                              |
| <b>TDSRS</b>     | <b>Temporary Debris Storage and Reduction Site</b>                                                                                                                                                                                                                                                                                                                                                                          |
| <b>THIRA</b>     | <b>Threat Hazard Identification and Risk Assessment</b>                                                                                                                                                                                                                                                                                                                                                                     |
| <b>TRAF</b>      | <b>Truck Receiving and Assignment Form</b>                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>UC</b>        | <b>Unified Command</b>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>UCS</b>       | <b>Unified Command System.</b> Multi-agency, multi-jurisdictional command system in which responding organizations jointly determine the operational goals and response strategies.                                                                                                                                                                                                                                         |
| <b>UERN</b>      | <b>Utility Emergency Radio Network.</b> Radio network operated by Northeast Utilities                                                                                                                                                                                                                                                                                                                                       |
| <b>UI</b>        | <b>United Illuminating</b>                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>USACE</b>     | <b>U.S. Army Corps of Engineers</b>                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>USC</b>       | <b>United States Code</b>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>USCG</b>      | <b>United States Coast Guard</b>                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>USDA</b>      | <b>United States Department of Agriculture</b>                                                                                                                                                                                                                                                                                                                                                                              |
| <b>USDOT</b>     | <b>United States Department of Transportation</b>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>WI System</b> | <b>Welfare Information System.</b> Established by the American Red Cross after a large disaster to help family members locate living relatives in or near the disaster area. ARC collects names of survivors located in hospitals and shelters and provides information to relatives who may inquire as to their whereabouts.                                                                                               |

## Appendix E: Community Lifelines

### Incorporating Community Lifelines into Response

The 2017 Hurricane Season FEMA After-Action Report identified the need to create a new operational prioritization and response tool which would:

- Characterize the incident and identify the root causes of priority issue areas in order to create effective solutions
- Distinguish the highest priorities and most complex issues from other incident information

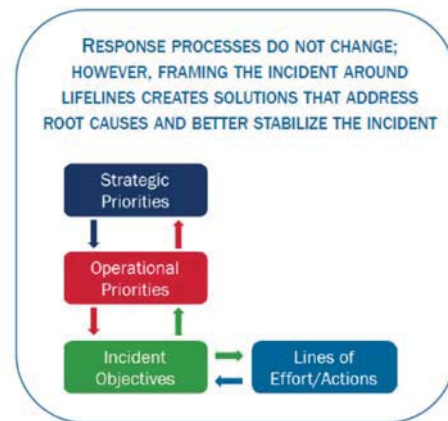
### Community Lifeline Implementation

The community lifelines reframe incident information to provide decision-makers with impact statements and root causes. This construct maximizes the effectiveness of federally supported, state managed, and locally executed response.

- Incorporating the lifelines primarily impacts how incident information is organized and reported during response
- Response operations procedures such as NIMS and ICS remain fundamentally the same

Some changes may include:

- How we understand, prioritize, and communicate incident impacts
- The structure and format of decision-making support products (e.g., briefings)
- Planning for incident impacts and stabilization both prior to and during incidents



### Deconstructing Community Lifelines

Each lifeline is comprised of several components that represent the bucketing of critical Essential Elements of Information (EIs)

- The EIs are the common themes across incidents and indicate overall lifeline status
- Components were determined by a large group of intra-and interagency Response partners
- Components includes key capabilities or services that are essential to stabilizing an incident and in providing resources to survivors
- Components are assessed individually to determine the seven lifelines' status and overall progress of incident response

Not every incident will impact all of the lifelines or components.



# Community Lifelines Defined

## A CONSTRUCT FOR OUTCOME-BASED STABILIZATION EFFORTS

A lifeline enables the continuous operation of **government functions and critical business**, and is **essential to human health and safety or economic security**.



- Lifelines are designed to highlight priority areas and interdependencies, focus attention on actions being taken, communicate coordination efforts towards stabilization, and integrate information
  - Each lifeline is comprised of multiple components and essential elements of information needed to stabilize the incident

8

## Community Lifeline Components



Multiple components establish the parameters of and key assessment elements for each of the lifelines; component-level analysis is required to determine if each lifeline is stable

### 1. Safety and Security

- Law Enforcement/Security
- Search and Rescue
- Fire Services
- Government Service
- Responder Safety
- Imminent Hazard Mitigation

### 2. Food, Water, Sheltering

- Evacuations
- Food/Potable Water
- Shelter
- Durable Goods
- Water Infrastructure
- Agriculture

### 3. Health and Medical

- Medical Care
- Patient Movement
- Public Health
- Fatality Management
- Health Care Supply Chain

### 4. Energy

- Power (Grid)
- Temporary Power
- Fuel

### 5. Communications

- Infrastructure
- Alerts, Warnings, Messages
- 911 and Dispatch
- Responder Communications
- Financial Services

### 6. Transportation

- Highway/Roadway
- Mass Transit
- Railway
- Aviation
- Maritime
- Pipeline

### 7. Hazardous Material

- Facilities
- Hazardous Debris, Pollutants, Contaminants

### ROOT CAUSE ANALYSIS

**Status** "What?"

**Impact** "So What?"

**Actions** "Now What?"

And any *Limiting Factors?*

Version 1.1



## Safety and Security

### COMPONENTS AND EEIs

| Law Enforcement/Security                                                                                                                                                                                                                              | Search and Rescue                                                                                                                                                                                                                                                                                              | Fire Services                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Evacuation routes</li> <li>Force protection and security for staff</li> <li>Security assessments at external facilities</li> <li>Damaged law enforcement or correctional facilities</li> <li>Curfew</li> </ul> | <ul style="list-style-type: none"> <li>Number and location of missing survivors</li> <li>Life threatening hazards to responders and survivors</li> <li>Availability and resources of search and rescue teams</li> <li>Status of animal assists, structural assessments, and shelter in place checks</li> </ul> | <ul style="list-style-type: none"> <li>Location of fire</li> <li>Percent of fire contained</li> <li>Fire's rate and direction of spread</li> <li>Weather conditions</li> <li>Availability and resources of fire services</li> </ul> |
| Government Services                                                                                                                                                                                                                                   | Responder Safety                                                                                                                                                                                                                                                                                               | Imminent Hazard Mitigation                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>Status of government offices and schools</li> <li>Status of continuity of government and continuity of operations</li> </ul>                                                                                   | <ul style="list-style-type: none"> <li>Safety hazards affecting operations</li> <li>Requirements for Personal Protective Equipment (PPE)</li> <li>Security issues or concerns</li> <li>Billeting for responders</li> <li>Onsite training and policy</li> </ul>                                                 | <ul style="list-style-type: none"> <li>Status of flood risk grants</li> <li>Status of area dams, levees, reservoirs</li> </ul>                                                                                                      |



## Food, Water, Sheltering

### COMPONENTS AND EEIs

| Evacuations                                                                                                                                                                                                                                                                       | Food/Potable Water                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Shelter                                                                                                                                                                                                                                                                          | Durable Goods                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Mandatory or voluntary evacuation orders</li> <li>Number of people to evacuate</li> <li>Evacuation routes</li> <li>Evacuation time frame</li> <li>Risk to responders and evacuees</li> <li>Food, water, shelter availability</li> </ul>    | <ul style="list-style-type: none"> <li>Operating status of Points of Distribution (PODs)</li> <li>Operating status of supermarkets, neighborhood markets, and grocery stores</li> <li>Operating status of restaurants</li> <li>Impacts to the food supply chain</li> <li>Operating status of public and private water supply systems</li> <li>Operating status of water control systems (e.g., dams, levees, storm drains)</li> <li>Food/water health advisories</li> </ul> | <ul style="list-style-type: none"> <li>Requirements for emergency shelter</li> <li>Number and location of open shelters</li> <li>Current population in shelters</li> <li>Transitional Sheltering Assistance options</li> <li>Potential future sheltering requirements</li> </ul> | <ul style="list-style-type: none"> <li>Need for PODs</li> <li>Pre-designated POD locations</li> <li>Operating status of PODs</li> <li>Resource distribution at PODs</li> </ul> |
| Water Infrastructure                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                  | Agriculture                                                                                                                                                                    |
| <ul style="list-style-type: none"> <li>Operating status of public wastewater systems and private septic systems</li> <li>Operating status of wastewater processing facilities</li> <li>Operating status of public and private water infrastructure (e.g., water mains)</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>Status of area agriculture</li> <li>Status of food stock</li> <li>Food safety</li> </ul>                                                |



# Hazardous Material

## COMPONENTS AND EELs

| Facilities                                                                                                                                                                                                                                                                                         | Incident Debris, Pollutants, Contaminants                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>▪ Status of hazardous material facilities</li><li>▪ Amount, type, and containment procedures of hazardous materials</li><li>▪ Reported or suspected hazardous material/toxic release incidents</li><li>▪ Status of hazardous material supply chain</li></ul> | <ul style="list-style-type: none"><li>▪ Debris issues affecting the transportation system</li><li>▪ Status of debris clearance operations</li><li>▪ Reported or suspected hazardous material/toxic release incidents</li><li>▪ Actual or potential radiological or nuclear incidents</li><li>▪ Monitoring actions planned or underway for HAZMAT incidents</li></ul> |

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## Incident Stabilization

**The lifeline construct is used to focus response actions on incident stabilization; thus the expected outcome is to stabilize all lifelines**

- **Stabilization** occurs when immediate threats to life and property are anticipated, resourced, and managed and basic lifeline services are provided to survivors
  - Lifeline stabilization is dynamic and may require sustained resources and continuous evaluation
- **Restoration** implies a permanence to re-established critical infrastructure
- A dynamic stabilization target—the desired end-state of response—for each lifeline is created during the deliberate planning process and modified on a per-incident basis to match incident circumstances
- The target should be created collaboratively with key stakeholders:
  - Local response personnel
  - State response personnel
  - FEMA regional and/or national personnel
  - Other Federal response personnel

### EXAMPLE

An incident destroys the cell towers in an area disrupting communications.

- **Stabilization** occurs when responders provide temporary service through mobile cell sites (e.g., Cell on Wheels)
- **Sustainment** occurs when the mobile cell sites are continuously resourced
- **Restoration** occurs when the cell towers are rebuilt

Version 1.0

## Determining Lifeline Status

During an incident, response personnel assign a status to each lifeline and component by integrating situational awareness reports and impact assessments from state, tribal, territorial, local, regional, federal, private sector, and non-profit or community partners

Applying the following questions and understanding the incident is critical in determining the status of a lifeline or component:

- Did the incident disrupt services to survivors provided by component capabilities?
- What is the extent of the disruption and impact on response and survivors?
- Has a solution to the disruption been identified?
- Has that solution been converted into a plan of action?
- Has that plan of action been resourced?
- Are there limiting factors that are preventing stabilization? To what extent are they limiting services?
- Have the services to survivors been stabilized? If not, how long to reach stabilization?
- Are there services enabling stabilization? How long will these services be provided to sustain stabilization?
- Have circumstances changed since the lifeline was last assessed?

# COMMUNITY LIFELINES



FEMA



DESPP/DEMHS

# Section I: Lifelines Overview

# Incorporating Community Lifelines into Response



The primary objective of community lifelines is to ensure the **delivery of basic services** that alleviate immediate threats to life and property when communities are impacted by disasters.

## WHY A LIFELINES CONSTRUCT?

- Applying the lifelines construct allows decision-makers to:
  - Prioritize response efforts on the restoration of the most critical services and infrastructure
  - Focus on the root cause of issues vs. cascading or secondary impacts
  - Distinguish the highest priorities and most complex issues from other incident information

# Community Lifelines Defined

A lifeline provides **indispensable service** that enables the continuous operation of critical business and government functions, and is **critical to human health and safety or economic security**



Each lifeline is comprised of **multiple components** and **essential elements of information** needed to stabilize the incident



## COMMON QUESTION

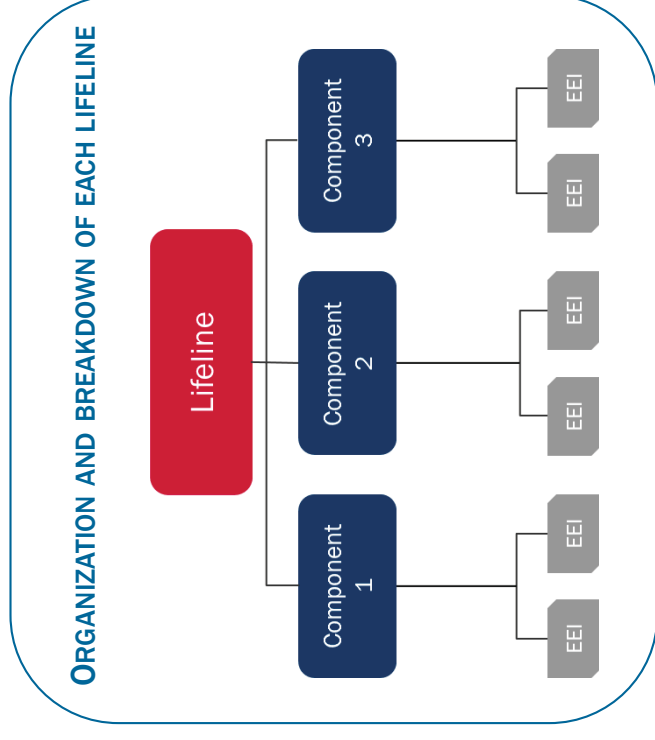
### WHAT ABOUT CORE CAPABILITIES AND ESF'S? ARE THEY BEING REPLACED?

The interrelationship of lifelines, Core Capabilities, and ESFs can be thought of in terms of **means, ways, and ends**.

- **ESFs** and other organizing bodies—**the means**—are the way we organize across departments and agencies, community organizations, and industry to enhance coordination and integration to deliver the Response Core Capabilities;
- **Response Core Capabilities** describe the grouping of response actions—**the ways**—that can be taken to stabilize and re-establish the lifelines; and
- **Lifelines** describe the basic services within a community that must be stabilized or reestablished to alleviate threats to life and property—**the ends**.

# Deconstructing the Lifelines

- Each lifeline is comprised of several components that represent the bucketing of critical Essential Elements of Information (EEIs)
  - The EEIs are the questions we must answer to determine the status of a lifeline
- Components includes key capabilities or services that are essential to stabilizing an incident and in providing resources to survivors
  - Components are assessed individually to determine the seven lifelines' status and overall progress of incident response



**Note: Not every incident will impact all of the lifelines or components**

\* Currently Amended By FEMA

# All Lifeline Components

Multiple components establish the parameters of and key assessment elements for each of the lifelines; component-level analysis is required to determine if each lifeline is stable

## 1. Safety and Security

- Hazard Mitigation
- Law Enforcement/Security
- Responder Safety
- Search and Rescue
- Fire Services
- Government Service

## 2. Food, Water, Sheltering

- Evacuations
- Food/Potable Water
- Shelter
- Durable Goods
- Water Infrastructure
- Agriculture Infrastructure

## 3. Health and Medical

- Medical Care
- Patient Movement
- Public Health
- Fatality Management
- Medical Industry

## 4. Energy

- Power (Grid)
- Temporary Power
- Fuel

## 5. Communications

- Infrastructure
- Alerts, Warnings, and Messages
- 911 and Dispatch
- Responder Communications

## 6. Transportation

- Highway/Roadway Motor Vehicle
- Mass Transit
- Railway
- Aviation
- Maritime
- Pipeline

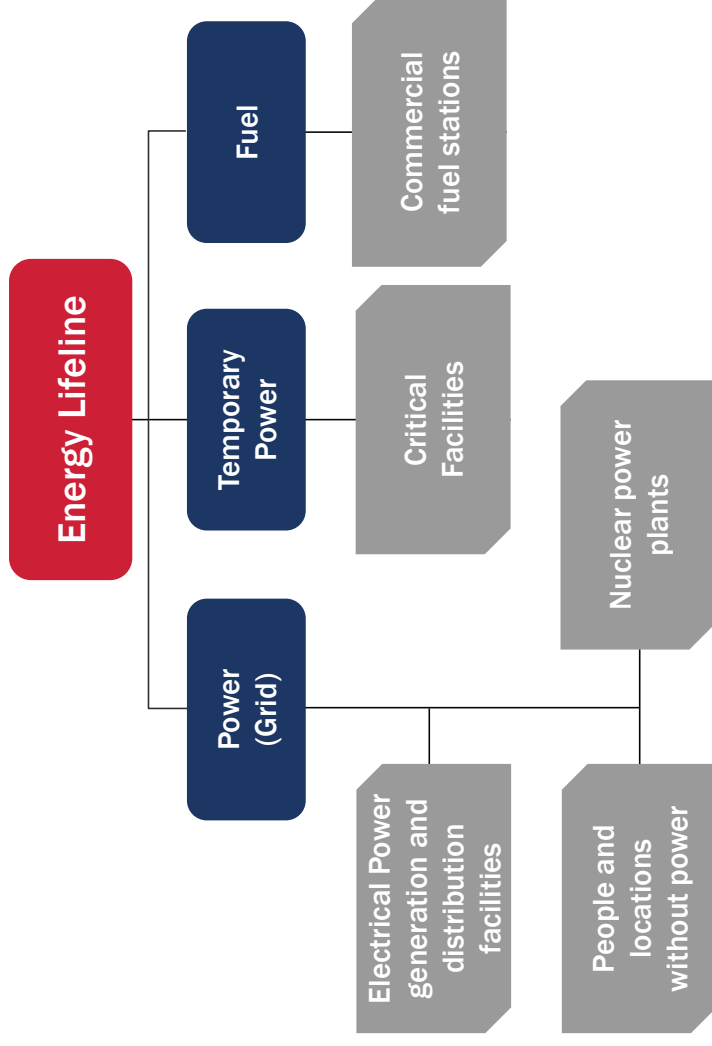
## 7. Hazardous Material

- Facilities
- Incident Debris, Pollutants, Contaminants
- Conveyance

# Lifeline Construct

Lifelines can expand to include new components depending on incident circumstances, but should not collapse to contain fewer

