

# State of Connecticut

Division of Emergency Management and Homeland  
Security

## Administrative Plan



State of Connecticut  
Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security

# 2014

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## Introduction

The State of Connecticut Division of Emergency Management and Homeland Security (DEMHS) Administrative Plan, is a component plan of Connecticut's State Response Framework. This plan outlines the procedures and policies that guide the operations of the Division of Emergency Management and Homeland Security (DEMHS) during normal and emergency operations.

This plan provides guidance to all DEMHS personnel with essential functions that support the Division's mission. In order to execute this plan effectively, all DEMHS personnel must have knowledge and familiarity with the procedures and policies set forth in this plan.

Recommended changes to this plan may be addressed to:

DEMHS Planning Manager  
DESPP/DEMHS  
25 Sigourney Street  
Hartford, CT 06106

A handwritten signature in black ink that reads "William P. Shea". The signature is written in a cursive style and ends with a long horizontal stroke that tapers to a point on the right.

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

### Record of Changes

As changes are made to this plan, the following procedures should be followed:

1. The DEMHS Planning Manager will issue all changes to holders of the plan through electronic media, email or hard copy.
2. Upon receiving written notification regarding changes to this plan, individuals issued a hard copy should insert new pages and remove and destroy old pages. Minor changes may be made on existing pages by hand.
3. When any change is made, enter the log below accordingly.
4. A rewrite will be performed as required with a review and modification as required.

Change Number	Date	Page and Section	Brief Description	Initials

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## Section 1: Summary of Organization

### 1.1 Recent History of Emergency Management in Connecticut

In January 2005, the Department of Emergency Management and Homeland Security (DEMHS) was established by Public Act 04-219. The Office of Emergency Management (OEM) was removed from the Military Department and the Division of Homeland Security was removed from the Department of Public Safety (DPS) and merged into DEMHS.

The charge of the new agency was to provide a coordinated, integrated program for statewide emergency management and homeland security. This has remained the statutory charge throughout subsequent organizational changes.

### 1.2 Department of Emergency Services and Public Protection (DESPP)

In July 2011, the Department of Emergency Management and Homeland Security, the Department of Public Safety and several other state agencies were merged to create the Department of Emergency Services and Public Protection (DESPP). The statutory mission of DESPP is to provide a coordinated, integrated program for the protection of life and property and for state-wide emergency management and homeland security. Connecticut General Statutes Section 29-1r.

Under Connecticut General Statutes Section 29-1b, the DESPP commissioner serves as the administrative head of the DESPP Division of Emergency Management and Homeland Security (DEMHS). By statute, the commissioner delegates jurisdiction of DEMHS to a deputy commissioner.

DESPP is comprised of six divisions:

- **Emergency Management and Homeland Security (DEMHS)** is charged with developing, administering, and coordinating a comprehensive and integrated statewide emergency management and homeland security program that encompasses all human-made and natural hazards, and includes prevention, mitigation, preparedness, response, and recovery components to ensure the safety and well-being of the citizens of Connecticut.
- **Connecticut State Police (CSP)** is responsible for primary law enforcement services for all municipalities that do not have their own chartered police department. The State Police provide additional special police resources to all municipalities on request. Special police services include: the bomb squad, aviation unit, marine unit, dive team, tactical unit, canine search and rescue, arson cause and origin investigation, and major crime investigative units.

- **Scientific Services** is comprised of three laboratories: the Forensic Laboratory; the Toxicology and Controlled Substance Laboratory; and the Computer Crime and Electronic Evidence Laboratory. The three laboratories are co-located and provide forensic services to local, state and federal agencies statewide.
- **Police Officers Standards and Training Council (POST)** is responsible for the certification of all police officers, law enforcement instructors and police training programs throughout the state of Connecticut.
- **Commission on Fire Prevention and Control / CT Fire Academy (FPC)** prevents or mitigates the effects of fires and disasters through training, education, and the certification of career and volunteer fire service personnel.
- **Statewide Emergency Telecommunications (DSET)** develops and maintains coordinated state-wide emergency service telecommunications for public safety organizations and the residents. It coordinates with area states as well as the FCC and acts as a liaison with the public safety community to ensure that its needs are addressed.



## Section 2.0 Division of Emergency Management and Homeland Security

### 2.1 Division Charge and Critical Missions

The duties of the Division of Emergency Management and Homeland Security are outlined and Connecticut General Statutes Title 28 and include:

- Coordinating with state and local government personnel, agencies, authorities and the private sector to ensure adequate planning, equipment, training and exercise activities by such personnel, agencies, authorities and the private sector with regard to emergency management and homeland security;
- Coordinating, and as may be necessary, consolidating homeland security communications and communications systems of the state government with state and local government personnel, agencies, authorities, the general public and the private sector; distributing and, as may be appropriate;
- Coordinating the distribution of information and security warnings to state and local government personnel, agencies, authorities and the general public; and establishing standards and security protocols for the use of any intelligence information;
- Providing a coordinated, integrated program for state-wide emergency management and homeland security. DEMHS maintains an Emergency Management and Homeland Security Statewide Strategy, developed in coordination with stakeholders from state, local governments and private response and recovery organizations.

Critical missions of DEMHS include terrorism prevention, coordination of emergency preparedness, response, recovery, and mitigation, and administering federal emergency management and homeland security grant programs, including disaster aid. DEMHS puts into place measures to respond to emerging threats, including developing within the Office of Counterterrorism (OCT) a fully operational and staffed State Fusion Center.

DEMHS manages the state's response to emergencies in coordination with local municipalities, other state agencies and federal and nongovernmental partners. This may include operation of the State Emergency Operations Center (SEOC) if activated by the Governor.

The Radiological Emergency Preparedness Program (REP) develops and maintains Connecticut's radiological plans and procedures (Connecticut General Statutes Section 28-31). These plans and procedures are exercised every year and evaluated by the Federal Emergency Management Agency (FEMA) every other year. A network of ten emergency planning zone communities, five host communities, numerous key state agencies and utility emergency responders all maintain a high level of preparedness and public safety. DEMHS is responsible for off-site planning and preparedness for Millstone Nuclear Power Station located in Waterford, CT. DEMHS' Radiological Preparedness Program is designed to respond to any incident at the state's nuclear power facility.

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DEMHS administers federal Preparedness Grants and federal Disaster Assistance Programs. The Strategic Planning and Community Preparedness Unit administers Homeland Security Grant Program (HSGP) and Emergency Management Performance Grant Programs (EMPG) as well as the Nuclear Safety Emergency Program Funds (NSEP) as referenced in Sec. 28-31. The Homeland Security Grant Applications are developed with input from the Homeland Security Working Group, a group of multi-jurisdictional stakeholders who also participate in the development of the Emergency Management and Homeland Security State-wide Strategy.

The DEMHS Recovery Unit administers federal Disaster Programs such as Public Assistance and the Hazard Mitigation Grant Program (HMGP). They coordinate with Strategic Planning staff on, among other things, the Individual Assistance and the Small Business Administration Disaster Loan Programs.

## 2.2 Legal Authorities and Relevant Legislation

### 2.2.1 Federal Authorities

#### *National Response Framework (NRF)*

Emergency management responsibilities exist at all levels of government: local, state, and federal. At the national level, the United States operates under the National Response Framework (NRF), which outlines how the nation conducts an all-hazards response across agencies and jurisdictions. The NRF outlines key response principles and a unified approach linking all levels of government, nongovernmental organizations, and the private sector.

The NRF is always in effect and elements can be partially or fully implemented at any time. Depending on the scale of an incident, the NRF allows for selective implementation for the delivery of specific resources and capabilities and a level of coordination appropriate to the incident.

#### *Robert T. Stafford Disaster Relief and Emergency Assistance Act*

Federal emergency management and disaster assistance is governed in large part by the Stafford Act, which is an amendment of the Disaster Relief Act of 1974, PL 93-288. The Stafford Act, which is implemented in Section 44 of the Code of Federal Regulations, provides the legal authority for the federal government to provide disaster assistance, including Federal Emergency Management Agency (FEMA) programs, to states. The Stafford Act has been recently amended by the Post-Katrina Emergency Reform Act and the Sandy Recovery Improvement Act of 2013.

## 2.2.2 State Statutes, Executive Orders and Frameworks

### *Executive Order No. 34 (State of Connecticut)*

In June of 2013, Governor Malloy re-enforced the State’s commitment to National Incident Management System (NIMS) through Executive Order No. 34, which recognizes NIMS and an integrated Incident Command System (ICS) as vital to emergency management in Connecticut.

### *State of Connecticut State Response Framework*

The State Response Framework (SRF) describes 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.

State recovery actions are outlined in the Disaster Recovery ESF 14 Framework, which is an annex to the SRF.

### *Connecticut General Statutes Title 28 and Title 29*

Titles 28 and 29 of the Connecticut General Statutes outline the legal authorities and responsibilities of the Department of Emergency Services and Public Protection (DESPP). Emergency management and homeland security responsibilities reside with the Division of Emergency Management and Homeland Security (DEMHS), as described in Title 28. Title 28 also describes the Governor’s emergency powers and outlines local responsibilities in an emergency. Full language for the authorities listed below is attached in Appendix 1.

### *Governor’s Statutory Authorities*

The Governor’s statutory emergency powers are primarily outlined in Conn. Gen. Stat. Sec. 28-9:

#### **Sec. 28-9. Civil preparedness or public health emergency; Governor’s powers. Modification or suspension of statutes, regulations or other requirements.**

The Governor may proclaim that a state of civil preparedness emergency exists, in which event the Governor may personally take direct operational control of any or all parts of the civil preparedness forces and functions in the state.

#### **Sec. 28-9a. Governor’s further powers.**

These powers are authorized whenever the Governor proclaims a disaster emergency under the laws of this state, or the President declares an emergency or a major disaster to exist in this state.

#### **Sec. 28-9b. Governor’s authority concerning federal loans to state political subdivisions.**

These authorities are authorized when, at the request of the Governor, the President has declared a “major disaster” to exist in the state.

**Sec.28-9c. Removal of debris or wreckage. Governor's powers.** Under this statute, in a declared emergency, the Governor is authorized: (1) Notwithstanding any other provision of law, through the use of state departments or agencies, or the use of any of the state's instrumentalities, to clear or remove from publicly or privately owned land or water, debris and wreckage which may threaten public health or safety, or public or private property; (2) to accept funds from the federal government and utilize such funds to make grants to any political subdivision for the purpose of removing debris or wreckage from publicly or privately owned land or water.

**Sec.28-9d. Federal assistance for individual or family disaster related expenses.** Under these authorities, the Governor can enter into an agreement and accept financial assistance from the federal government following a major disaster declaration.

**Sec. 28-11. Taking of property during emergency.** These powers are authorized during the existence of a civil preparedness or public health emergency.

#### *DESPP/DEMHS Statutory Authorities*

DEMHS legal authorities are outlined primarily in Conn. Gen. Statutes Sec. 28 and Sec. 29 and include:

**Sec. 28-1a. Division of Emergency Management and Homeland Security. Powers and duties of commissioner. Regulations. Memorandum of understanding.** These powers allow for the organization of the Division of Emergency Management and Homeland Security.