- The EEIs relevant to each component change dependences on incident circumstances
- The graphic provides an example breakdown of the **Energy lifeline** into some of its relevant **components** and the associated **EEIs**





# Safety and Security

## COMPONENTS AND EEIS

| Hazard Mitigation                                                                                                                                                                                                                                                          | Law Enforcement/Security                                                                                                                                                                                                                      | Responder Safety                                                                                                                                                                                                                                                                                                                         | Search and Rescue                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ Status of flood risk grants</li> <li>▪ Status of area dams, levees, reservoirs</li> <li>▪ Security assessments at external facilities</li> <li>▪ Damaged law enforcement or correctional facilities</li> </ul>                    | <ul style="list-style-type: none"> <li>▪ Evacuation routes</li> <li>▪ Force protection and security for staff</li> <li>▪ Security assessments at external facilities</li> <li>▪ Damaged law enforcement or correctional facilities</li> </ul> | <ul style="list-style-type: none"> <li>▪ Safety hazards affecting operations</li> <li>▪ Requirements for personnel protective equipment</li> <li>▪ Security issues or concerns</li> <li>▪ Availability and distribution of equipment</li> <li>▪ Billeting and sustenance for responders</li> <li>▪ Onsite training and policy</li> </ul> | <ul style="list-style-type: none"> <li>▪ Number and location of missing survivors</li> <li>▪ Life threatening hazards to responders and survivors</li> <li>▪ Availability and resources of search and rescue teams</li> <li>▪ Status of animal assists, structural assessments, and shelter in place checks</li> </ul> |
| Fire Services                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                               | Government Services                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>▪ Location of fire</li> <li>▪ Percent of fire contained</li> <li>▪ Fire's rate and direction of spread</li> <li>▪ Weather conditions</li> <li>▪ Availability and resources of fire services</li> <li>▪ Evacuation routes</li> </ul> | <ul style="list-style-type: none"> <li>▪ Status of government offices and schools</li> <li>▪ Status of continuity of government and continuity of operations</li> <li>▪ Curfew</li> </ul>                                                     |                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                        |



# Food, Water, Sheltering

## COMPONENTS AND EEIS

| Evacuations                                                                                                                                                                                                                                                                                | Food/Potable Water                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Shelter                                                                                                                                                                                                                                                                                    | Durable Goods                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ Mandatory or voluntary evacuation orders</li> <li>▪ Number of people to evacuate</li> <li>▪ Evacuation routes</li> <li>▪ Evacuation time frame</li> <li>▪ Risk to responders and evacuees</li> <li>▪ Food, water, shelter availability</li> </ul> | <ul style="list-style-type: none"> <li>▪ Status of Points of Distribution (PODs)</li> <li>▪ Operating status of supermarkets, neighborhood markets, and grocery stores</li> <li>▪ Operating status of restaurants</li> <li>▪ Impacts to the food supply chain</li> <li>▪ Operating status of public and private water supply systems</li> <li>▪ Operating status of water control systems (i.e. dams, levees, storm drains)</li> <li>▪ Food/water health advisories</li> </ul> | <ul style="list-style-type: none"> <li>▪ Requirements for emergency shelter</li> <li>▪ Number of open shelters and location</li> <li>▪ Current population in shelters</li> <li>▪ Transitional Sheltering Assistance options</li> <li>▪ Potential future sheltering requirements</li> </ul> | <ul style="list-style-type: none"> <li>▪ Need for PODs</li> <li>▪ Pre-designated POD locations</li> <li>▪ Operating status of PODs</li> <li>▪ Resource distribution at PODs</li> </ul> |
| Water Infrastructure                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>▪ Operating status of public wastewater systems and private septic systems</li> <li>▪ Operating status of wastewater processing facilities</li> <li>▪ Operating status of public and private water infrastructure (e.g., water mains)</li> </ul>    | <div data-bbox="967 0 1019 474" style="background-color: #003366; color: white; padding: 5px;"><b>Agriculture Infrastructure</b></div> <ul style="list-style-type: none"> <li>▪ Status of area agricultural infrastructure</li> <li>▪ Status of area supply lines</li> </ul>                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                        |



# Health and Medical

## COMPONENTS AND EEIS

| Medical Care                                                                                                                                                                                                                                                                                                                                                                        | Patient Movement                                                                                                                                                | Public Health                                                                                                                    | Fatality Management                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Status of acute medical care facilities (i.e. level 1 trauma center)</li> <li>Status of chronic medical care facilities (i.e. long term care centers)</li> <li>Status of primary care and behavioral health facilities</li> <li>Status of home health agencies</li> <li>Status of VA Health System resources in the affected area</li> </ul> | <ul style="list-style-type: none"> <li>Status of state and local EMS systems</li> <li>Active patient evacuations</li> <li>Future patient evacuations</li> </ul> | <ul style="list-style-type: none"> <li>Status of state and local health departments</li> <li>Public health advisories</li> </ul> | <ul style="list-style-type: none"> <li>Availability of mortuary and post-mortuary services</li> <li>Availability of transportation, storage and disposal resources</li> <li>Status of body recovery and processing</li> <li>Descendant's family assistance</li> </ul> |
| <b>Medical Industry</b>                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                 |                                                                                                                                  |                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>Status of pharmaceutical supply chain</li> </ul>                                                                                                                                                                                                                                                                                             |                                                                                                                                                                 |                                                                                                                                  |                                                                                                                                                                                                                                                                       |



# Energy (Power & Fuel)

## COMPONENTS AND EEIS

| Power (Grid)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Temporary Power                                                                                                                        | Fuel                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ Status of electrical power generation and distribution facilities</li> <li>▪ Number of people and locations without power</li> <li>▪ Estimated time to restoration of power</li> <li>▪ Number of electrically dependent persons (i.e. medical equipment or DAFN) affected</li> <li>▪ Status of nuclear power plants</li> <li>▪ Status of nuclear power plants within 10 miles</li> <li>▪ Status of natural gas and fuel pipelines in the affected area</li> </ul> | <ul style="list-style-type: none"> <li>▪ Status of critical facilities</li> <li>▪ Availability of temporary power resources</li> </ul> | <ul style="list-style-type: none"> <li>▪ Status of commercial fuel stations</li> <li>▪ Responder fuel availability</li> <li>▪ Status of critical fuel facilities</li> <li>▪ Status of fuel supply line</li> </ul> |





# Communications

## COMPONENTS AND EEIS

| Infrastructure                                                                                                                                                                                                                                      | Alerts, Warnings, and Messages                                                                                                                                                                                                                                                                           | 911 and Dispatch                                                                                                                                                                                                                                                              | Responder Communications                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>▪ Status of telecommunications service</li> <li>▪ Reliability of internet service</li> <li>▪ Reliability of cellular service</li> <li>▪ Requirements for radio/satellite communication capability</li> </ul> | <ul style="list-style-type: none"> <li>▪ Status of the emergency alert system (TV, radio, cable, cell)</li> <li>▪ Status of public safety radio communications</li> <li>▪ Options for dissemination of information to the whole community</li> <li>▪ External affairs and media communication</li> </ul> | <ul style="list-style-type: none"> <li>▪ Status of phone infrastructure and emergency line</li> <li>▪ Number of callers and availability of staff and facilities</li> <li>▪ Status of responder communications</li> <li>▪ Availability of communications equipment</li> </ul> | <ul style="list-style-type: none"> <li>▪ Status of EOC(s) and dispatcher communications</li> <li>▪ Availability of responder communications equipment</li> </ul> |



# Transportation

## COMPONENTS AND EEIS

### Highway/Roadway Motor Vehicle

- Status of major roads and highways
- Status of critical and non-critical bridges
- Status of maintenance and emergency repairs

### Mass Transit

- Status of public transit systems including underground rail, buses, and ferry services

### Railway

- Status of area railways and stations

### Aviation

- Status of area airports
- Status of incoming and outgoing flights

### Maritime

- Status of area waterways
- Status of area ports

### Pipeline

- Status of natural gas and fuel pipelines



# Hazardous Material

## COMPONENTS AND EEIS

| Facilities                                                                                                                                                                                                                                                                                         | Incident Debris, Pollutants, Contaminants                                                                                                                                                                                                                                                                                                                            | Conveyance                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>▪ Status of hazardous material facilities</li><li>▪ Amount, type, and containment procedures of hazardous materials</li><li>▪ Reported or suspected hazardous material/toxic release incidents</li><li>▪ Status of hazardous material supply chain</li></ul> | <ul style="list-style-type: none"><li>▪ Debris issues affecting the transportation system</li><li>▪ Status of debris clearance operations</li><li>▪ Reported or suspected hazardous material/toxic release incidents</li><li>▪ Actual or potential radiological or nuclear incidents</li><li>▪ Monitoring actions planned or underway for HAZMAT incidents</li></ul> | <ul style="list-style-type: none"><li>▪ Amount and type of hazardous material to remove</li><li>▪ Availability of resources to support conveyance</li><li>▪ Status of transportation, especially freight and pipeline</li></ul> |

# Incident Stabilization

The lifeline construct is used to focus response actions on incident stabilization; thus the expected outcome is to stabilize all lifelines

- **STABILIZATION** occurs when all requirements are anticipated, resourced, and managed and **basic lifeline services are provided to survivors**
- This differs from **RESTORATION** which implies a **permanence to re-established critical infrastructure**
- Stabilization is often achieved through **contingency response solutions** (e.g., power generators, emergency communications, sheltering, and emergency food and hydration efforts).
- **A stabilization target—the desired end-state of response**—for each lifeline is created during the deliberate planning process and modified on a per-incident basis to match incident circumstances
  - The target should be created collaboratively with key stakeholders, which may include Local response personnel, State response personnel, FEMA regional and/or national personnel, and other Federal response personnel.

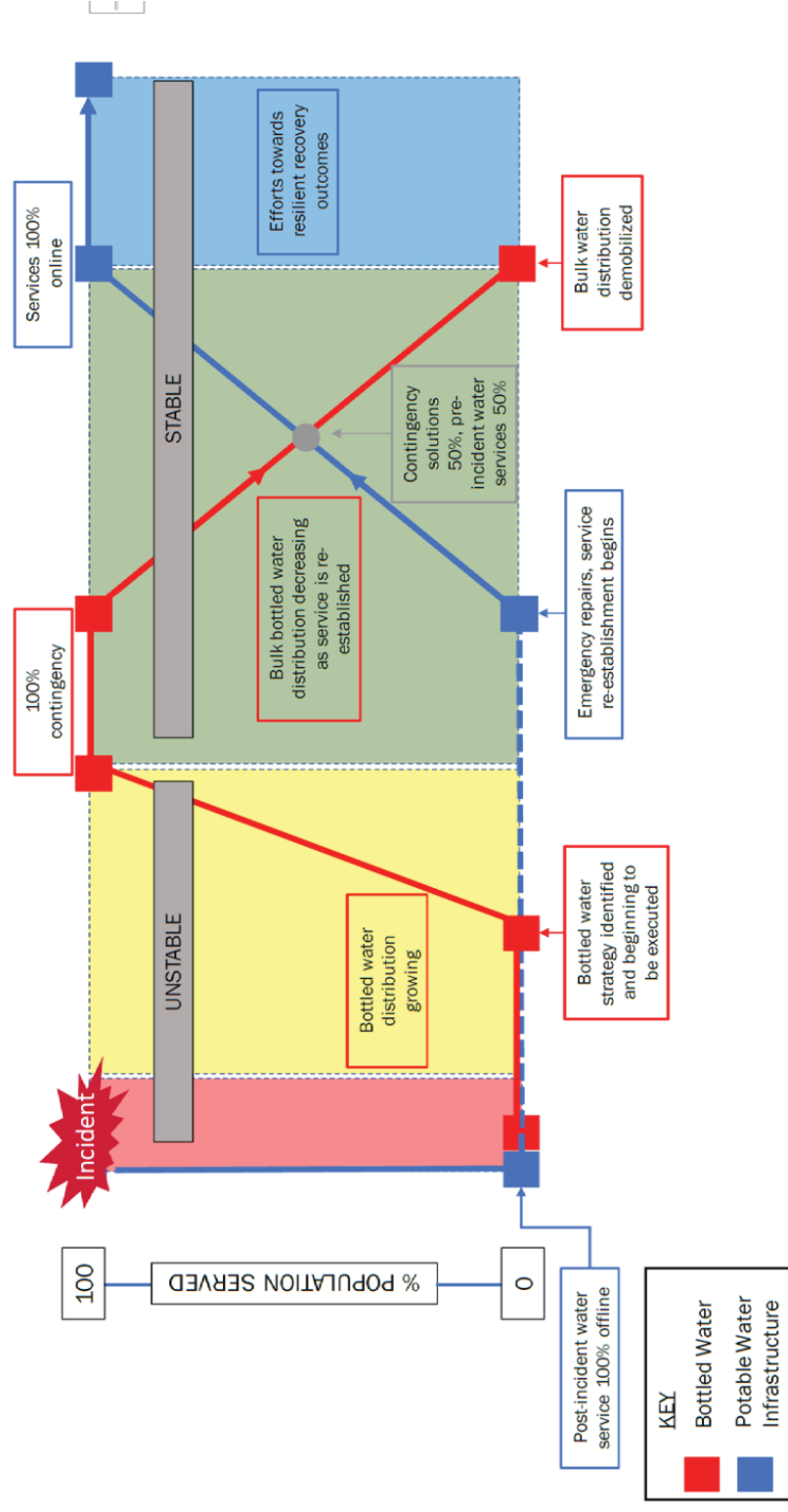
## STABILIZATION EXAMPLE

An incident destroys the cell towers in an area disrupting communications.

- **Stabilization** occurs when responders restore service through mobile cell sites (e.g., Cell on Wheels)
- **Restoration** occurs when the cell towers are rebuilt

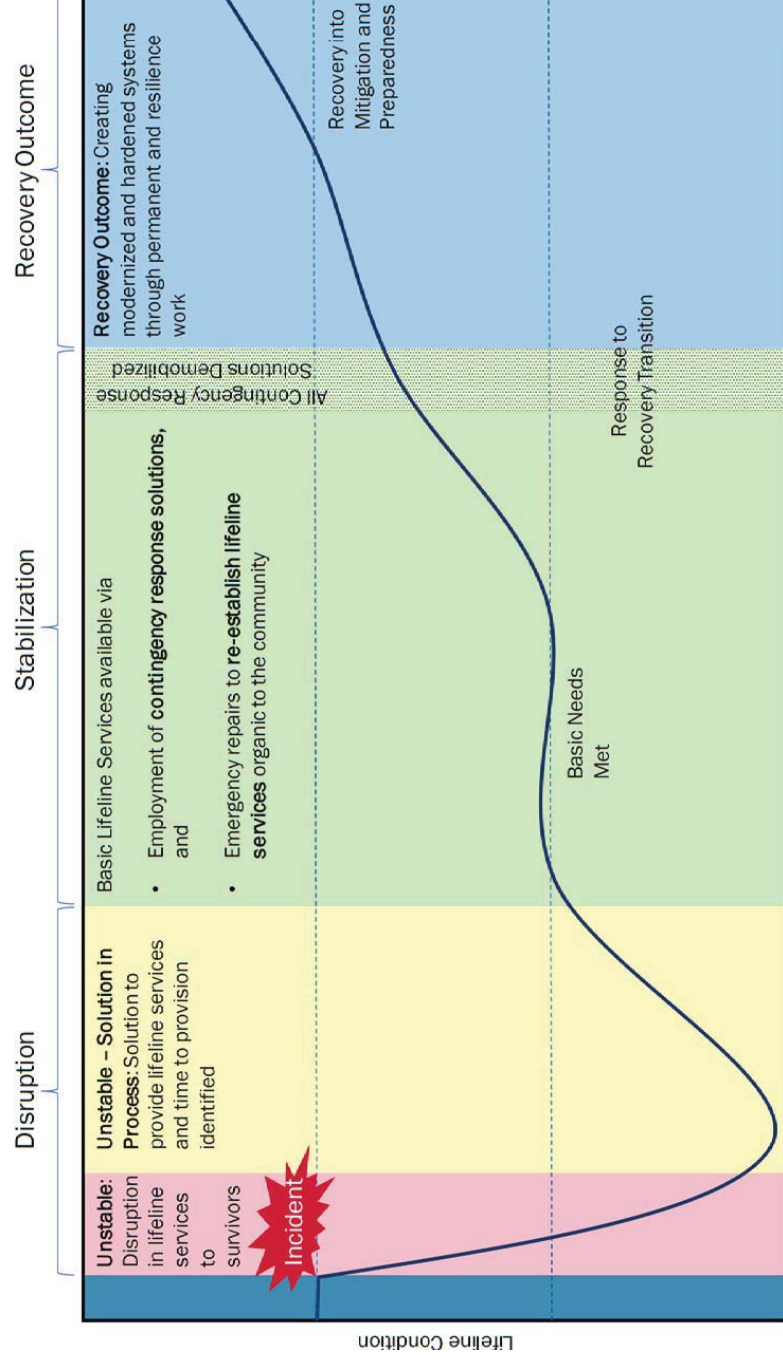
# Stabilizing Lifelines Using Contingency Resources