**Sec. 28-1i. Annual report to General Assembly re state-wide emergency management and homeland security activities.**

**Sec. 28-1j. Designation of hazard zone re liquefied natural gas terminal: Recommendations; approval; notice; hearings; vote; notification**

**Sec. 28-1k. Designation of security zone re liquefied natural gas terminal: Recommendations; approval; notice; hearing; vote; notification.**

**Sec. 28-1l. Annual report to General Assembly re homeland preparedness and emergency response planning and activities for children.**

**Sec. 28-4. Agreements with other states. Local offices.**

**Sec. 28-5. Preparation for civil preparedness. Subpoenas. Comprehensive plan and program for civil preparedness. Training programs. Cooperation by other state agencies. Orders and regulations.**

**Sec. 28-6. Mutual aid or mobile support units.** All civil preparedness units, forces, facilities, supplies and equipment in the state are deemed to be available for employment as mutual aid or mobile support.

**Sec. 28-7. Local and joint organizations: Organization; powers; temporary aid.**

**Sec. 28-8. Outside aid by local police, fire or other preparedness forces.**

**DESPP statutory authorities include the following:**

**Sec.29-1b. Department of Emergency Services and Public Protection: Division of State Police; Division of Emergency Management and Homeland Security.** The Commissioner of DESPP shall serve as administrative head of the Division of Emergency Management and Homeland Security (DEMHS). The Commissioner shall delegate said commissioner's jurisdiction of DEMHS to a deputy commissioner.

**Sec.29-1r. Department of Emergency Services and Public Protection . Appointment of commissioner. Successor to Departments of Public Safety and Emergency Management and Homeland Security.**

**Sec. 29-1t. Coordinating Advisory Board.** The purpose of this board is to advise the Department of Emergency Services and Public Protection with respect to: (1) strategies to improve internal and external communication and cooperation in the provision of emergency response services on the state and local level; (2) strategies to improve emergency response and incident management in areas including, but not limited to, communications and use of technology and the coordination and implementation of state and federally required emergency response plans; (3) improvements in the state's use of regional management structures; and (4) strengthening cooperation and communication among federal, state and local governments, the Connecticut National Guard, police, fire, emergency medical and other first responders, emergency managers and public health officials.

#### *DEMHS Deputy Commissioner*

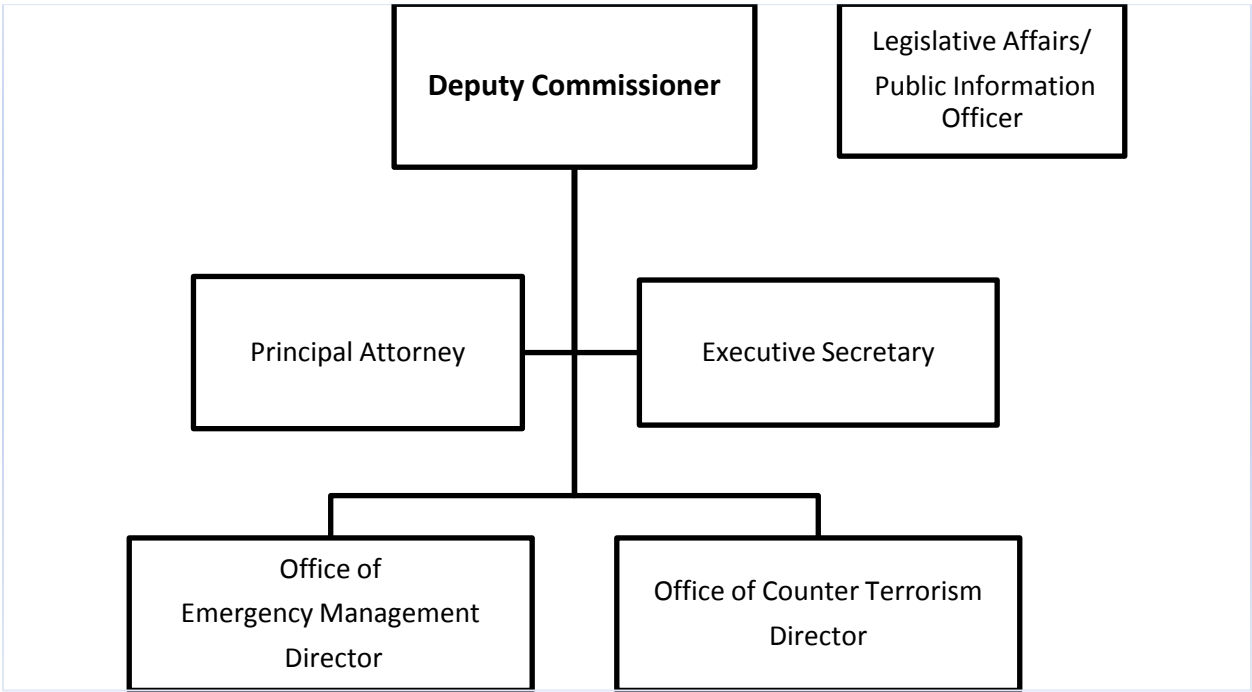
**Sec.29-1b. Department of Emergency Services and Public Protection: Division of State Police; Division of Emergency Management and Homeland Security.** The Commissioner shall delegate said commissioner's jurisdiction of DEMHS to a deputy commissioner.

**Sec.29-1r. Department of Emergency Services and Public Protection . Appointment of commissioner. Successor to Departments of Public Safety and Emergency Management and Homeland Security.**