## Example of Food, Water, Shelter Lifeline Moving from Unstable to Stable



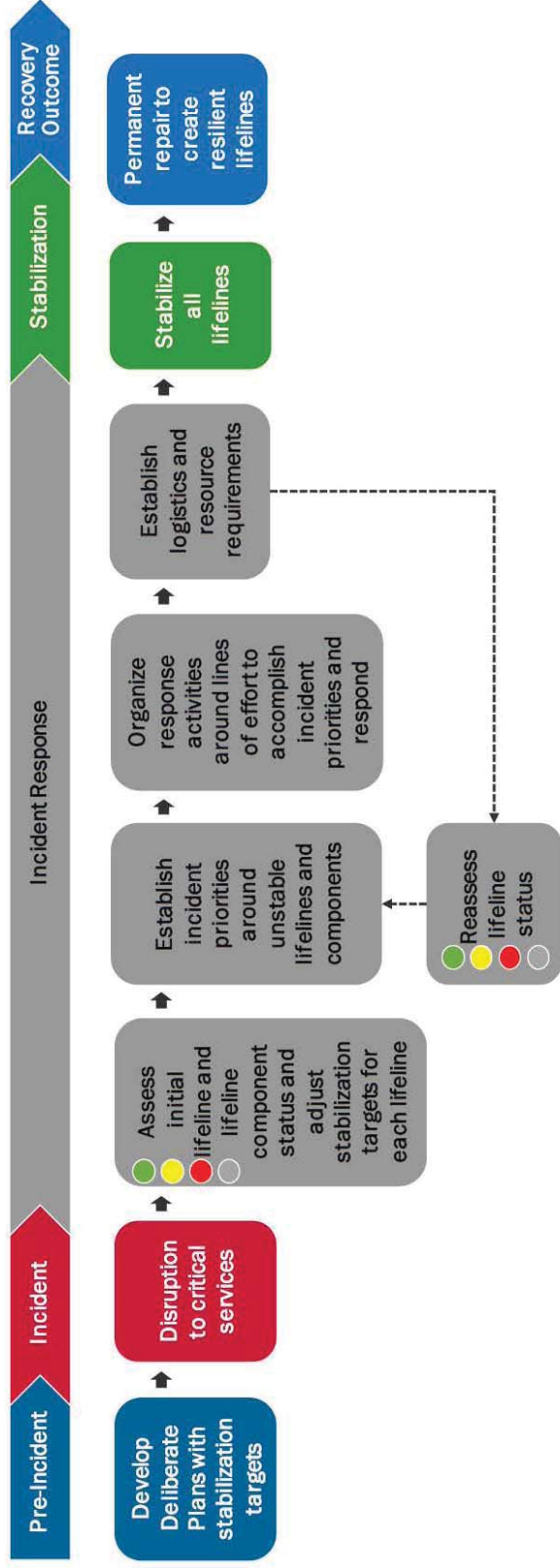
# Progression of Community Lifelines into Recovery

## Notional Progression of Community Lifeline Conditions Beyond Stabilization and into Recovery



# Lifelines Drive Response

Incident responders iteratively assess lifeline status, establish priorities, organize lines of effort, and respond until the incident is stabilized



# Determining Lifeline Status

Understanding projected or actual impacts to lifeline services at the beginning of an operation is the first step towards developing effective solutions and scoping operational requirements.

Applying the following questions and understanding the incident is critical in determining the status of a lifeline or component:

- Did the incident disrupt services to survivors provided by component capabilities?
- What is the extent of the disruption and impact on response and survivors?
- Has a solution to the disruption been identified?
- Has that solution been converted into a plan of action?
- Has that plan of action been resourced?
- Are there limiting factors that are preventing stabilization? To what extent are they limiting services?
- Have the services to survivors been stabilized?
- Have circumstances changed since the lifeline was last assessed?

**Reminder:** Lifeline conditions are assessed from the perspective of the **impacted community** and **individual disaster survivor** in terms of how services are received and the vulnerability of maintaining and sustaining their delivery.



# Analyzing Components


Lifelines must be assessed at the component level to understand what services are impacted by a disaster.

| CATEGORIES                                   | DESCRIPTION                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Component</b>                             | Identify the component.                                                                                                                                                                                                                                                                                                      |
| <b>Status</b><br>(What?)                     | Summarize the root cause(s) of disruption to lifeline services <ul style="list-style-type: none"> <li>• What is the status of the organic lifeline infrastructure in the area?</li> <li>• Have circumstances changed since the component was last assessed?</li> </ul>                                                       |
| <b>Impacts</b><br>(So What?)                 | Explain how the disruption to the delivery of services negatively affecting disaster survivors and disaster operations. What is the extent of the disruption? What and where are the impacted areas and how many disaster survivors are affected?                                                                            |
| <b>Actions</b><br>(Now What?)                | Describe the actions that are being taken to stabilize and re-establish the disrupted services. <ul style="list-style-type: none"> <li>• Has a solution to the disruption been identified? If so, has that solution been converted into a plan of action? Has that plan of action been resourced and implemented?</li> </ul> |
| <b>Limiting Factors</b><br>(What's the Gap?) | Are there limiting factors preventing stabilization or re-establishment of lifeline services? If so, what are they? What solutions are needed?                                                                                                                                                                               |
| <b>ETA to Condition Change</b><br>(When?)    | Provide estimated timeframe for when a change in condition is expected. When is it anticipated that the survivors will receive the services?                                                                                                                                                                                 |

# Example Component Analysis



## Transportation

| Categories                             |                                                                                                                            | Status |
|----------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Component</b>                       | Mass Transit <br>Key Element: Bus Service |        |
| <b>Status</b>                          | Roadways are blocked                                                                                                       |        |
| <b>Impacts</b>                         | 100,000 survivors have no access to Public Transportation and emergency support services                                   |        |
| <b>Actions</b>                         | U.S. Army Corps of Engineers assigned to supplement state and local route clearance and debris removal efforts.            |        |
| <b>Limiting Factors</b>                | Resources                                                                                                                  |        |
| <b>Estimated Time to Stabilization</b> | One Week                                                                                                                   |        |

# Assessing Lifelines

- The objective of assessing lifelines during an incident is to develop a time-stamped impact statement that succinctly summarizes the status of the lifeline
  - Identifies actionable root causes
  - Comprised of the lifeline component analysis, context, and status
- Impact statement combining component analysis for the Transportation lifeline:



**Transportation [RED] (as of 0700 on 12/03/2018):**

**Impact Statement:** Critical Facilities do not have dependable power, survivors do not have access to Public Transportation for evacuation and commodities deliveries are impaired due to debris blocked roadways for fuel delivery and commuter routes, runway damage, railway communication issues and ports being assessed. Roadways, Mass Transit, and Maritime components are declining.

# Colors Indicate Lifeline or Component Status

## **Stable: Green**

- Minimal or no disruption in services to survivors
- *Note: Green components may still be severely impacted*

## **Stabilizing: Yellow**

- Disruption to services provided by component capabilities is causing limited impacts to response efforts and survivors
- A solution to the disruption has been identified, and has it been converted into a plan of action, resourced, and implemented
- Limiting factors may inhibit response

## **Unstable: Red**

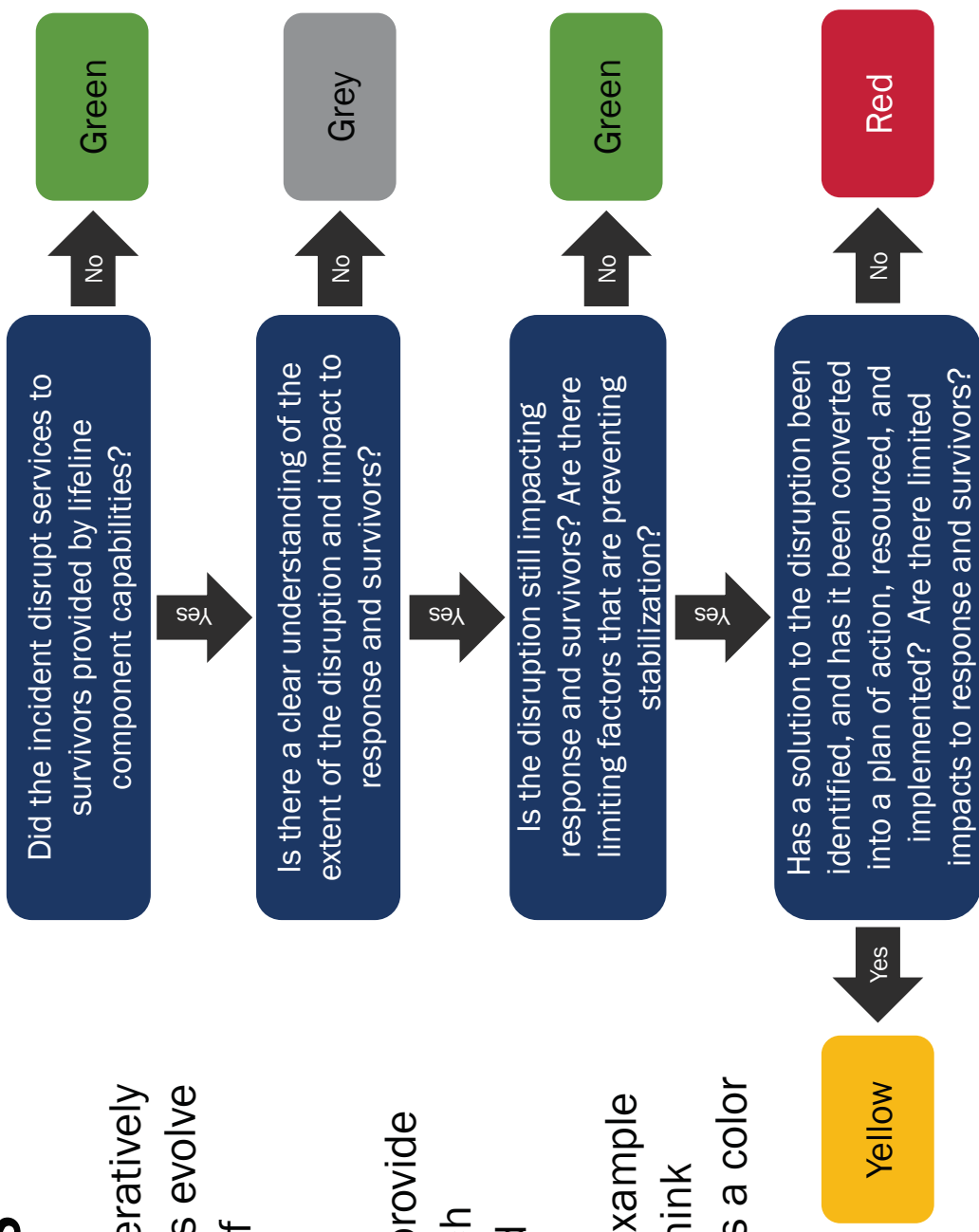
- Disruption to services provided by component capabilities is causing significant impacts to response efforts and survivors
- Requirements and solutions are not identified and/or there is no plan to deliver the solutions
- Significant limiting factors may inhibit response

## **Unknown: Grey**

- Impacts are unknown and/or extent of situation or necessary response is unknown

# Assigning a Status

- Assign lifeline statuses iteratively as incident circumstances evolve and through the course of response operations
- Stabilization targets will provide the baseline against which lifelines can be compared
- The flowchart shows an example of how responders may think through assigning lifelines a color status



# Pop Quiz

The following are **example lifeline and component conditions**.

What **color classification** would you assign?

1. Disrupted with no solution identified.
2. Disrupted, but a plan exists and a known time to resolution is identified.
3. Stabilized by contingency response solutions.
4. Re-established by emergency repairs to organic lifeline service providers, enabling ongoing efforts to focus on resilient recovery outcomes.



# Determining Outcomes

As mentioned previously, **stabilization targets—the desired end-state of response—for each lifeline is created during the deliberate planning process and modified on a per-incident basis to match incident circumstances.**

- Understanding our stabilization targets helps to determine when we have successfully stabilized the lifeline.
- What does it mean for basic services to be available?

You tell me???



# Example Status Designations

*Below are example analyses for the Food, Water, Sheltering lifeline and corresponding color statuses for each.*



| Status        | Example                                                                                                                                                                                                                                                                                    |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Green</b>  | Hazardous material spills caused by the incident made local water unpotable. The distribution of pallets of water to affected communities is sufficient to cause no impact to survivors.                                                                                                   |
| <b>Yellow</b> | Hazardous material spills caused by the incident made local water unpotable. Pallets of water bottles are onsite, however disruption to local roadways means distribution is challenging. Field Leadership has authorized helicopters to carry pallets to unreachable communities.         |
| <b>Red</b>    | Hazardous material spills caused by the incident made local water unpotable. Disruptions to local roadways means difficulty in distribution. Downed public messaging systems means the response is unable to communicate water hazards and bottled water distribution points to survivors. |
| <b>Grey</b>   | Unconfirmed reports by survivors have indicated the drinking water has a strange taste. Specialists are currently testing the water, but there is no further information at this time.                                                                                                     |



## Example Status Designations (cont.)

A volcanic eruption left energy infrastructure intact, therefore the lifeline's status was assigned as stable (green). However, 72 hours after the incident, a lava flow is projected to impact the local power plant.



| Status        | Example                                                                                                                                                                                                                                                 |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Grey</b>   | A volcanic eruption has created a lava flow on a projected collision course with the local power plant. If it follows that path, an evacuation order is expected at 0700 tomorrow morning, causing indeterminate impacts to the accessibility of power. |
| <b>Red</b>    | Lava flow towards the region's power plant caused the plant to be evacuated and operations suspended. Temporary generators are being used to power the Emergency Operations Center and one hospital, but the rest of the grid is powerless.             |
| <b>Yellow</b> | Lava flow towards the region's power plant caused the plant to be evacuated and operations suspended. Temporary generators are being setup to resume service, but 3,000 homes remain without power.                                                     |
| <b>Green</b>  | Lava flow towards the region's power plant caused the plant to be evacuated and operations suspended. Temporary generators and out-of-region power plants are providing sufficient energy to cause no disruption of services                            |

# Section II: Implementation of Lifelines

## FEMA's Implementation of Lifelines

FEMA incorporates community lifelines into its planning and reporting products. This section provides an overview and examples of how the lifelines have been implemented to date.

### Planning products include:

- All Hazards Plans
- Incident Action Plan
- Stabilization Problem Frame  
(part of the *IMATs Planning Support products*)

### Reporting products include:

- ICS Form 209L
- ICS Form 202
- Senior Leadership Brief

# Plans and Reporting

Lifelines reporting aims to provide situational awareness for:

- Taking a strategic approach to Incident Management and Incident Support
- Executing lines of effort to achieve lifeline stabilization
- Establishing a concept of logistics support

It also provides guidance for and informs:

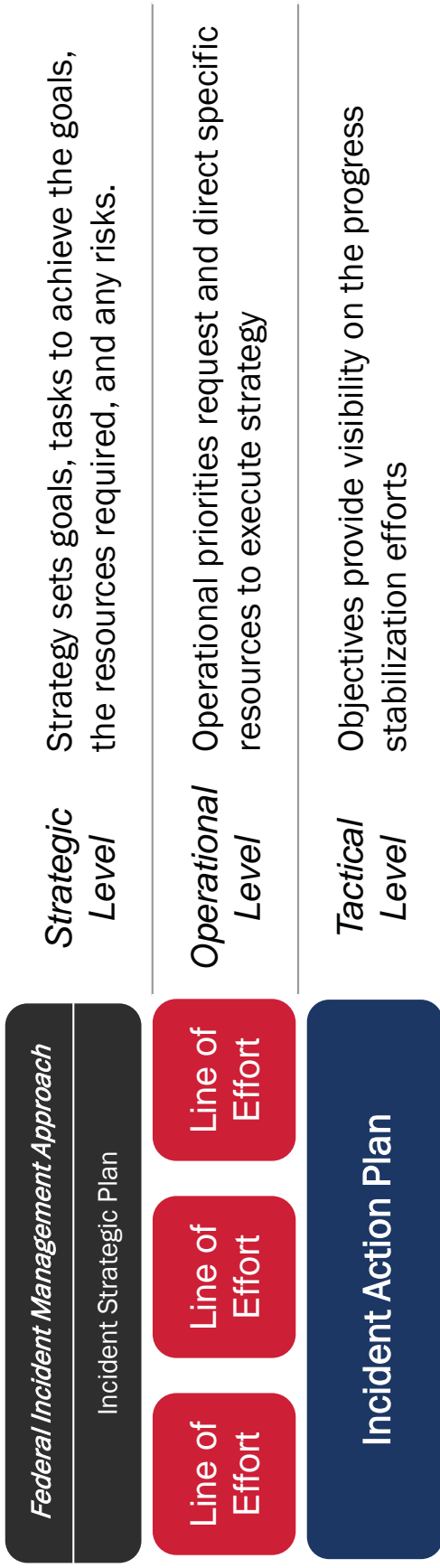
- Incident Management and Incident Support resource deployment decisions (e.g., contracts, RRFs, Mission Assignments, and FEMA personnel requests)
- Establishment of Incident Management Task Forces and Incident Support Crisis Action Planning Teams
  - Builds in metrics for internal performance and metrics for effectiveness
- Development of Incident Management objectives

# Planning

Planners are integrating the lifelines concept into the following planning functions:

- **Future Planning:** Incorporate lifeline concept into deliberate planning products; including defined stabilization targets for each lifeline
- **Incident Action Planning:** Analyze impacts to the various lifelines and develop priority focus areas for each operational period. Support the development of strategy, operational priorities, and objectives

*Lifelines enables the measurement of planning efforts at all levels*



# Lifelines and Future Planning

- The Governor’s Office and Unified Coordination Group sets **Strategic Priorities**: Life Safety, Incident Stabilization, and Property Protection
- **Lifelines = Operational Priorities** that drive the identification of **Lines of Effort for Incident Stabilization**
- Lifelines will include multiple **Lines of Effort**: A mechanism to link multiple tasks with goal-oriented objectives that focus efforts toward achieving an end state.