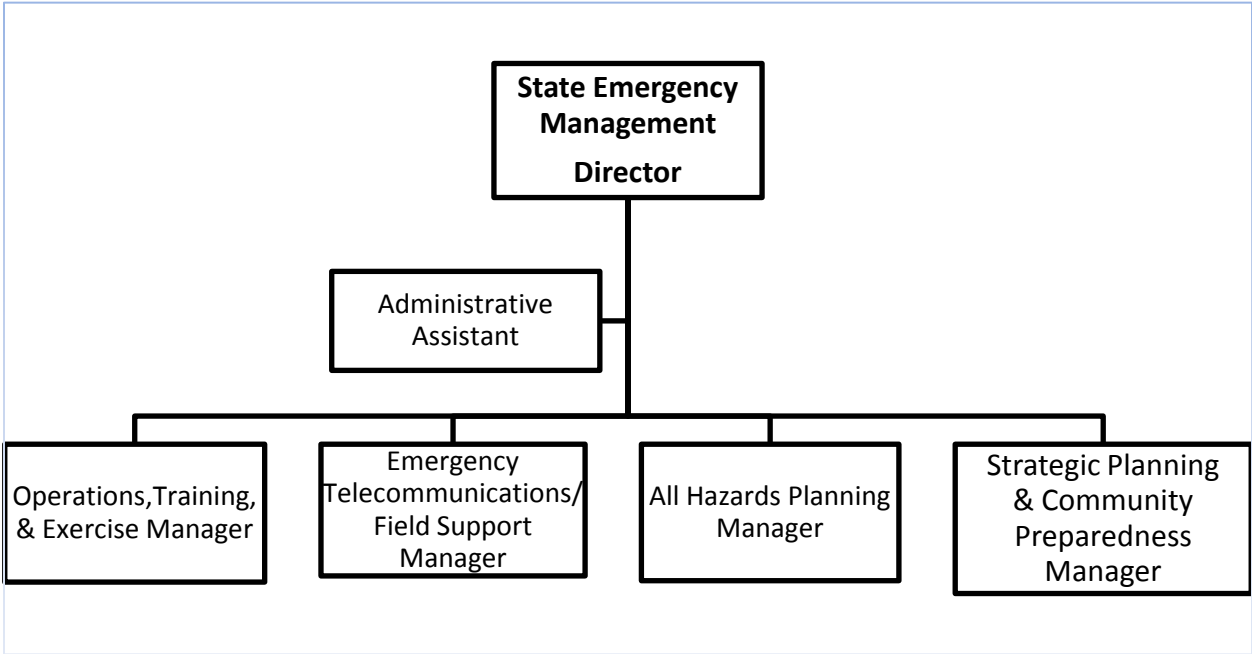
## 2.3 DEMHS: Organizational Structure

### 2.3.1 Organizational Charts

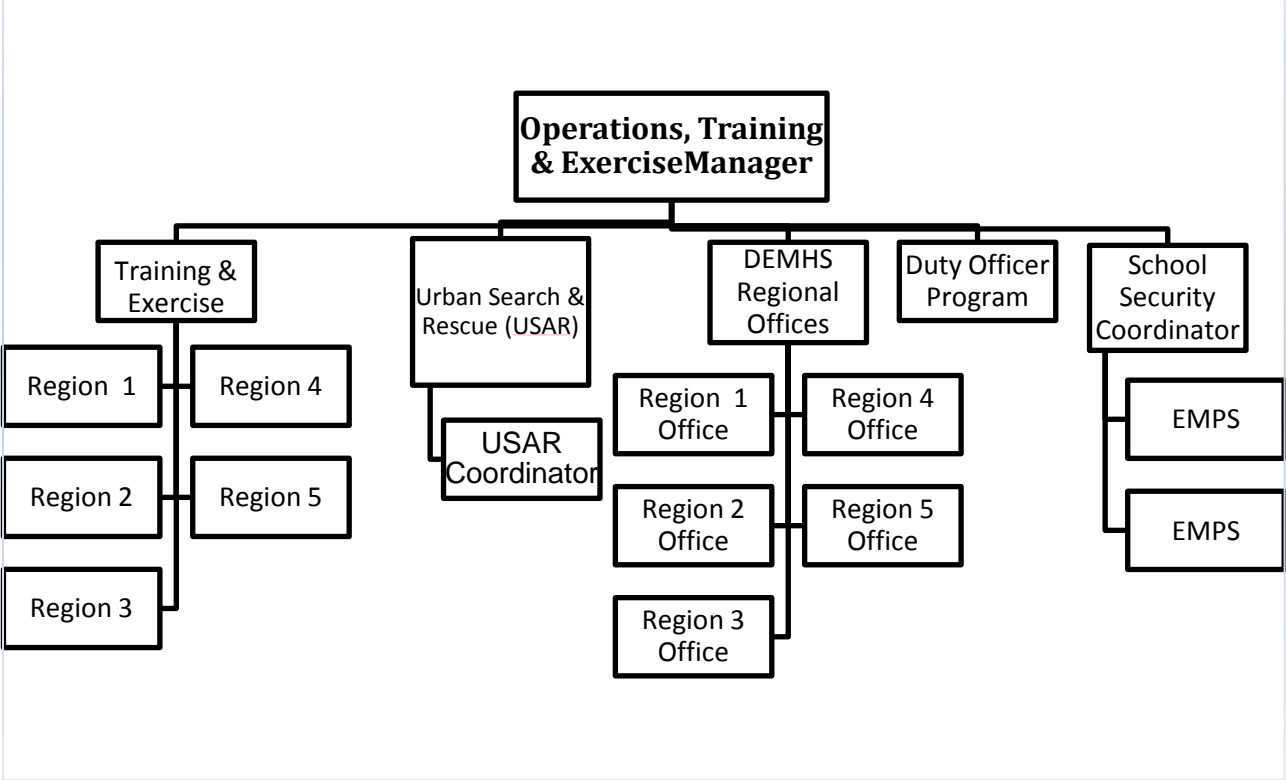
#### Office of the Deputy Commissioner



Office of Emergency Management