*Example:* Energy Lifeline may include three distinct Lines of Effort – Temporary Emergency Power, Power Restoration and Fuel Distribution

*Example:* Food, Water & Shelter Lifeline may include two distinct Lines of Effort – Sheltering and Commodity Distribution

- Lines of Effort can require the establishment of **High-Priority Task Forces** for exceptionally complex problems
- High-Priority Task Forces may be supported by a Future Operations Planner and/or Analyst to aid in the articulation of a **Strategy (ends, ways, and means)** using the “**Stabilization O**” as the planning methodology

## Lifelines and Incident Action Planning

- Lines of Effort drive the development of Incident Objectives in the Incident Action Plan (IAP) ICS Form 202
- Incident Objectives are associated with one or more Operational Priorities / Lifelines
- Associated lifelines are articulated at the end of an objective
- Objective numbering should follow the IAP Guide 2nd Edition

### Example: Temporary Emergency Power Line of Effort

Objective 1a. Provide Temporary Emergency Power to prioritized critical facilities. (Energy)

Objective 1b. Provide Temporary Emergency Power to Level 1 Trauma Centers and 911 Public Safety Answering Points. (Energy, Communications, Health and Medical)

Objective 1c. Retrograde all federally provided generators by [Date]. (Energy)



Over Time

# Lifelines Reporting at the Incident Level: ICS 209L

## From IM Planners to IM/IS Levels:

IM Planners will only begin creating and distributing an Incident Status Summary ICS 209L (Situation Report) once the Regional RRCC deactivates and is no longer distributing their Situation Report. The 209L is a re-organized 209A and is outlined by Lifelines and Unified Recovery Outcomes.

Incident Status Summary ICS 209L  
Situation Report  
[Insert name]  
New or Disb

1. Report Num: [ ]

2. Incident Name: [ ]

3. Date of Incident: [ ]

4. Date Prepared: [ ]

5. Type of Incident: [ ]

6. Location/Map of Incident: [ ]

7. Declaration History: [ ]

8. Incident Background: [ ]

9. Date Issued: [ ]

10. Distribution: [ ]

11. Remarks: [ ]

12. Current Summary: [ ]

13. Incident Stabilization/Lifelines: [ ]

14. Food, Water, Shelter: [ ]

15. Health and Medical: [ ]

16. Energy: [ ]

17. Communications: [ ]

18. Transportation: [ ]

19. Hazardous Waste: [ ]

20. Unified Recovery Outcomes: [ ]

21. Infrastructure: [ ]

22. Housing: [ ]

23. Health and Social Services: [ ]

24. Community Planning and Capacity Building: [ ]

25. Economic Recovery: [ ]

26. Community Resilience: [ ]

27. Natural and Cultural Resources: [ ]

10. [ ]

**INCIDENT STABILIZATION/LIFELINES**

**Administrative**

9. Significant Impacting Weather in the current O Period: [ ]

10. Threats or Disruptive to Infrastructure, Significant: [ ]

11. Critical Resource Shortfalls: [ ]

12. Critical Limiting Factors: [ ]

**13. Lifelines - Safety and Security:**

- Government Services (Source, Date)
  - o Accidents: [ ]
  - o RRCC (Track, Hours) [ ]
  - o NRECC (Vet, Hours) [ ]
  - o County Governments (in counties) [ ]
  - o Schools/Universities (in population impacted) [ ]
- Protective Measures (Source, Date)
  - o Personal Impacts/Threats to Human Life: (Public Infrastructure, Population) [ ]
  - o Structures Destroyed [ ]
  - o Structures Damaged [ ]
  - o Search and Rescue (Source, Date)
    - USAC: [ ]
    - Field Rescue/Evacuations: [ ]
    - Air Operations: [ ]
    - Air Operations: [ ]
    - Search: [ ]
- Law Enforcement and Security (Source, Date)
  - o Evacuations: [ ]
  - o Voluntary (in counties) [ ]
  - o Voluntary (in counties) [ ]
  - o ESF, supported by ESF 13: [ ]
- Fire Services (Source, Date)
  - Areas based: [ ]
  - Type of equipment: [ ]
  - Staffing: [ ]
- Law Enforcement, Food, Water, and Shelter: [ ]
- Actions: [ ]
- Water (Source, Date)
  - Facilities of concern (Name, Location, Type) [ ]
  - Impacts: [ ]
  - Assumptions: (omit/del, remaining) [ ]

Template Updated: 11/13/2019



# Lifelines Reporting for Incident Objectives: ICS 202

ICS 202 describes the basic incident strategy, incident objectives, end state, priorities, resourcing considerations, and limiting factors. The ICS 202 is completed by the Planning Section to prepare the Incident Action Plan (IAP).

| Principal                                       |                         | Damage Assessment          |                           | ICS Form 202 Objective: [#] |                         |
|-------------------------------------------------|-------------------------|----------------------------|---------------------------|-----------------------------|-------------------------|
| FEMA IA/PA                                      |                         | [Name]                     | [Email]                   | [Phone]                     |                         |
| Current State                                   | Intermediate Objectives |                            | Completed                 | In-Progress                 | Not-Yet-Started         |
|                                                 | AOI Determined          | Remote Sensing Conducted   | Damage Estimates Complete | PDA Teams Deployed          | Disaster impacts known. |
| Joint PDAs for IA and/or PA programs requested. |                         |                            |                           |                             |                         |
| Situational Assessment                          |                         |                            | Resourcing                |                             |                         |
| Intermediate Objective                          | Key Indicator           | Type                       | Identifier                |                             |                         |
| [Objective]                                     | [Insert]                | [MA/Contract/FEMA Program] | [Insert]                  |                             |                         |
| Non-Resource Limiting Factors                   |                         |                            | Resource Shortfalls       |                             |                         |
| Factor                                          | Mitigating Measure(s)   | Resource                   | Mitigating Measure(s)     |                             |                         |
| [Factor]                                        | [Insert]                | [Resource]                 | [Insert]                  |                             |                         |
|                                                 |                         |                            |                           |                             |                         |
|                                                 |                         |                            |                           |                             |                         |
|                                                 |                         |                            |                           |                             |                         |
|                                                 |                         |                            |                           |                             |                         |

# Section III: Icons and Templates

# Senior Leadership Brief Template

The Senior Leader Brief can be used to report on the status of lifelines and their components to decision-makers with successive tiers of detail.

**FEMA**  
 Current Situation  
 The current situation for this hazard is: **\_\_\_\_\_**  
 The incident occurred on: **\_\_\_\_\_**  
 The incident occurred in the following emergency and major declarations: **\_\_\_\_\_**

**Senior Leadership Brief –**  
 Incident Name: **\_\_\_\_\_**  
 Date (Time/Zone): **\_\_\_\_\_**  
 Region: **??**

| Safety and Security                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |    | Food, Water, Sheltering |    | Health and Medical |    | Energy                                                                                                                                                                       |    | Communications |    | Transportation |    | Hazardous Waste                                             |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------|----|--------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------|----|----------------|----|-------------------------------------------------------------|----|
| GA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | AL | FL                      | GA | AL                 | FL | GA                                                                                                                                                                           | AL | FL             | GA | AL             | FL | GA                                                          | AL |
| <b>Lifelines: Impacts and Actions</b><br>• All updates to all impacted areas or networks in the ERMA<br>• Remember only top level BLUE info goes here. If it doesn't sound logical to you or it begs the question, do what? remember to ask the 5 why's. Also: do what? what? & how what?<br>• 128 State Troopers deployed to support traffic control                                                                                                                                                                                      |    |                         |    |                    |    | <b>Lifelines: Impacts and Actions</b><br>• U.S. Department of Energy (DOE) reports 307,000 customer outages<br>• Energy systems without fuel (including 20% Nevada's system) |    |                |    |                |    | • Cellular networks impacted areas are 96-98% available     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |    |                         |    |                    |    |                                                                                                                                                                              |    |                |    |                |    | • Of 15 chemical facilities, 12 operational and 3 shut down |    |
| <b>Key Updates</b><br>FEMA Region IV: Region IV IBCCC at Level 7<br>FEMA HQ: IBCCC at Level 7 (24/7)<br>FEMA Region 8: (Noted Additional Coverage for State of Emergency (Alabama, FL, SC, Level 1 Full Activation); Governor declared a State of Emergency for 25 counties. ERCC Level 1 for the following counties: Baldwin, Calhoun, Choctawhatchee, Conecuh, Escambia, Gulf, Liberty, Madison, Mobile, Oklawaha, Santa Rosa, and Wilcox. State of Emergency in place for FL, AL, and SC.<br>FEMA Region 10: Region IV IBCCC at Level 7 |    |                         |    |                    |    |                                                                                                                                                                              |    |                |    |                |    |                                                             |    |

# Incident Status Summary ICS 209L Template

The 209L is a re-organized 209A and is outlined by Lifelines and Unified Recovery Outcomes.

Incident Status Summary ICS 209L  
Situation Report  
New or Re-Organized

3. Date Prepared: [Date]

4. Report No: [ID]

|                                                                                                                                 |                                    |                          |                    |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------------------------|--------------------|
| 1. Incident Name                                                                                                                | 2. Information as of: [Date, Time] | 3. Date Prepared: [Date] | 4. Report No: [ID] |
| 6. Location/Type of Incident: [Insert here]                                                                                     |                                    |                          |                    |
| Individual Assistance: [insert counties]                                                                                        |                                    |                          |                    |
| Public Assistance: [insert counties]                                                                                            |                                    |                          |                    |
| Hazard Mitigation: Statewide                                                                                                    |                                    |                          |                    |
| Incident Background: [insert incident overview, and to be changed]                                                              |                                    |                          |                    |
| 7. Description, History, Incident Period, Pre-Event, Post-Event                                                                 |                                    |                          |                    |
| 8. Comments                                                                                                                     |                                    |                          |                    |
| 9. Current Situation, Incident Status, Incident Stabilization, Lifelines Safety and Security: [overview of status of lifelines] |                                    |                          |                    |
| Food, Water, Shelter: [overview of status of lifelines]                                                                         |                                    |                          |                    |
| Health and Medical: [overview of status of lifelines]                                                                           |                                    |                          |                    |
| Energy: [overview of status of lifelines]                                                                                       |                                    |                          |                    |
| Communications: [overview of status of lifelines]                                                                               |                                    |                          |                    |
| Transportation: [overview of status of lifelines]                                                                               |                                    |                          |                    |
| Hazardous Waste: [overview of status of lifelines]                                                                              |                                    |                          |                    |
| Unified Recovery Outcomes                                                                                                       |                                    |                          |                    |
| Infrastructure: [overview of status of recovery outcome]                                                                        |                                    |                          |                    |
| Housing: [overview of status of recovery outcome]                                                                               |                                    |                          |                    |
| Health and Social Services: [overview of status of recovery outcome]                                                            |                                    |                          |                    |
| Community Planning and Capacity Building: [overview of status of recovery outcome]                                              |                                    |                          |                    |
| Economic Recovery: [overview of status of recovery outcome]                                                                     |                                    |                          |                    |
| Community Resilience: [overview of status of recovery outcome]                                                                  |                                    |                          |                    |
| Natural and Cultural Resources: [overview of status of recovery outcome]                                                        |                                    |                          |                    |

DR-209A-ST

10. Administrative  
[Insert ICS 209L incident number]

11. Significant Damages, Incidents in the Incident, Critical Incidents

12. Critical Resource Shortfalls

13. Critical Lifeline Failures

14. Lifelines, Safety and Security

15. Government Services (Source, Date)

- Activations
- SEDAC: [insert buses]
- NRC: [insert buses]
- NRC: [insert buses]
- Closures:
  - County Government: [insert counties]
  - Schools: [insert counties]

16. Protective Measures (Source, Date)

- Potential Impacts/Threats to Human Life: [Public Infrastructure, Population]
- Impacts:
  - Structures Destroyed
  - Structures Damaged

17. Search and Rescue (Source, Date)

- USAR:
  - Total Resources/Excavations
  - Probed Areas
- Air Operations
- Other Resources/Excavations
- Staffing

18. Law Enforcement and Security (Source, Date)

- ESW:
  - Mandatory: [insert counties]
  - Voluntary: [insert counties]
- ESW supported by ESW 13
- Aerial Support
- Aerial Support
- ESW of full containment
- ESW of full containment

19. Lifelines, Food, Water, and Shelter

- Activations
- Facilities of Concern: [Status, Location, Type]
- Impacts:
  - Assessments: [completed, remaining]

DR-209A-ST

11. Community Water Systems (CWS)

| System                | # Systems | Populations Served | Non-Community Water System # Systems | Population Served |
|-----------------------|-----------|--------------------|--------------------------------------|-------------------|
| Operational           |           |                    |                                      |                   |
| Partially Operational |           |                    |                                      |                   |
| Non-Operational       |           |                    |                                      |                   |
| Under Construction    |           |                    |                                      |                   |
| Other                 |           |                    |                                      |                   |

12. Sheltering (Source, Date)

- Open: [insert type]
- Population:

13. Commodities (Source, Date)

| Commodity | Quantity Released to State |
|-----------|----------------------------|
| Meals     |                            |
| Water     |                            |
| Blankets  |                            |
| Other     |                            |

14. Lifelines - Health and Medical

15. Medical Care (Source, Date)

| Facility                    | # Evacuated/Closed | ED Only | On Gen Power |
|-----------------------------|--------------------|---------|--------------|
| Emergency Room              |                    |         |              |
| Nurse Stations              |                    |         |              |
| Assisted Living Facilities  |                    |         |              |
| Other Healthcare Facilities |                    |         |              |
| Pharmacies                  |                    |         |              |
| Other                       |                    |         |              |

16. Facility Management (Source, Date)

- Facilities: [insert counties]
- Active:
- Active:

17. Public Health (Source, Date)

- Active:

18. Lifelines - Energy (Power and Fuel)

19. Grid Power (Source, Date)

- Power Plants of Concern: [Status, Location, Type]
- Gas stations closed: [insert counties]
- Fuel Missions:

20. Temporary Power

- Concern: [critical public facilities without power or temp power type, location, assessment needed, etc.]
- Generation facilities: [insert counties]
- Generation De-stalbed

DR-209A-ST

11. Administrative

12. Critical Resource Shortfalls

13. Critical Lifeline Failures

14. Lifelines, Safety and Security

15. Government Services (Source, Date)

- Activations
- SEDAC: [insert buses]
- NRC: [insert buses]
- NRC: [insert buses]
- Closures:
  - County Government: [insert counties]
  - Schools: [insert counties]

16. Protective Measures (Source, Date)

- Potential Impacts/Threats to Human Life: [Public Infrastructure, Population]
- Impacts:
  - Structures Destroyed
  - Structures Damaged

17. Search and Rescue (Source, Date)

- USAR:
  - Total Resources/Excavations
  - Probed Areas
- Air Operations
- Other Resources/Excavations
- Staffing

18. Law Enforcement and Security (Source, Date)

- ESW:
  - Mandatory: [insert counties]
  - Voluntary: [insert counties]
- ESW supported by ESW 13
- Aerial Support
- Aerial Support
- ESW of full containment
- ESW of full containment

19. Lifelines, Food, Water, and Shelter

- Activations
- Facilities of Concern: [Status, Location, Type]
- Impacts:
  - Assessments: [completed, remaining]

DR-209A-ST

11. Community Water Systems (CWS)

| System                | # Systems | Populations Served | Non-Community Water System # Systems | Population Served |
|-----------------------|-----------|--------------------|--------------------------------------|-------------------|
| Operational           |           |                    |                                      |                   |
| Partially Operational |           |                    |                                      |                   |
| Non-Operational       |           |                    |                                      |                   |
| Under Construction    |           |                    |                                      |                   |
| Other                 |           |                    |                                      |                   |

12. Sheltering (Source, Date)

- Open: [insert type]
- Population:

13. Commodities (Source, Date)

| Commodity | Quantity Released to State |
|-----------|----------------------------|
| Meals     |                            |
| Water     |                            |
| Blankets  |                            |
| Other     |                            |

14. Lifelines - Health and Medical

15. Medical Care (Source, Date)

| Facility                    | # Evacuated/Closed | ED Only | On Gen Power |
|-----------------------------|--------------------|---------|--------------|
| Emergency Room              |                    |         |              |
| Nurse Stations              |                    |         |              |
| Assisted Living Facilities  |                    |         |              |
| Other Healthcare Facilities |                    |         |              |
| Pharmacies                  |                    |         |              |
| Other                       |                    |         |              |

16. Facility Management (Source, Date)

- Facilities: [insert counties]
- Active:
- Active:

17. Public Health (Source, Date)

- Active:

18. Lifelines - Energy (Power and Fuel)

19. Grid Power (Source, Date)

- Power Plants of Concern: [Status, Location, Type]
- Gas stations closed: [insert counties]
- Fuel Missions:

20. Temporary Power

- Concern: [critical public facilities without power or temp power type, location, assessment needed, etc.]
- Generation facilities: [insert counties]
- Generation De-stalbed

DR-209A-ST

11. Administrative

12. Critical Resource Shortfalls

13. Critical Lifeline Failures

14. Lifelines, Safety and Security

15. Government Services (Source, Date)

- Activations
- SEDAC: [insert buses]
- NRC: [insert buses]
- NRC: [insert buses]
- Closures:
  - County Government: [insert counties]
  - Schools: [insert counties]

16. Protective Measures (Source, Date)

- Potential Impacts/Threats to Human Life: [Public Infrastructure, Population]
- Impacts:
  - Structures Destroyed
  - Structures Damaged

17. Search and Rescue (Source, Date)

- USAR:
  - Total Resources/Excavations
  - Probed Areas
- Air Operations
- Other Resources/Excavations
- Staffing

18. Law Enforcement and Security (Source, Date)

- ESW:
  - Mandatory: [insert counties]
  - Voluntary: [insert counties]
- ESW supported by ESW 13
- Aerial Support
- Aerial Support
- ESW of full containment
- ESW of full containment

19. Lifelines, Food, Water, and Shelter

- Activations
- Facilities of Concern: [Status, Location, Type]
- Impacts:
  - Assessments: [completed, remaining]

DR-209A-ST

11. Community Water Systems (CWS)

| System                | # Systems | Populations Served | Non-Community Water System # Systems | Population Served |
|-----------------------|-----------|--------------------|--------------------------------------|-------------------|
| Operational           |           |                    |                                      |                   |
| Partially Operational |           |                    |                                      |                   |
| Non-Operational       |           |                    |                                      |                   |
| Under Construction    |           |                    |                                      |                   |
| Other                 |           |                    |                                      |                   |

12. Sheltering (Source, Date)

- Open: [insert type]
- Population:

13. Commodities (Source, Date)

| Commodity | Quantity Released to State |
|-----------|----------------------------|
| Meals     |                            |
| Water     |                            |
| Blankets  |                            |
| Other     |                            |

14. Lifelines - Health and Medical

15. Medical Care (Source, Date)

| Facility                    | # Evacuated/Closed | ED Only | On Gen Power |
|-----------------------------|--------------------|---------|--------------|
| Emergency Room              |                    |         |              |
| Nurse Stations              |                    |         |              |
| Assisted Living Facilities  |                    |         |              |
| Other Healthcare Facilities |                    |         |              |
| Pharmacies                  |                    |         |              |
| Other                       |                    |         |              |

16. Facility Management (Source, Date)

- Facilities: [insert counties]
- Active:
- Active:

17. Public Health (Source, Date)

- Active:

18. Lifelines - Energy (Power and Fuel)

19. Grid Power (Source, Date)

- Power Plants of Concern: [Status, Location, Type]
- Gas stations closed: [insert counties]
- Fuel Missions:

20. Temporary Power

- Concern: [critical public facilities without power or temp power type, location, assessment needed, etc.]
- Generation facilities: [insert counties]
- Generation De-stalbed

Template Updated: 11/15/2018

# Planning Support Template

The National IMAT Planning Support Template is a product from the initial IMAT Meeting at the end of the ICS Planning “P” that is continued to be modified if a Strategy Meeting is implemented as part of the Operations “O”.

It is comprised of five main sections:

- Problem Framing
- Lines of Effort
- Concept of Logistics Support
- Area of Operations
- Senior Leader Decisions

The image displays four overlapping sections of the FEMA Planning Support Template:

- Top Left:** A screenshot of the 'Damage Assessment' tool interface, showing a 'Current View' with a 'Status' of 'Ready' and a 'Progress' bar. It includes a 'Map' and a 'Data' table with columns for 'Area ID', 'Area Name', 'Area Type', and 'Area Status'.
- Top Right:** A header section titled '[Incident/Scenario] Federal Incident Management Approach' with a FEMA logo and the text 'MMDDYY HHMM TZ (Updated Every XX Hours)'. Below it is a 'Damage Assessment' tool interface.
- Middle Left:** A header section titled '[Incident/Scenario] [Function/Task Force/Line of Effort] Incident Management Strategy' with a FEMA logo and the text 'MMDDYYYY XXXX TZ'. Below it is a table with columns for 'Function/Task Force/Line of Effort' and 'Status'.
- Middle Right:** A header section titled '[Incident/Scenario] Interdependencies' with a FEMA logo and the text 'MMDDYYYY XXXX TZ'. Below it is a table with columns for 'Function/Task Force/Line of Effort' and 'Status'.
- Bottom Left:** A header section titled '[Incident/Scenario] Limiting Factors' with a FEMA logo and the text 'MMDDYYYY XXXX TZ'. Below it is a table with columns for 'Function/Task Force/Line of Effort' and 'Status'.



FEMIA



## Appendix F: State Agency Liaisons

- General SEOC information
- 2019 Training Program

### **State Emergency Operations Center General Information**

#### Logistics Support and Resource Requirements

- Arrival and Parking

The internal Logistics Chief will ensure that Capitol Police, Armory Security, and the Military Department's Joint Operations Center are notified that there is an activation of the SEOC. Parking may be available in the Legislative Office Building (LOB) parking garage as directed.

Do not park in assigned spots around the Armory or in the LOB Garage unless directed to do so. Cars will be ticketed or towed at the discretion of the Capitol Police.

- Checking In & Security
  - a. SEOC Representatives/Staff

Upon entering the main door of the State Armory SEOC representatives MUST show identification.

**No one shall enter the SEOC during activation without proper identification.** If any individual does not have I.D., that individual shall not be admitted unless approved by the State Emergency Management Director or designee.

- All personnel will sign in at time of arrival, and sign out when leaving. Internal Logistics section staff maintains an accurate attendance list at all times.

All SEOC representatives should report to the MAC Coordinator and sign in on the white board, as appropriate.

- **Media Center Security**

All media personnel will be directed to the Joint Media Center to sign in and receive Media Security Badges, as appropriate.

**No media personnel are allowed into the SEOC without permission from the DESPP/DEMHS Public Information Officer (PIO).** All media must be escorted if given permission to enter the SEOC.

- **Meals**  
Meals at the SEOC cannot be guaranteed due to the nature of any activation. Any meals provided will be “en masse” for the group. If you have any specific dietary requirements, we recommend you be prepared to provide your own food. A refrigerator is available for use. The Internal Logistics Section may designate meal times, etc. Depending on the severity of the emergency or disaster, the Officers Club may be available for meals. You may want to bring bottled water for your use. Please note that there is no food or drink permitted in the SEOC at any time. Please use the designated break area.
  
- **Sleeping Accommodations**  
There are currently no permanent sleeping accommodations. You may wish to bring a sleeping bag and pillow if you anticipate that your shift may be extended.
  
- **Facilities**  
Restrooms are available outside the main DEMHS/SEOC offices.  
  
There is a break room located within the DEMHS administrative offices.
  
- **SEOC Fax Machines**  
There are at least three FAX machines available for use during SEOC activation. Please locate and use the fax machine nearest your SEOC location unless otherwise directed.  
  
The “Main Fax” is located inside the SEOC and to the left of the main entrance.  
  
This is for **RECEIVING ONLY**. To receive a FAX the number is 860-247-0664.  
  
The “Ops Fax” is located inside the SEOC and across from the main entrance.  
  
To dial out you must **DIAL 9**, and to receive a FAX the number is 860-566-2928.  
  
The “East Fax” is located on the far side of the SEOC near the white boards.  
  
To dial out you must **DIAL 9**, and to receive a FAX the number is 860-566-5177.
  
- **Copy Machines**  
There are at least two copy machines that are available for use. One is located in the administrative area, the other is located in the front left of the SEOC. For assistance with the machine, contact the Internal Logistics Section.



- **24-Hour Staffing**  
The State Emergency Operations Center may require 24-hour staffing. Any questions on the length of the activation may be addressed to the DEMHS MAC Coordinator. All shift requirements or scheduling for the SEOC is the responsibility of the responding agency. Each agency should plan to have a pre-established schedule of shifts, as necessary. Shift changes should build in a transition period to allow for briefing of incoming staff.
- **SEOC Phone and E-Mail Assignments**  
The Incident Action Plan contains a listing with the SEOC location and contact information for each agency staffing the SEOC. This list may be available in electronic or paper format. The list will be available as soon as all agencies are assigned locations and have checked in for duty.
- **SEOC Fax Machines**  
There are at least three FAX machines available for use during SEOC activation. Please locate and use the fax machine nearest your SEOC location unless otherwise directed.

The “Main Fax” is located inside the SEOC and to the left of the main entrance.

This is for **RECEIVING ONLY**. To receive a FAX the number is 860-247-0664.

The “Ops Fax” is located inside the SEOC and across from the main entrance.

To dial out you must **DIAL 9**, and to receive a FAX the number is 860-566-2928.

The “East Fax” is located on the far side of the SEOC near the white boards.

To dial out you must **DIAL 9**, and to receive a FAX the number is 860-566-5177.



## 2019 SEOC Staff/Liaison Training



## 2019 SEOC Training



- Today's Agenda
  - Safety Briefing
  - 2019 EPPI Timeline
  - State Response Framework (SRF) 4.1 (4.2 in process)
  - SEOC Liaison Training Requirements
  - SEOC Operations
  - Resource Process Flow
  - Web EOC 8.6
    - Resource Request
    - Infrastructure Status



## EPPI 2019 SEOC Training



- Safety Briefing
  - Emergency Exits - Front Door (South) and/or JOC side (West)
  - Facilities
  - Use caution in navigating the floor
  - AED is located on wall, near entrance to front lobby
  - First Aid Kit is located at front security desk behind guard
  - Identify EMTs on Staff



## EPPI 2019—State Agencies November 13-14, 2019





## Emergency Planning & Preparedness Initiative (EPPI) 2019



- EPPI 2019 SEOC Liaison Training August 2 or August 9
- EPPI 2019 will be in conjunction with Eversource's Grid-Ex Exercise, November 13 & 14, 2019
- November 13: Limited participation (agency staff will be contacted if needed)
- November 14: SEOC Liaison/Task Forces/Staff Exercise
- Municipal Tabletop Exercise Deliveries in each of the DEMHS Regions by DEMHS Training Unit, to take place between Nov 15 and Dec 15



## CT Emergency Management Structure and the State Response Framework

*Governor's Emergency Planning and Preparedness Initiative*  
2019

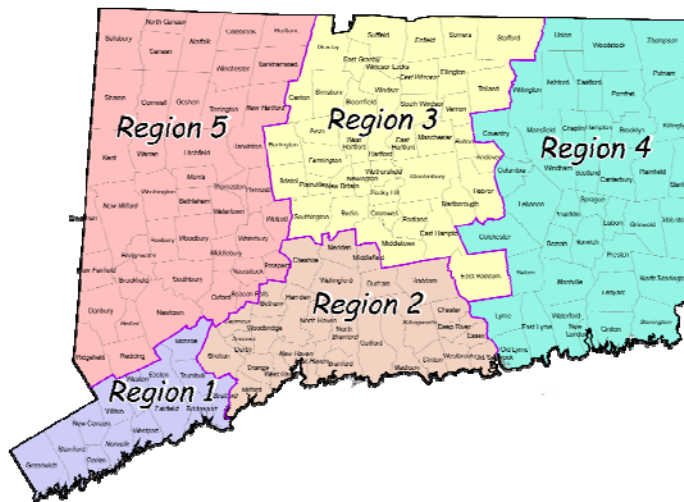
# Emergency Management is a Team Effort

- National Response Framework
- State Response Framework
- Local Emergency Operations Plan

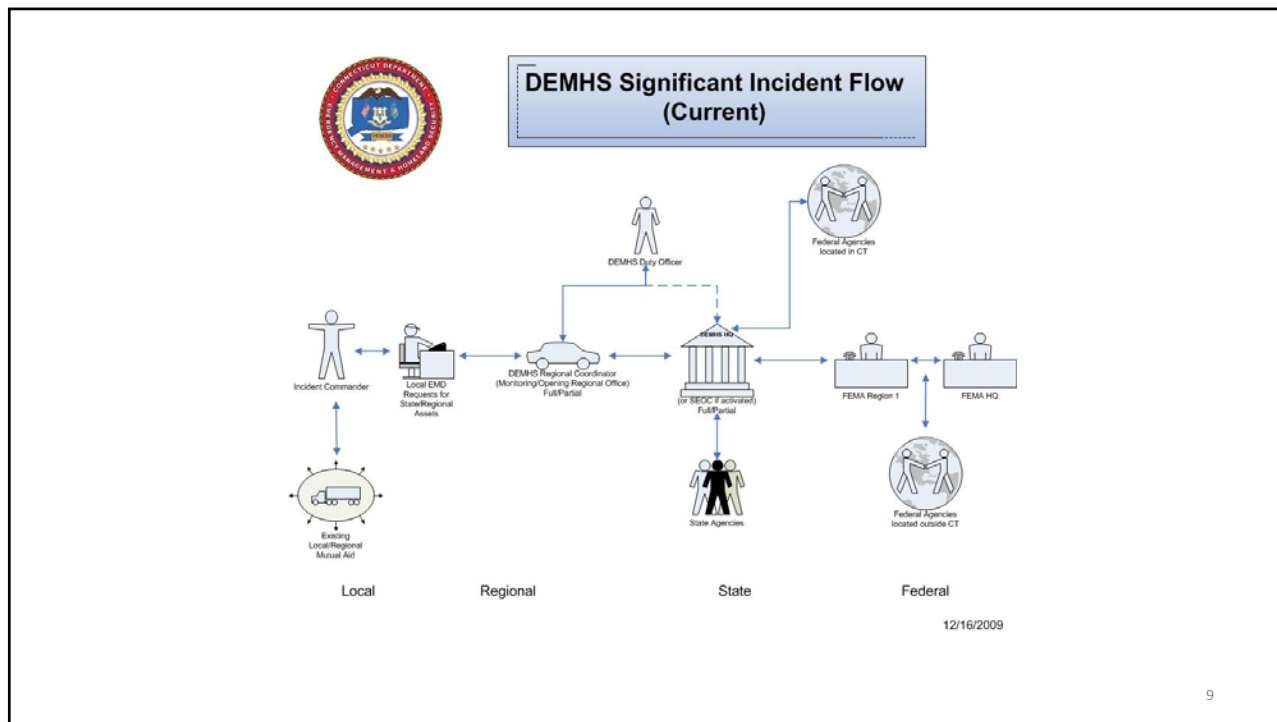


7

# DEMHS Emergency Planning Regions



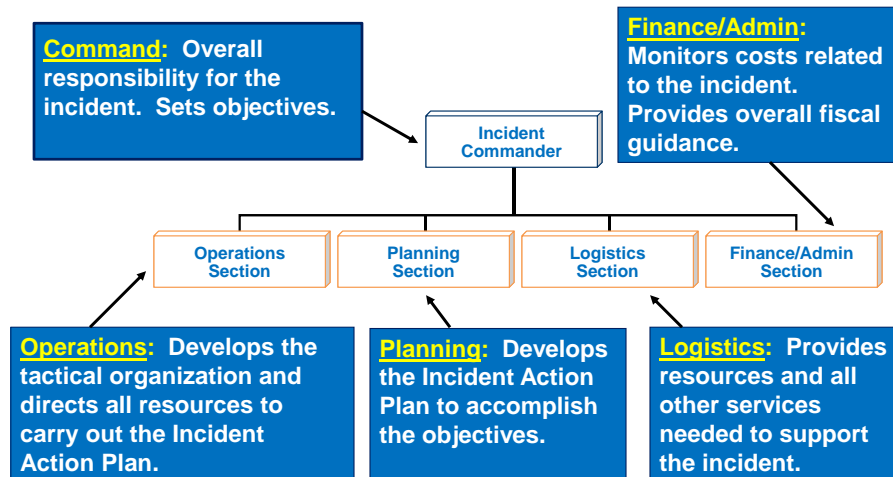
8



## Standardizing and Coordinating

- National Incident Management System (NIMS)--Executive Order 34
- Incident Command System (ICS)
- Multi-Agency Coordination
- State Agency Incident Management Teams/Continuity of Operations Plans/WebEOC tracking

## Basic Incident Command: Who Does What?



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## Multi-Agency Coordination at the State Level

- Unified Command at the State Emergency Operations Center (SEOC)
  - Governor
  - State Agency/Division Heads/SEOC Liaison
  - State Emergency Management Director
  - Private Sector Subject Matter Experts/Leaders
- SEOC Liaisons
- State Emergency Support Functions
  - Working Groups (policy) and SEOC Task Forces (mission-centric)

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## State Agency Roles (Before, During, and After Disaster)

- “Peacetime” Activities
  - Work Groups, Committees, for example...
    - **ESF 2 Interoperable Communications**
      - ESF 6 Mass Care
      - ESF 5/6 Child Emergency Preparedness
      - ESF 7 Resource Support (Commodities and Private Sector)
      - ESF 12 Energy and Utilities
- National Response Framework
- State Response Framework
- National Disaster Recovery Framework
- State Disaster Recovery Framework



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## Emergency Support Functions

- ESF 1: Transportation
- **ESF 2: Communications**
- ESF 3: Public Works
- ESF 4: Fire
- ESF 5: Emergency Management
- ESF 6: Mass Care
- ESF 7: Resource Support/Priv. Sector
- ESF 8: Public Health
- ESF 9: Search and Rescue
- ESF 10: Hazardous Materials Response
- ESF 11: Agriculture and Natural Resources
- ESF 12: Energy
- ESF 13: LE/Homeland Security
- ESF 14: Long Term Recovery/Mitigation
- ESF 15: External Affairs

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## State Agencies: Lead and Support

The following may be lead state agencies for ESFs:

- ESF 1: DOT/DEEP
- **ESF 2: DAS (BEST)/DESPP (EM COMM + DEMHS)**
- ESF 3: DOT/DEEP/DEMHS/DAS
- ESF 4: DESPP (CFPC)/DAS (Construction Services)
- ESF 5: DESPP (DEMHS)/DAS (Procurement)
- ESF 6: DPH/DSS/DDS/DCF/DOC/DCP
- ESF 7: DAS/DOC/Military/DCP

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## State Agencies: Lead and Support (cont'd)

- ESF 8: DPH/DSS
- ESF 9: DESPP (CSP, DEMHS, CFPC)
- ESF 10: DEEP/CFPC
- ESF 11: Dept. of Agriculture/DEEP
- ESF 12: DEEP (PURA)/OPM/DAS(CS)
- ESF 13: DESPP (CSP, POST, DEMHS CTIC)
- ESF 14: Insurance/DECD/DESPP (DEMHS)
- ESF 15: Office of Governor/DESPP (DEMHS)

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## ESF Task Forces include.....