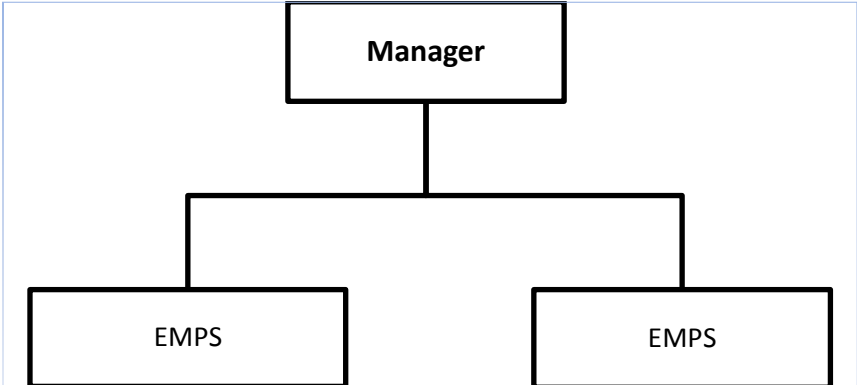


Operations, Exercise, and Training

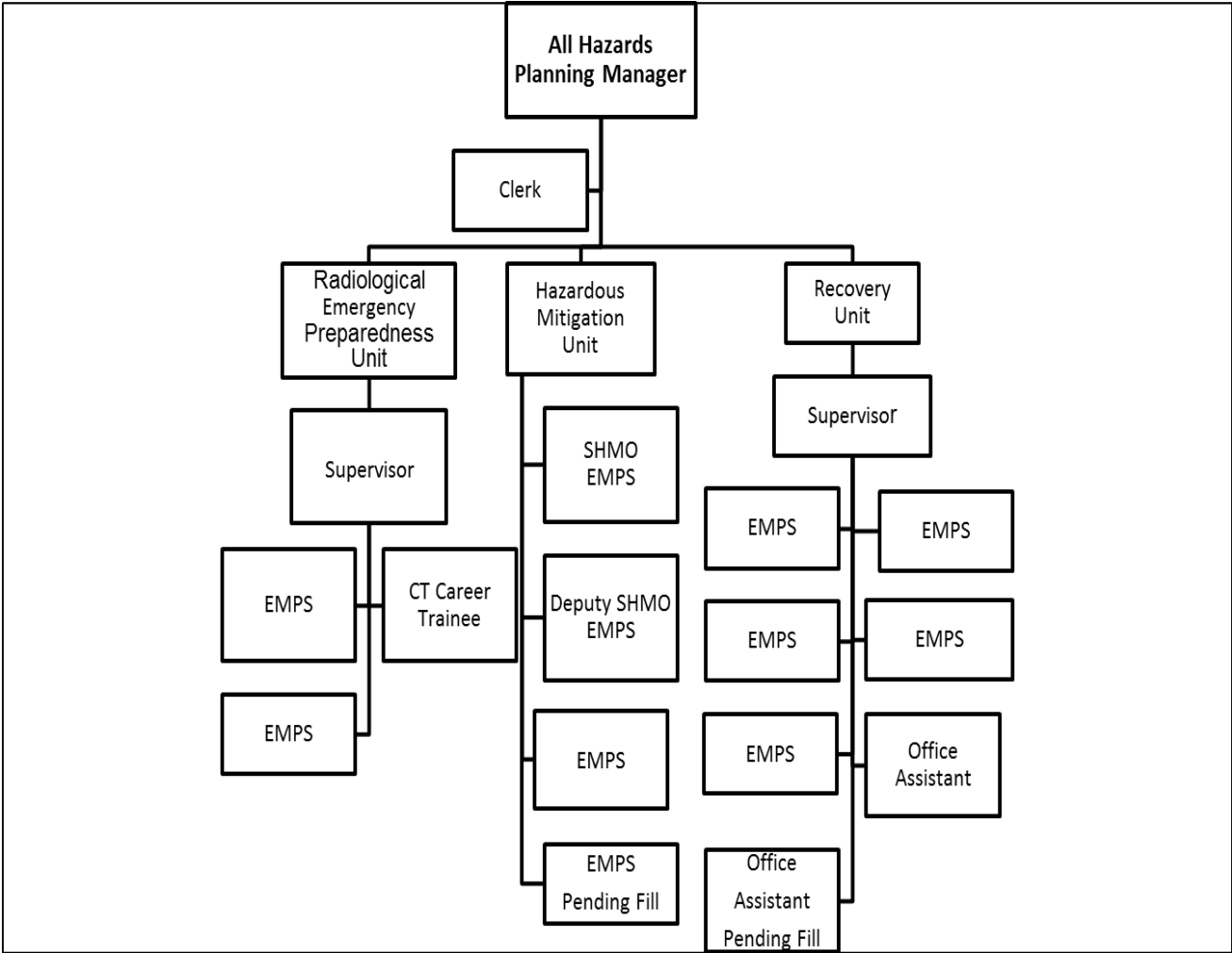


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*Emergency Telecommunications/Field Support*