- Evacuation Task Force (ESF 1)
- Communications Restoration Task Force (ESF 2)
- Interagency Debris Management Task Force (ESF 3)
- Mass Care Task Force (ESF 6)
- Commodities/Resource Task Force (ESF 7)
  - Fuel & Generator Task Force
- Utility Restoration/Energy Task Force (ESF 12)
- External Affairs/Emergency Communications (ESF 15)

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## ESF Task Forces—examples of duties

- **ESF 2: Communications Restoration Task Force**
  - ✓ Maintain communications & technology systems
  - ✓ Restoration/recovery of systems & infrastructure
  - ✓ Supports responses to cyber incidents
  - ✓ Ensures accurate & efficient transmission of information during an incident

### Lead Agency

- ❖ DAS/BEST
- ❖ DEMHS
- ❖ DSET

### Supporting Agencies

- ❖ DESPP/CISO
- ❖ DEEP PURA
- ❖ CTNG
- ❖ CSP

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## State Response Framework: Context

- Drafted in 2011
- Follows the concept of the National Response Framework
- Umbrella document of all preparedness, response, and recovery plans; resources; Emergency Operations Center procedures
- Updated and revised post-disasters in 2014
- Used to achieve Emergency Management Accreditation (EMAP)
- EMAP re-accreditation in process

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## Organization of SRF

- Introduction (Sec. 1)
- Concept of Operations (Sec. 2)
- Functional Roles and Responsibilities (Sec.3)
- CT Pre-activation Framework (Sec. 4)
- Governor's State Emergency Operation Center Standard Operating Procedures (Sec. 5)

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## Appendices and Addenda

- Appendix A: Primary and Support Agencies by Emergency Support Function
- Appendix B: Plans and Supporting Resources
- Appendix C: Hurricane Checklist
- Appendix D: Terms and Acronyms
- Addendum 1: Complete Emergency Support Function Plans (ESF 7, ESF 8, ESF 12, ESF 14)

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## State Response Framework

### *Section 1 Introduction*

- Purpose and Scope
- Goals and Objectives
- Legal Authority
- Mission
- Organization—including Advisory Council Bylaws
- Situation and Assumptions
- Logistics Support and Resource Requirements
- Plan Maintenance



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# State Response Framework (SRF)

## Section 2: General Concepts Emergency Operations

Includes:

- Governor's Authorities
- Mutual Aid
- Mobilization of Emergency Forces
- Local Government
  - Requests
  - Local Situation Reports
- State Government Line of Succession
- State Agencies Tasks and Responsibilities
  - Agency specific Procedures for Emergencies
  - Staffing SEOC (and State Emergency Support Functions)
  - Advise Governor



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# State Response Framework

## Section 3—Functional Roles and Responsibilities

- State Role
  - Governor
  - State Agencies and Offices
- Local (Tribal), Regional Partners
- Emergency Support Functions (ESF) at State, Local/Regional Level
- Non governmental organizations
- Private Sector
- Federal, Interstate, International Partners



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## State Response Framework

### Section 4—CT Pre-Activation Framework

- Introduction
- State Unified Command Structure and Pre-Activation Activities
  - ✓ DESPP/DEMHS Command Structure and Reporting for Pre-Activation Activities
- Operational Periods and the Planning “P”
- Coordination with other State Agencies, New England States, Federal integration
- Information Rhythm and CT Situation Report
- Pre-Activation Activities (position checklists)



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## State Response Framework

### Section 5—Governor’s State Emergency Operations Center Standard Operating Procedures

- Authority, Mission and Organization
- DEMHS Advisory Bulletins
- Governor’s Briefings
- Press Conferences
- SEOC General Information
- Implementation of SEOC Staff Organization
- SEOC Organization within the National Incident Management System (NIMS)
- SEOC Activation Checklists



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# State Response Framework

## Where to Find it

Current Version, 4.1 September 2014

- On the DESPP/DEMHS website
- In hard copy at the State EOC
- Widget on front page of EOC computers
- Remember, the SRF is the umbrella for other plans and resources—know where to find the annexes and appendices if they aren't attached to the SRF itself
- REP Plan is example of stand alone plan-- concept plan under ESF 10, operational plan under SEOC procedures—is being revised to fit into SRF



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## From Planning to Operations... SEOC Liaison Training Requirements



- IS 100 Introduction to Incident Command System
- IS 200 ICS for Single Resource and Initial Action Incidents
- IS 700 National Incident Management System –Introduction
- IS 800 National Response Framework - Introduction
- IS 546 Continuity of Operations Awareness Course
- IS 547 Introduction to Continuity of Operations
- WebEOC
  
- <https://training.fema.gov/is/crslst.aspx>
- <https://cdp.dhs.gov/femasid/register>

What to expect when you come to  
the EOC.....



State of Connecticut

[Activation Name]

Operations Briefing

(12 Hour Operational Period)

(Period Covered)







# State of Connecticut Daily Agenda



- Safety Briefing
- Mission/Weather/Current Situation
- Chain of Command/Shift Roster
- Shift Procedures
- Operational Rhythm
- House Keeping Rules
- Security
- Questions



# State of Connecticut Daily SEOC Safety Briefing Safety Officer or Ops-Section



- Incident Situation Specifics
- Current Safety Initiatives
- Exits/Bathrooms
- SEOC Evacuation
- Medical Emergencies
- Other



# State of Connecticut



## Sample Situation

The SEOC has been partially activated for a Winter Storm that will Impact the State of Connecticut on January 19-20, 2019

## Sample Mission

The SEOC will monitor the Winter Storm and provide coordination and support where necessary in order to protect the lives and property of the citizens of the State of Connecticut

Ned Lamont  
Governor

**Department of Emergency Services and Public Protection**  
Division of Emergency Management and Homeland Security

James C. Rovella, Commissioner  
Regina Rush-Kittle, Deputy Commissioner  
William J. Hackett, Director

---

INTERNAL WINTER STORM UPDATE Saturday January, 19 2019 at 1:50 PM

Storm Impacts

SNOWFALL FORECAST / CHANGEOVER TIMING

Storm Statistics

**LATEST MODEL RUNS INDICATING A STRONGER STORM WITH MORE PRECIPITATION OF ALL TYPES (SNOW, SLEET, ICE AND RAIN) AND MORE WIND SUNDAY PM...**  
**NWS ICE FORECAST ADDED TO UPDATE (SEE LOWER RIGHT CORNER)...**  
Both the GFS and NAM models keeping evolving their forecasts significantly with each new set of model runs. The latest forecast is based on a blend of the GFS and NAM models:

**This Evening:** Snow is forecast to spread into the state from southwest to northeast between 7:00 – 9:00 PM. The snow is forecast to become heavy at times by midnight (see bar graph to the lower right). Temperatures are forecast to hold in the mid to upper 20's.

**Overnight:** Moderate to heavy snow is forecast to change over to a mix from south to north overnight. A mix line is expected to reach southern CT by midnight and then move north across the Hartford area by 3:00 AM. Total accumulations before the change to sleet and freezing rain are forecast to range from 1" – 3" near the coast, 3" – 5" in the Hartford area, up to 5" – 8" in the NW hills. A moderate impact on overnight driving is expected across the state. Some icing on trees and power lines is expected to begin around 3:00 AM across central Connecticut.

**Sunday Morning:** A mix of sleet and freezing rain is expected in the NW hills with a band of freezing rain likely along and north of the I-84 corridor (maximum ice accumulation of ½"). Heavy rain is possible in eastern CT which could cause some urban and small stream flooding. Temperatures are forecast to rise into the upper 30's to near 40 F at the coast. However temperatures inland may hold in the upper 20's in valley locations. The icing combined with the weight of the overnight snow on trees will likely cause some power outages across central and northern CT. Minor coastal flooding is also possible during high tide at 10:00 AM in Western Long Island Sound. A minor to moderate impact on driving is expected.

**Sunday Afternoon:** Icing should end by noon and any mixed precipitation is forecast to change back to a few hours light snow during the early-afternoon and end by 4:00 PM. Temperatures are forecast to begin rapidly falling late in the afternoon as NW winds increase and gust to 35 – 45 MPH at times. The cold temperatures and wind are expected to flash freeze any remaining standing water on roads. Also, the gusty winds will likely cause additional power outages.

**Sunday Night:** Bitterly cold air is forecast to rush into the state Sunday night with temperatures falling to near 0 F by daybreak on Monday and wind chills between -10 and -20 F. A minor to moderate impact on driving is expected overnight.

The next internal update will be sent out at 6:30 PM.

**Western L.I.S. Flooding**  
Minor (1.0 Ft Surge)

**Eastern L.I.S. Flooding**  
Minor (1.0 Ft Surge)

**Saturday Night Driving**  
Moderate Impact Expected

**Sunday Driving**  
Minor to Moderate Impact

**Sunday Night Driving**  
Minor to Moderate Impact

**Power Outages**  
Upper End Moderate Impact Possible

**PRECIPITATION AND TEMPERATURE FORECAST**

**Starting Day and Time**  
Saturday 8:00 PM

**Ending Day and Time**  
Sunday 3:00 PM

**Snow to Rain Ratio**  
8:1 NW 2:1 SE

**Icing**  
½" Moderate

**Sustained Winds**  
NE at 15 - 20 MPH

**Maximum Gusts**  
NE at 35 - 45 MPH

**PRECIPITATION INTENSITY AND TEMPERATURES (Hartford Area)**

Max Rate Inches/Hour: 1.75", 1.50", 1.25", 1.00", 0.75", 0.50", 0.25", 0.00"

Temp F: 30°, 25°, 20°, 15°, 10°, 5°, 0°, -5°, -10°

Labels: Very Heavy, Heavy, Moderate, Light, Very Light, FLASH FREEZE

Timeline: [START SNOW 4:07 PM] SLEET & FREEZING RAIN 1:57 AM [END AS SNOW 0:51 PM] 6pm 8pm 10pm 12am 2am 4am 6am 8am 10am Noon 2pm 4pm 6pm 8pm 10pm Saturday Evening | Sunday Morning | Sunday Afternoon | Sun Evening

**CURRENT NWS ICING FORECAST**

Expected Ice Accumulation - Official NWS Forecast

This product is a public service of the Department of Emergency Services and Public Protection (DESPP), and is intended for informational purposes only. DESPP assumes no liability for the use or distribution of this product or any actions resulting from this product.

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# State of Connecticut

## Current Situation



- Governor Lamont has authorized a partial activation of the SEOC starting at 191800JAN19 to monitor and support storm operations as needed
- **Operational period:**
  - 1800-19 January 2019-0600-20 January 2019



# State of Connecticut

## Current Situation

### (Sample)



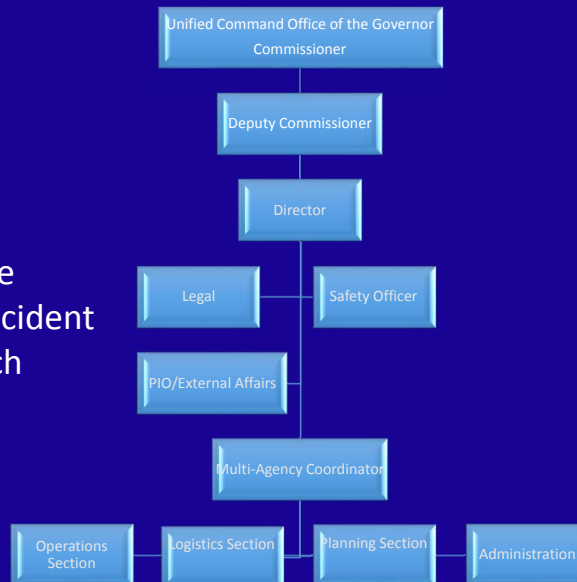
- DEMHS Regional Offices are open and staffed
- Agency Resources
  - **CSP:** Ready to Support as needed
  - **DOT:** Has all available DOT vehicles deployed
  - **CTNG:** Personnel and critical assets are available as needed
  - **DPH:** Facilities open and prepared to support
  - **Eversource:** Emergency Operations Centers in Berlin, Hartford, Newton and New London remain open from the last storm full compliment of line and tree crews
  - **UI:** Has a full contingent of crews



## Chain of Command



Shift Rosters will be published in the Incident Action Plan for each operational period



## State of Connecticut Operations Briefing Shift Procedures



- Sign into the EOC
- Credentialing (State ID)
- Check in and out with the O-Officer
- Sign onto your work station using EOC/Hartford
- Sign into email using your position credentials
- Access Storm Folder(s) on desktop or EOC Users
- Commo Check: Send an email to the O-Officer/Phone check
- Check in and start an ICS 214 (Activity Log) in WebEOC



# State of Connecticut Operations Briefing Shift Procedures

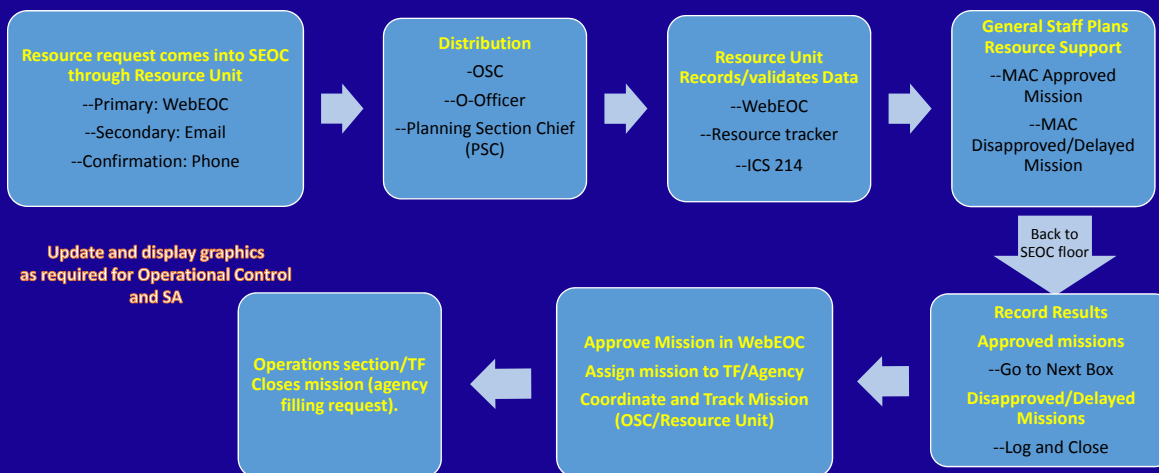


- Be prepared to give a section/organization update during the SEOC Information Update Brief (IUB)
- Develop SITREP in accordance with (IAW) operational rhythm
- Provide Planning OSC/PSC with next operational period shift roster with first situation report (SITREP)
- Develop and turn I shift change Briefing Slides (Sitrep Based)

| Information/Operations January 19, 2019 Winter Storm (12 hour Operational Period) <span style="float: right;">As of 191500JAN19</span> |                                                   |                                 |                                 |                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------|---------------------------------|-----------------------------------------------------------------------------------------|
| Time                                                                                                                                   | Action                                            | POC/Lead                        | Participants                    | Notes                                                                                   |
| 1800                                                                                                                                   | Unified Command Call                              | Governor                        | Commissioners                   | SEOC Liaison attend if Commissioner is not available                                    |
| 1830                                                                                                                                   | Press Briefing                                    | Governor                        | Select Personnel                |                                                                                         |
| 1830                                                                                                                                   | Operational Briefing                              | MAC/OSC                         | SEOC                            | Initial Operational Period Briefing                                                     |
| 1830                                                                                                                                   | Communications Checks                             | ESF-2/ Communications Unit      | ESF-2/ Communications Unit      | Communications systems checks are conducted at the beginning of each operational period |
| 2000, 2200, 2400, 0200, 0400, 0600                                                                                                     | Information Update briefing                       | MAC/OSC                         | SEOC                            | SEOC Round Robin update brief by section/organization.                                  |
| 2200, 0200, 0600                                                                                                                       | SITREP                                            | O-Officer                       | All                             | Required by SEOC organizations and DEMHS Regions.                                       |
| 2000, 2200, 2400, 0200, 0400, 0600                                                                                                     | Weather Briefings                                 | Planning-Tech Spec Weather Unit | SEOC Command and General Staffs | Weather briefings sent out to Command and General Staff                                 |
| 0200 or as needed if an additional operational period is needed                                                                        | Shift Rosters for follow on Shifts                | O-Officer                       | SEOC                            | Rosters turned into the Planning Section Chief                                          |
| 0500 or as needed if an additional operational period is needed                                                                        | Shift Change Briefing slides due to the O-Officer | O-Officer/OSC                   | SEOC                            | Formatted briefings with slides provided SEOC Staffed positions.                        |
| 0600 or as needed if an additional operational period is needed                                                                        | Shift Change Briefing                             | OSC/O-Officer                   | SEOC                            | Formatted briefings: Sent out in distribution to Command and General Staff.             |