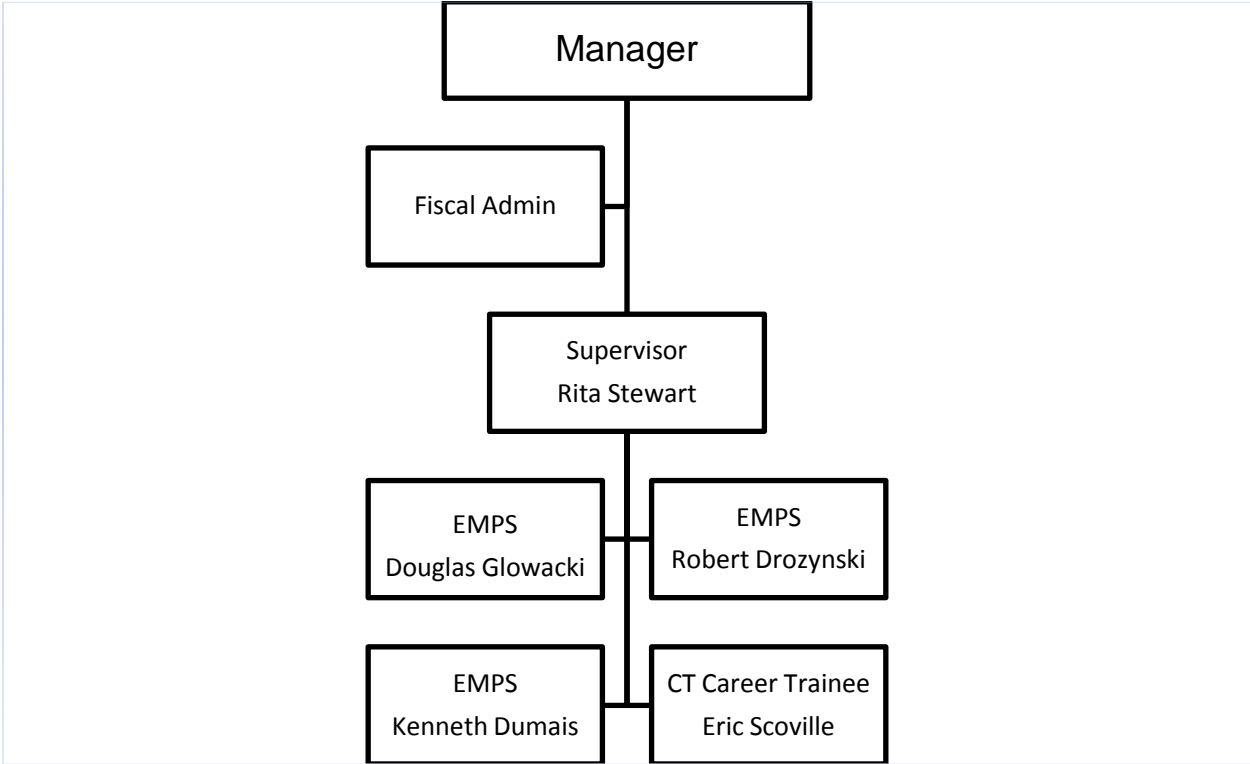
*All Hazards Planning*



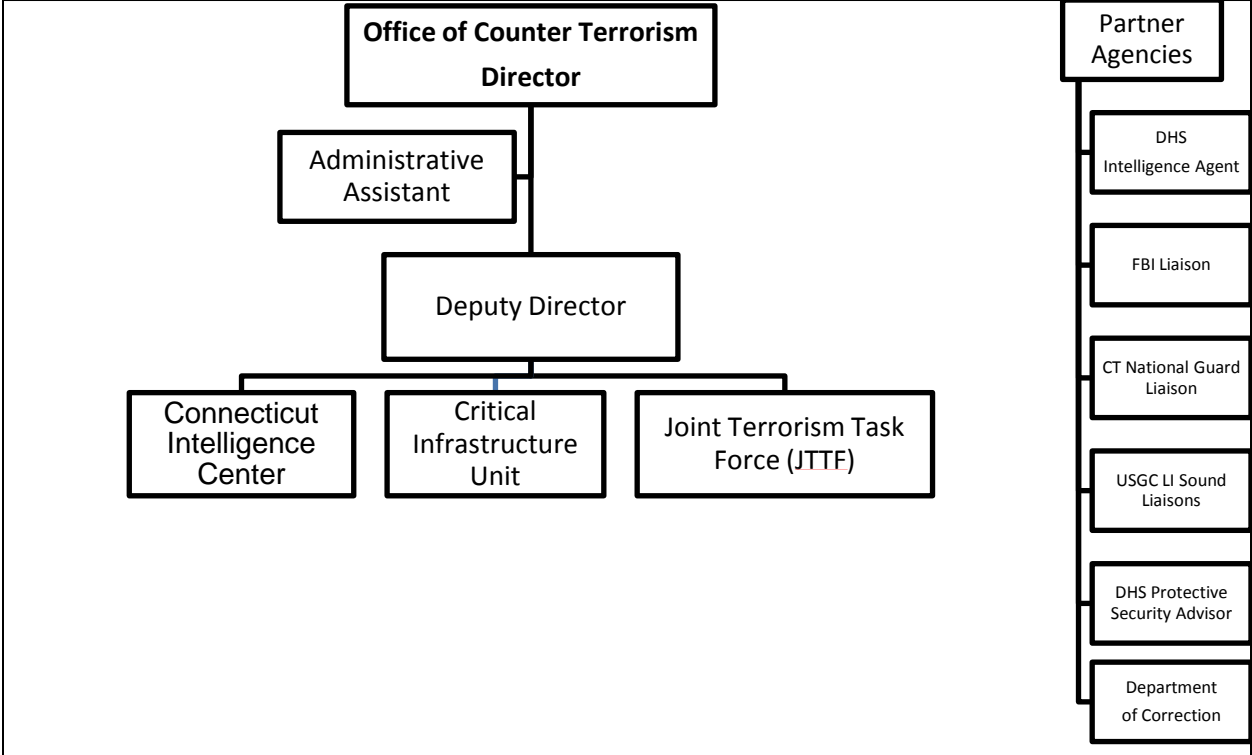
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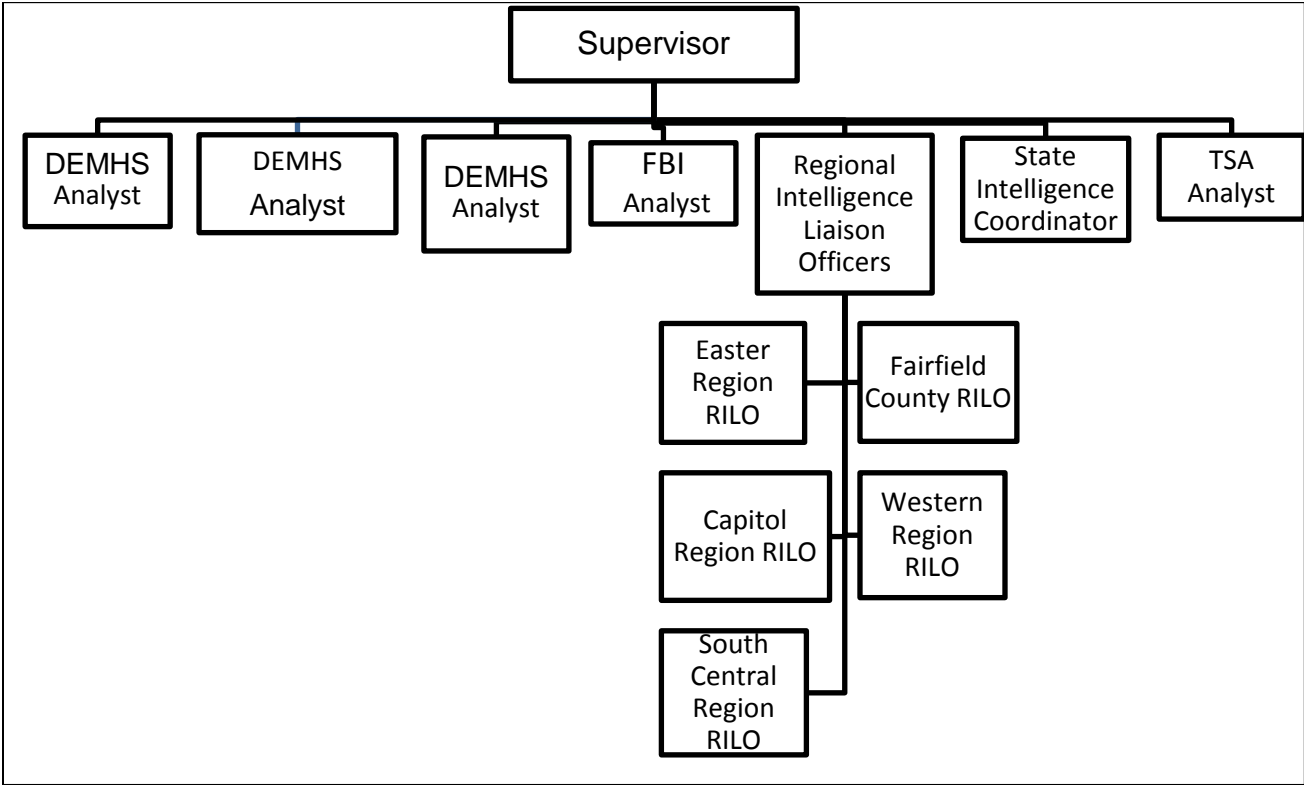
Strategic Planning and Community Preparedness