## State of Connecticut Operations Briefing SEOC Information Process Flow Resource Request



## State of Connecticut Operations Briefing SEOC Demobilization



- Upon notification of Demobilization:
  - Close out Activity Log (ICS 214)
  - Complete AAR (three up and three down)
  - Sign out of WebEOC
  - Return folders, sensitive information should not leave the SEOC
  - Notify and sign out with O-Officer upon departure from SEOC



# State of Connecticut Operations Briefing Housekeeping Rules



- "ATTENTION IN THE EOC"
- Common language/Acronyms
- The Media Room has an open mic.
- Eating and covered drinks are ok
- Police your area-keep it clean for the next shift



# State of Connecticut Operations Briefing Housekeeping Rules



- Check out with the O-Officer if you are a single resource at your position
- SEOC Organizations should have a rep attend the UCC and MCC, if conducted
- If in doubt ask the O-Officer/Operations Section Chief
- If you are not on shift then you should not be on the SEOC Floor



# State of Connecticut Operations Briefing Security



- Personnel are not authorized in the SEOC without credentials
  - Must sign in
  - VIP/visitors should be escorted
  - Press will be directed to the Media Room and escorted by a member of the PIO Team



## QUESTIONS?



## Appendix G: SRF Procedures and checklists

All SRF procedures are developed to address the hazards identified in the Hazard Identification Risk Assessment (HIRA) and support operational priorities including: life, safety and health; property protection; environmental protection; restoration of essential utilize; restoration of essential program functions and coordination among appropriate stakeholders.

|   | <b>Procedure / checklist</b>  | <b>Purpose</b>                                                         | <b>Location</b>                           |
|---|-------------------------------|------------------------------------------------------------------------|-------------------------------------------|
| 1 | Implementing Procedure        | Procedure to implement the SRF                                         | Appendix G, pg. G-2                       |
| 2 | SEOC SOP                      | Procedures for the action and operation of the SEOC                    | Section 5 of the SRF                      |
| 3 | Situation Analysis            | Situation analysis procedures before, during and following an incident | Appendix G & Disaster Assistance Handbook |
| 4 | Situation Report              | Situation Reporting                                                    | Appendix G, pg. G-11                      |
| 5 | Incident Action Plan (IAP)    | Incident Action Planning                                               | Appendix G, pg. G-13                      |
| 6 | WebEOC Procedures/User Manual | Procedures to operate WebEOC                                           | Widget on SEOC/staff computers            |
| 7 | Commodities SOP               | Procedure to distribute                                                | ESF 7 – Resource Management               |
| 8 | EMAC SOP                      | Procedure to provide mutual aid to other states under EMAC             | ESF 7 –Resource Management                |
| 9 | Demobilization                | Procedure to demobilize SEOC operations                                | Section 5 of the SRF                      |

Items highlighted in [blue](#), are located in this Appendix, G.

## **Implementing Procedures for the State Response Framework (SRF)**

### **Background**

The State of Connecticut operates under the parameters of the State Response Framework (SRF) along with Executive Order No. 34 which directs State Agencies to utilize the National Incident Management System (NIMS). NIMS provides for a common language description of all activities related to our mission.

State Emergency Operations Center (SEOC) Activation Levels are dependent on local, regional, tribal, state and federal events or weather system situational awareness that affects our state population based on our critical incident priorities: Life Safety, Incident Stabilization and Property Conservation.

DEMHS employs eight (8) staff members designated as “on-call”. This staff consists of Supervisors, Regional Coordinators, and Emergency Program Specialists. The staff is equipped to monitor and react to local, regional, tribal and federal activity that impacts our Incident Priorities on a 24 hour/7 days a week basis.

### **Evaluation of a Situation or Incident**

Evaluation of a situation or incident may be based on the effects of the emergency on critical incident priority areas (life safety, incident stabilization and property conservation) and/or community lifelines. Community lifelines include:

- Safety and Security
- Food Water and Sheltering
- Health and Medical
- Energy (Power & Fuel)
- Communications
- Transportation
- Hazardous Material

## Activation Levels/Monitoring Posture

- **Definitions of Activation Levels**

- a. Monitoring- Steady State of monitoring with Division on-call staff only
- b. Enhanced Monitoring-Depending on the incident, specifically selected ESFs and/or state agency liaisons, will supplement Division on-call staff for a short-term monitoring of an incident or weather event
- c. Partial Activation- Specifically selected ESF and/or state agency liaisons report to the SECOD with Division on-call staff to handle an incident or weather event with a single or multiple operational periods.
- d. Full activation-All ESF and State Agency Liaisons report to the SEOC to handle a scale incident or weather event with multiple operational periods.

- **Monitoring:**

- a. Since the Division of Emergency Management and Homeland Security (DEMHS) is in a steady state of monitoring, the Division is continually operating under the State Response Framework (SRF).

- b. Based on the review of reported activity a change in monitoring posture may be considered. Depending on the event, these reports can include:

- Weather reports

1. For monitored weather events: schedule for internal and external weather advisories will be established. Weather advisories are drafted and sent out via pre-established internal distribution lists and through the Regional Offices to local CEOs and EMDs and other officials.

- Regional Office SitReps: Situation Reports emailed by the Regional Coordinator to DEMHS/DESPP leadership (via the DEMHS internal distribution list) advising of significant events reported by local Emergency Management Directors (EMD). (See sample)

- Duty Officer: Duty Officers will alert DEMHS/DESPP leadership (via the DEMHS internal distribution email list). Additional methods of communication include everbridge,

- c. The decision to upgrade the monitoring posture can include transitioning from:

- **Monitoring to Enhanced Monitoring**
- **Monitoring to Partial or Full Activation**
- **Enhanced Monitoring to Partial or Full Monitoring**

### **SEOC Activation Levels**

- **Monitoring**
- **Enhanced Monitoring**
- **Partial Activation**
- **Full Activation**

- **Monitoring to Enhanced Monitoring**
  - a. Following the review of the effects of the incident on incident priorities, the decision may be made upgrade the monitoring posture to enhanced monitoring:
    - The State Emergency Management Director in consultation with the DEMHS Deputy Commissioner may decide to upgrade the monitoring posture to enhanced monitoring.
    - DEMHS leadership will determine which ICS positions are needed for enhanced monitoring.
    - Appropriate on-call staff and subject matter staff as needed will be contacted via email or text and asked to report to the EOC at the determined time.
    - An Incident Action Plan (IAP) will be developed
    - Situational awareness will be provided to DEMHS leadership on a regular basis via emailed executive summaries (see sample).
    - Depending on the incident, specific state agencies, ESF partners may be included in enhanced monitoring. The state agency liaisons/ESF partners will be contacted via Everbridge notification and asked to report to the SEOC.
    - An Incident Action Plan including a schedule for executive summaries and/or sit reps and staffing plan is created by the on-call staff assigned to the SEOC.
    - Executive Summaries and/or Situation Reports are provided to DEMHS leadership at determined intervals.
    - If the situation or event escalates, the monitoring posture may be changed to a Partial or Full Activation.
    - If the situation or event is resolved, the monitoring posture may be changed back to Monitoring. Staff assigned to the SEOC will conduct demobilization as needed.

- **From Monitoring to Partial or Full Activation**
  - a. Depending on the event a decision to upgrade the monitoring posture to a Partial or Full Activation may be made.
  - b. In situations that may warrant the additional coordination of the State Emergency Operations Center (SEOC), the State Emergency Management Director and Deputy Commissioner will brief the DESPP Commissioner and/or the Governor and make recommendations.
    - The Governor may choose to partially or fully activate the EOC and set the start time
    - DEMHS staff will be notified of the activation by an Everbridge alert
    - Personnel will accept the alert notification and provide their availability
    - Using the personnel sheet (below), the Planning Section Chief will draft Staffing charts for at least the first two activation cycles. The staffing charts will be emailed to staff.
    - Depending on the event, relevant State Agencies will be contacted and SEOC liaisons will be requested to report to the SEOC at the specified time. (see the SEOC procedures for additional procedures)
    - Admin staff will ensure that the copiers and faxes are turned on and full of paper. Meals will be coordinated with the on-site Officers Club (purchase order in place). Computers are checked on an ongoing basis.
    - Log-in and WebEOC sheets will be placed at each SEOC seat
    - The SEOC SOP (Section 5 of the SRF) and position checklists will be utilized to operate the EOC during the activation.
    - The Demob SOP will be followed at the end of operations.

- **From Enhanced Monitoring to Partial or Full Activation**
  - a. During enhanced monitoring, DEMHS leadership will be briefed on the event
  - b. In situations that may warrant the additional coordination of the SEOC, the State Emergency Management Director and Deputy Commissioner will brief the DESPP Commissioner and/or the Governor and make recommendations.
    - The Governor may choose to partially or fully activate the EOC and set the start time
    - DEMHS staff may be notified of the activation by an Everbridge alert or other communications method.
    - Personnel will accept the alert notification and provide their availability
    - Using the personnel sheet (below), the Planning Section Chief will draft Staffing charts for at least the first two activation cycles. The staffing charts will be emailed to staff.
    - Depending on the event, relevant State Agencies will be contacted and SEOC liaisons will be requested to report to the SEOC at the specified time. (see the SEOC procedures for additional procedures)
    - Admin staff will ensure that the copiers and faxes are turned on and full of paper. Meals will be coordinated with the on-site Officers Club (purchase order in place).Computers are checked on an ongoing basis.
    - Log-in and WebEOC sheets will be placed at each SEOC seat
    - The SEOC SOP (Section 5 of the SRF) and position checklists will be utilized to operate the EOC during the activation.
    - The Demobilization SOP (Section 5 of the SRF) will be followed at the end of operations.

**Attached Examples:**

- **Regional Coordinator Sit Rep email**
- **Staffing plan**
- **Executive Summary (enhanced monitoring)**
- **State Situation Report (page 1), may be used for enhanced, partial and full activation**

- a. DEMHS Regional Coordinator sit rep – based on email template

SITREP #R1-SR-NOR-19-004 - Cylinder Explosion (Norwalk Hospital)

✕ DELETE   ← REPLY   ⇐ REPLY ALL   → FORWARD   \*\*\*



Kenny, Robert

Sun 7/21/2019 8:50 PM

Mark as unread

To: DEMHS Internal;

**SITREP #R1-SR-NOR-19-004 2030 HOURS**

**INCIDENT:** Cylinder Explosion

**LOCATION:** Norwalk Hospital ED

**STATUS:** Active

POSTURE: Norwalk Fire - Response  
Norwalk Police - Response  
Norwalk EMS - Response  
Norwalk OEM - Monitoring  
Region 1 Office - Monitoring

POC: Norwalk Dep EMD Michele Deluca

**SUMMARY:** At 1935 hours Norwalk OEM contacted this Office and reported that Norwalk emergency services had just responded to Norwalk Hospital ED regarding a fire and/or explosion. She further advised that upon arrival Norwalk Fire / Incident Command determined that a portable cylinder, reported to be Oxygen had "exploded" in the emergency department. No further details provided as to the cause(s) of the explosion. Two (2) minor injuries reported, with no structural damage and/or significant disruption to hospital operations. Incident is under control with some fire units having already been released from the scene. Incident has received media attention.

No requests for State assistance at this time. For situational awareness only.

Bob Kenny

## b. Staffing Plan

| March 13, 2018 Winter Storm, SEOC Partial Activation |                       |                                      |    |
|------------------------------------------------------|-----------------------|--------------------------------------|----|
| Position/Agency                                      | Operational Periods   |                                      |    |
|                                                      | #1                    | #2                                   | #3 |
|                                                      | (3/13/2018) 0400-1600 | (3/14/18) 1600-0400<br>(if required) |    |
| <b>Command Staff</b>                                 |                       |                                      |    |
| Deputy Commissioner                                  | Bill Hackett          |                                      |    |
| Legal Advisor                                        |                       |                                      |    |
| PIO                                                  | Scott Devico          |                                      |    |
| Source Interpreting                                  |                       |                                      |    |
| <b>General Staff</b>                                 |                       |                                      |    |
| MAC                                                  | John Warren           | John Warren                          |    |
| Operations Section Chief                             | Bryan Gran            | Bryan Gran                           |    |
| Planning Section Chief                               |                       |                                      |    |
| Logistics Section Chief                              |                       |                                      |    |
| <b>Operations Section</b>                            |                       |                                      |    |
| Operations Officer (Deputy)                          | Bob Drozynski         |                                      |    |
| <b>Planning/Intell Section</b>                       |                       |                                      |    |
| Documentation Unit                                   |                       |                                      |    |
| COP/Situational Unit                                 | Bob Scata             |                                      |    |
| Tech Spec- Weather SME                               | Doug Glowacki         | Doug Glowacki                        |    |
| Tech Spec-GIS                                        |                       |                                      |    |
| <b>Logistics Section</b>                             |                       |                                      |    |
| Communications Unit                                  |                       |                                      |    |
| IT/IS Unit                                           |                       |                                      |    |
| <b>Finance and Administration</b>                    |                       |                                      |    |
| Administration Unit Leader                           | Sandy Baker           |                                      |    |
| <b>Partner Agencies</b>                              |                       |                                      |    |
| ESF-7/DAS                                            |                       |                                      |    |
| ESF-13/DESPP/CSP                                     |                       |                                      |    |
| ESF-4/DESPP/CFPC                                     |                       |                                      |    |



## C. Executive Summary – Enhanced Monitoring



*Dannel P. Malloy, Governor*

### State of Connecticut Situation Report



*Department of Emergency Services  
& Public Protection*

#### Executive Summary #2 23-24 Jan Winter Storm

##### Situation:

The winter storm that delivered significant snowfall to several Connecticut communities has departed the State. As a result, all watches and warnings issued in Connecticut, have been lifted. No significant events were reported overnight in the local situation report board of WebEOC. There are currently no shelters being reported open.

##### Major Events:

No major events reported at this time.

##### State EOC Posture:

The State EOC will return to monitoring status at 0600hrs 1/24/16.

##### Power Outages as of 0500hrs:

Eversource is reporting no customer power outages

United Illuminating is reporting no customer power outages

##### Regional Offices:

Regional Offices remain in monitoring status for the weekend.

##### Significant Information:

CT State Police activity covering 0500 1/23/16 to 0500 1/24/16

Total calls for service = 1376

Total accidents = 166

Fatalities = 0

Total accidents with injury = 12

##### CT DOT activity

600 State trucks in service

41 Contracted trucks in service

## d. State Situation Report



Ned Lamont, Governor

### State of Connecticut Situation Report



Department of Emergency Services  
& Public Protection

#### State Situation Report # 8 0200 January 19-21, 2019 Winter Storm

#### **STATE EMERGENCY OPERATIONS CENTER ACTIVATION LEVEL: Partial Activation**

Governor Lamont directed a partial activation of the State Emergency Operations Center (EOC) starting at 1800 on January 19, 2018. A WebEOC incident has been created as Weather 2019-01-19 Winter Storm.

#### **Summary:**

The State EOC is providing situational awareness on the storm and coordinating with our Partner Agencies and Municipalities.

Governor Ned Lamont has activated the State's Severe Cold Weather Protocol beginning 1200 Sunday January 20<sup>th</sup>, continuing through 1200 Wednesday January 23<sup>rd</sup>.

#### **State EOC Staffing:**

Agencies Present: CT-Department of Emergency Services and Public Protection: Division of Emergency Management and Homeland Security, Division of State Police, United Illuminating and Eversource. The SEOC reduced its footprint at 0600. The SEOC will remain open for a 3<sup>rd</sup> operational period maintaining current staffing levels from 1800 20JAN19 to 0600 21Jan19. The 4<sup>th</sup> Operational Period has been scheduled at a reduced footprint (DEMHS/Utilities) from 0600-1800 21JAN19.

#### **Statewide Fatalities:**

1 - Confirmed fatality of a utility worker (Eversource Contractor)

#### **Power Outages:**

##### **Eversource Customer Outages: (13,664)**

Outages **9,368**

Ice accumulation of 1/4 inch observed.

Since the beginning of the storm, Eversource has restored service to over 39,000 customers.

Since the beginning of the storm, Eversource has answered more than 3,500 customer calls.

Among hardest hit areas are Bethany, Oxford, Seymour, & Newtown.

Crews and plans are in place for tonight into Monday.

##### **United Illuminating (UI) Customer Outages:**

**4,296** customers out

6 Overnight Crews

Approximately 126 Line Crews on Monday

Approximately 52 Vegetation Management Crews on Monday

Global ERT Monday morning

## Situation Analysis

The initial reports of an event or emergency often are often reported by local Emergency Management Directors to their chief executive officer and to the DEMHS Regional Office. The Regional Coordinator will forward a sit rep (email template) to the DESPP/DEMHS Internal Distribution List to provide situational awareness.

**Situation Analysis**-does the event:  
-pose a serious threat to persons or property?;  
-significantly disrupt normal operations?;  
-can it be managed by routine response?;  
-does it require a quick and coordinated response ?

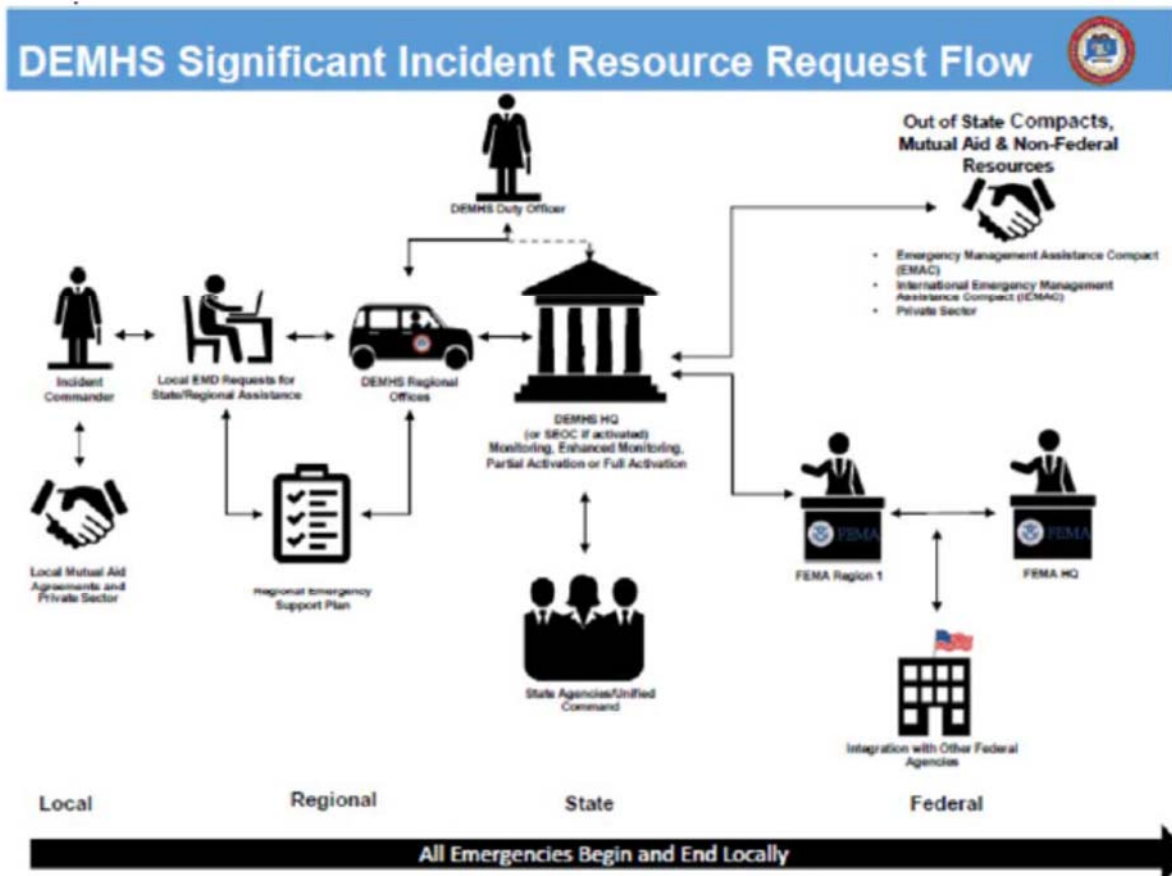
### Local level:

Based on an event or emergency the following actions can be taken to aid in situation analysis at the local level:

- At the local level, an incident that cannot be handled solely on scene, may require the municipal Unified Command to be convened. The Unified Command allows municipal leaders to jointly provide direction through a common set of incident objectives and strategies.

The CEO may convene the Unified Command whenever he/she deems necessary including in anticipation of a planned event or potential emergency
- The Unified Command develops an Incident Action Plan (IAP), which allows for the determination of priority actions to be taken within a particular operation period. Assignments and methods of communication are also outlined in the IAP.
- The Local Emergency Operations Center (LEOC) can be activated to provide for additional coordination. Opening the LEOC helps to establish a common operating picture; facilitate operations; improve continuity; provide access to all available information and promote resource identification and assignment.
- Depending on the event or emergency, additional support/resources may be necessary. This can include activation of the Regional Emergency Support Plan (RESP) and/or requests for State assistance/resources.
  - The Regional Emergency Support Plans (RESP) were developed to provide the best possible emergency response during times of crisis. The RESP provides an overarching emergency support structure.
    - Based on the analysis of a situation, a local CEO or Incident Commander may activate the RESP when he/she determines that more assistance is need than usual mutual aid my provide.
    - The Regional Coordinator (and the Regional Duty Officer, if applicable) contact the IC to ascertain what support is needed.
    - The appropriate Regional Emergency Support Function (RESF) Committee Chairs are contacted for resources/support.

- o DESPP/DEMHS coordinates logistics and resource support for any municipality, tribe or other jurisdiction in the state that is overwhelmed by a disaster or incident. Task forces may be activated to address the requests for assistance. The flow of requests is shown on the following page.



**State Level:**

- Since the Division of Emergency Management and Homeland Security (DEMHS) is in a steady state of monitoring, the Division is continually operating under the State Response Framework (SRF) and reviews situation reports from various sources.
  - o Based on the review and analysis of reported activity a change in monitoring posture may be considered. Depending on the event, these reports can include:
    - Weather reports
      1. For monitored weather events: schedule for internal and external weather advisories will be established. Weather advisories are drafted and sent out via pre-established internal distribution lists

and through the Regional Offices to local CEOs and EMDs and other officials.

- Regional Office SitReps: Situation Reports emailed by the Regional Coordinator to DEMHS/DESPP leadership (via the DEMHS internal distribution list) advising of significant events reported by local Emergency Management Directors (EMD). (See sample)
- Duty Officer: Duty Officers will alert DEMHS/DESPP leadership (via the DEMHS internal distribution list)
- The decision to upgrade the monitoring posture can include transitioning from:
  - Monitoring to Enhanced Monitoring
  - Monitoring to Partial or Full Activation
  - Enhanced Monitoring to Partial or Full Monitoring
- When the SEOC is activated, the State Unified Command may be convened.
  - The State Unified Command normally includes the Commissioners from affected or involved agencies acting in support of the governor.
  - The members of the Unified Command advise the governor on the situation analysis and recommend emergency response actions and orders appropriate to the emergency situation.
  - Depending on the situation, the SEOC will provide local officials with recommended protective actions for the public as well as other recommended actions. Communications between the SEOC and local officials may include:
    - Conference calls
    - Faxes or emails through the DEMHS Regional Offices
    - Radio contact through the DEMHS Regional Offices, the SEOC or DESPP/DEMHS HQ
    - Other available technology
- Information Coordination/Message Flow
  - Unified Command Briefing
  - Depending on the situation the Governor may:
    - hold a press conference;
    - Issue a formal message via social media outlets, state websites or press releases

The Planning Section's primary responsibility is to **review and evaluate incident situation information**, develop and Incident Action Plan, and issue situation reports.

- The DEMHS PIO coordinates with the Governor’s Communication Office to provide the most current information to the public



- Analysis of Sit Reps – possible federal disaster assistance
  - During and following an event, situation reports are analyzed for the potential to request federal assistance. This can include FEMA Disaster Assistance Programs as well as the Small Business Administration’s Disaster Loan Program (please see the Disaster Assistance Handbook for additional information)

## Situation Reporting

Situation Reports provide information on an event, escalating event or disaster that provides decision makers with the information they need to make appropriate decisions. In addition, Situation reporting or initial damage assessment (IDA) reports provide the information necessary to determine if the impact of a storm or event on the State may meet the criteria for federal disaster assistance.

**Situation reporting:** Supports and maintains the Common Operating Picture (collecting, analyzing and reporting information)

1. Regional Coordinator Sit Reps (email): Regional Coordinators are the direct point of contact with municipalities and tribal nations located in their region. If a situation is reported to the DEMHS Regional Office, the Regional Coordinator will share the information with DEMHS leadership for situational awareness. At times, a situation may escalate and the State's monitoring posture may be changed due to a sit rep.
  - a. If a situation/event/response is reported by a municipality or tribal nation to the Regional Office then the Regional Coordinator will provide a Sit-Rep by email to DEMHS leadership. (Thjs sit rep is prepared and sent to DEMHS leadership even if the municipality is not requesting State assistance or resources.)
  - b. Sit Rep template includes the following fields:
    - i. SITREP R#-SR-001 (R# is Regional Office number 1-50)
    - ii. INCIDENT: (description of the incident or event)
    - iii. LOCATION (location of event)
    - iv. STATUS (active or )
    - v. POSTURE (what agencies are responding
    - vi. POC (who is the point of contact that can provide additional info if needed)
    - vii. SUMMARY (summary of the event including time, responding agencies/partners etc.)
  - c. If the situation is resolving, one Sit Rep may be prepared and shared. For longer events, additional sit reps will be prepared by the Regional Office and sent to DEMHS leadership.
  - d. Sit Reps are emailed to DEMHS leadership using the DEMHS Internal email distribution list. (DEMHS Internal Distribution list includes: DESPP Commissioner, DEMHS Deputy Commissioner, State Emergency Management Director, DEMHS Legal Advisor, DEMHS Regional Coordinators, DEMHS Supervisors)
2. Executive Summaries/Sit Reps
  - a. During Enhanced monitoring, executive summaries (or sit reps) are prepared by the staff (on-call staff) assigned to the SEOC to provide DEMHS leadership with situational awareness.
  - b. Executive Summaries are sent to DESPP/DEMHS leadership using the DEMHS Internal distribution list.

- c. As outlined in the SRF implementing procedures, this information provides DEMHS leadership with the information they need to consider a change in monitoring posture.
3. Sit Reps (during partial and/or full activations)
- a. Sit reps from municipalities and tribal nations are entered into WebEOC.
  - b. Sit reps from State agencies and other partners at the SEOC are compiled into one SEOC sit rep. The Sit Rep is shared in WebEOC and emailed to partners.
  - c. Sit reps provide necessary information to decision makers, guide the development of Incident Action Plans, resource distribution and requests for assistance.
  - d. Based on the information provided in Sit Reps the following actions may be taken (this list is not inclusive):
    - i. Task Forces may be convened;
    - ii. CERT Teams and/or MRC Activations may be requested (by the Emergency Management Director), and approved;
    - iii. The monitoring posture may be changed (See SRF Implementation procedures for the process to change the monitoring posture);
    - iv. State Resources (generators, sandbags, cots etc.) may be deployed;
    - v. The USAR team may be pre-staged or activated;
    - vi. Federal resources (commodities, Incident Management Teams etc. may be requested (based on a recommendation by DESPP/DEMHS)
    - vii. EMAC requests may be drafted
    - viii.** A Declarations Team meeting may be held to discuss sending out an Initial Damage Assessment request to impacted municipalities (See the Disaster Assistance Handbook for additional information).

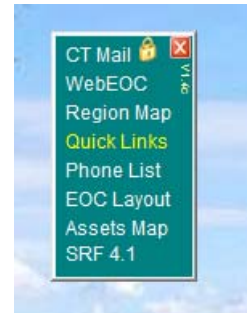


## Incident Action Plan Procedure

DESPP/DEMHS will coordinate an information rhythm that will facilitate the development of a Connecticut Situation Report. The Connecticut Situation Report produces a consistent, unified messaging that will flow at regular intervals based upon the established information rhythm. Information for the Connecticut Situation Report will be collected from many different sources, including state agencies. Information can be collected and shared in a variety of ways.

When an incident is established in WebEOC, an Incident Action Plan (IAP) (ICS-202 and other ICS forms as needed) will be posted in WebEOC and distributed through email or other means.

1. If ICS 202 is used, it will be completed by the Planning Section following each Unified Command meeting that includes discussion and decisions on the preparation of the Incident Action Plan (IAP).
2. The Planning Section Chief will attend the Unified Command meeting and take notes that relate to the next IAP.
3. Using the ICS 202 form (located on widget (under Quick Links) on the main screen of the EOC computers (see text box), DEMHS S drive and/or in the forms section of WebEOC), the Planning Section Chief will fill out the form using the directions below:



| Block Number | Block Title                                                                                                                  | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1            | <b>Incident Name</b>                                                                                                         | Enter the name assigned to the incident. If needed, an incident number can be added.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 2            | <b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul> | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3            | <b>Objective(s)</b>                                                                                                          | <p>Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable.</p> <p>Objectives should follow the SMART model or a similar approach:</p> <p><b><u>S</u>pecific</b> – Is the wording precise and unambiguous?</p> <p><b><u>M</u>easurable</b> – How will achievements be measured?</p> <p><b><u>A</u>ction-oriented</b> – Is an action verb used to describe expected accomplishments?</p> <p><b><u>R</u>ealistic</b> – Is the outcome achievable with given available resources?</p> <p><b><u>T</u>ime-sensitive</b> – What is the timeframe?</p> |

|   |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | <b>Operational Period Command Emphasis</b>                                                    | Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc. |
|   | General Situational Awareness                                                                 | General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).                                                                                                                                                                                                     |
| 5 | <b>Site Safety Plan Required?</b><br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Safety Officer should check whether or not a site safety plan is required for this incident.                                                                                                                                                                                                                                                                                                                                                                                   |
|   | <b>Approved Site Safety Plan(s) Located At</b>                                                | Enter the location of the approved Site Safety Plan(s).                                                                                                                                                                                                                                                                                                                                                                                                                        |

| Block Number | Block Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Instructions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6            | <b>Incident Action Plan</b> (the items checked below are included in this Incident Action Plan):<br><input type="checkbox"/> ICS 202<br><input type="checkbox"/> ICS 203<br><input type="checkbox"/> ICS 204<br><input type="checkbox"/> ICS 205<br><input type="checkbox"/> ICS 205A<br><input type="checkbox"/> ICS 206<br><input type="checkbox"/> ICS 207<br><input type="checkbox"/> ICS 208<br><input type="checkbox"/> Map/Chart<br><input type="checkbox"/> Weather Forecast/Tides/Currents<br><u>Other Attachments:</u> | Check appropriate forms and list other relevant documents that are included in the IAP.<br><br><input type="checkbox"/> ICS 202 – Incident Objectives<br><input type="checkbox"/> ICS 203 – Organization Assignment List<br><input type="checkbox"/> ICS 204 – Assignment List<br><input type="checkbox"/> ICS 205 – Incident Radio Communications Plan<br><input type="checkbox"/> ICS 205A – Communications List<br><input type="checkbox"/> ICS 206 – Medical Plan<br><input type="checkbox"/> ICS 207 – Incident Organization Chart<br><input type="checkbox"/> ICS 208 – Safety Message/Plan |
| 7            | <b>Prepared by</b><br>• Name<br>• Position/Title<br>• Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8            | <b>Approved by Incident Commander</b><br>• Name<br>• Signature<br>• Date/Time                                                                                                                                                                                                                                                                                                                                                                                                                                                    | In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

## Addendum 1:

ESF Plans attached by reference

| <b>Plan/ Guide</b>                                           | <b>Agency Responsible for Plan maintenance</b>                                      | <b>Plan Description/relationship with other plans</b>                                                                                    |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency Communications and Warning Appendix                | DESPP/DEMHS                                                                         | Appendix to ESF 2 Communications                                                                                                         |
| CT Disaster Debris Management Plan                           | DEEP                                                                                | ESF 3 annex of the SRF                                                                                                                   |
| Statewide Fire Rescue Disaster Response Plan                 | Commission on Fire Prevention and Control                                           | ESF 4 annex of the SRF                                                                                                                   |
| Radiological Emergency Response Plan (REP Plan)              | DESPP/DEMHS                                                                         | ESF 5 annex of the SRF                                                                                                                   |
| Cyber Disruption Response Plan and Annexes                   | DESPP /DEMHS                                                                        | ESF 5 annex of the SRF                                                                                                                   |
| Resource Management System Annex                             | DESPP/DEMHS                                                                         | ESF 7 annex of the SRF                                                                                                                   |
| Public Health Emergency Response Plan I. Base Plan           | DPH                                                                                 | ESF 8 annex of the SRF                                                                                                                   |
| Avian Influenza Monitoring and Response Plan                 | DESPP/DEMHS, DOAG                                                                   | ESF 11 annex of the SRF                                                                                                                  |
| Disaster Recovery Framework                                  | DESPP/DEMHS                                                                         | ESF 14 annex of the SRF                                                                                                                  |
| Crisis Communications, Public Information and Education Plan | DESPP/DEMHS                                                                         | ESF 15 Annex of the SRF                                                                                                                  |
| Drought Preparedness and Response Plan                       | OPM, DOAG, DESPP/DEMHS, DEEP, DPH                                                   | ESF 3, ESF 12                                                                                                                            |
| Base Coop Plan (annexes for Key agencies)                    | DESPP/DEMHS. Key Agency Annexes (DESPP, DAS, DOT, DOAG, DPH, DOC, Mil. Dept., DEEP) | Component Plan to the SRF: Emergency Management (EM) COOP with COOP annexes, plans of the 8 agencies that support EM essential functions |