*Office of Counter-Terrorism*

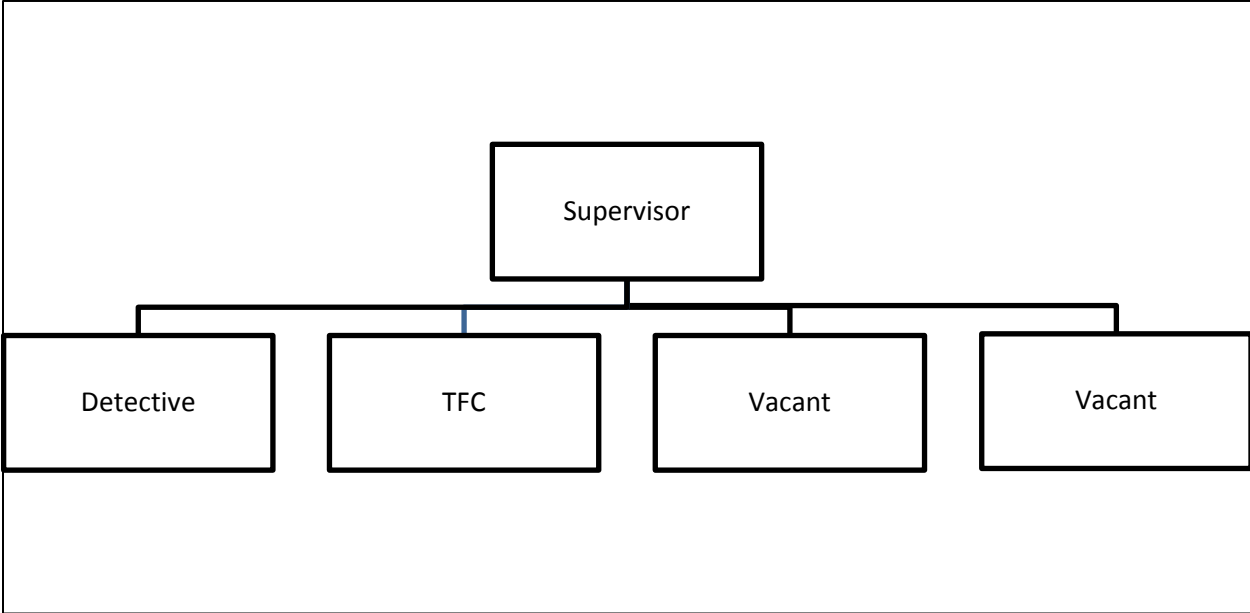


Connecticut Intelligence Center

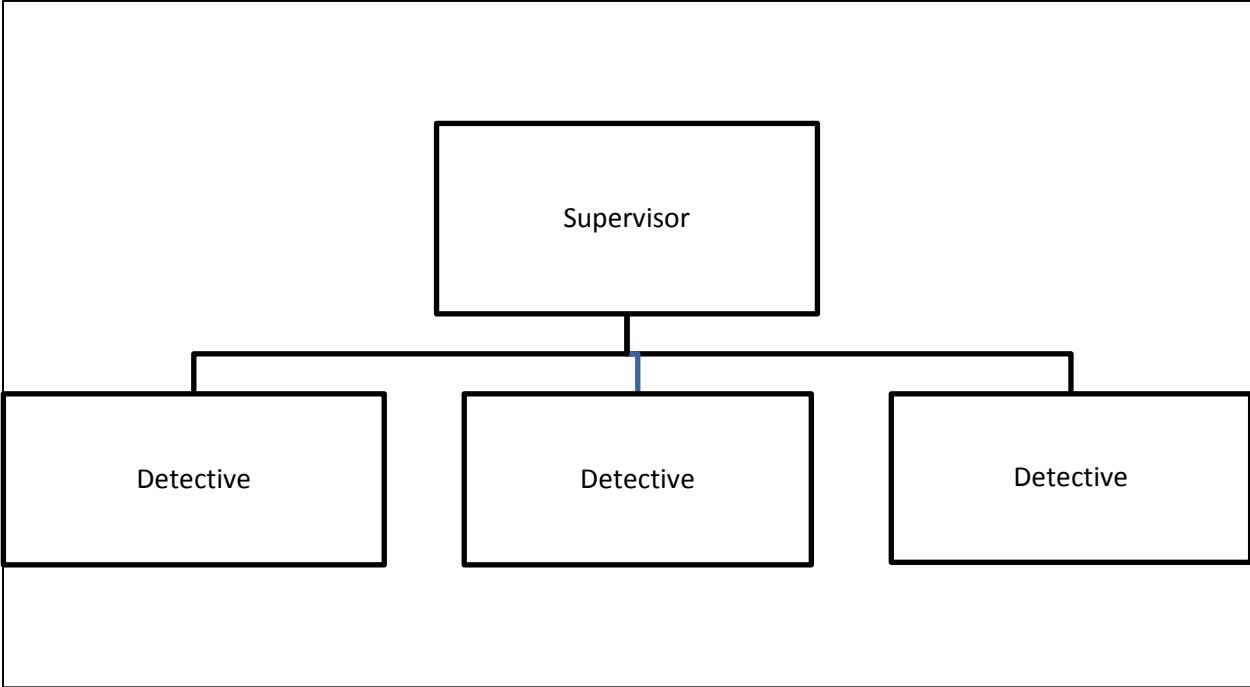


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*Critical Infrastructure Unit*



*Joint Terrorism Task Force (JTTF)*



### 2.3.2 DEMHS Unit Descriptions

#### *Office of the Deputy Commissioner*

The Deputy Commissioner of DEMHS reports to the Commissioner of Emergency Services and Public Protection, and is supported by the DEMHS legal advisor, public information officer/legislative program manager, one support staff, and two Directors. The DEMHS Deputy Commissioner supervises the activities of this Division through the Office of Emergency Management and the Office of Counter Terrorism.

The Deputy Commissioner serves as the State’s Homeland Security Advisor (HSA). After the governor, the HSA is the state’s lead point of contact with the Department of Homeland Security (DHS). The HSA has access to key intelligence networks and advises the governor on emerging threats, events and responses.

#### Advisory Council

The Deputy Commissioner also chairs the DEMHS Advisory Council, which was established under Connecticut General Statutes Section 4-8 by the DESPP Commissioner as an Emergency Support Function-based advisory board with designated supporting working groups. The DEMHS Advisory Council meets quarterly.

#### **DEMHS Office of Emergency Management (OEM)**

The DEMHS Office of Emergency Management is headed by the State Emergency Management Director, who is supported by the DEMHS legal advisor, one support staff, a Planning Manager, an Operations, Training and Exercise Manager, an Emergency Telecommunications Manager, and a Strategic Planning and Community Preparedness Unit.

The purpose of this Office is to:

Provide a coordinated, integrated program for state-wide emergency management, including strategic and operational all-hazards planning, community preparedness, exercise, training, and grants planning and management;

Coordinate and collaborate with state, local, federal, tribal, and private sector partners, as well as the public to develop, maintain, exercise, and train on a comprehensive state-wide emergency management plan and program;

Direct and coordinate all available resources to protect the life and property of the residents of Connecticut in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery, mitigation, and public education;

Maintain, operate, and oversee the Governor’s State Emergency Operations Center.

**The Office of Emergency Management (OEM)** contains four Units: Operations, Training and Exercise, All-Hazards Planning, Strategic Planning and Community Program Management, and Field Support Coordination.

1. **The DEMHS OEM Operations, Training and Exercise (OTE) Unit** works under the Incident Command System of the National Incident Management System (NIMS) and includes the five DEMHS Regional Offices. Each Regional Office is staffed by a Regional Coordinator and a secretary. Each DEMHS Region is also assigned a DEMHS planner and a trainer.

A critical function of the OTE Unit is the operational coordination of the State Emergency Operations Center. The OTE Unit coordinates and is responsible for:

- Monitoring of emergency situations as they develop and/or threaten communities;
- Disseminating watches, warnings and emergency information to state agencies and local jurisdictions;
- The collection and consolidation of emergency related data and situation reports;
- Assignment of tasks to state agencies and the deployment of state resources in a coordinated State response to support local emergency response operations;
- Requesting and coordinating outside assistance from other states through the Emergency Management Assistance Compact (EMAC);
- Providing situation analysis and reporting to FEMA Region 1, and requesting and coordinating Federal assistance through FEMA Region I;
- Providing situation analysis and reporting to the Governor’s Office.

The five DEMHS Regional Offices serve as direct points of contact to local jurisdictions to provide:

- Distribution of warning and emergency information to local jurisdictions;
- On-site monitoring of localized emergencies;
- Collection, verification and consolidation of local emergency situation reports and requests for assistance;
- Assistance to local jurisdictions in regional budget development and funding requests;
- Assistance to local governments in requesting training and exercise development assistance;
- Guidance and assistance to local governments in Local Emergency Operations Plan development, review, and revision;
- Oversight of the development of Regional Emergency Support Plans;
- Coordinate a regional response to ongoing emergency situations.

The OTE Unit is also responsible for the establishment of training programs and the development, delivery and evaluation of exercises, in accordance with Homeland Security Exercise and Evaluation Program guidance. The OTE staff works collaboratively with local, state, tribal and federal partners to coordinate and conduct training and exercises in accordance with the state strategic plan developed and maintained by DEMHS. The substance of training and exercises is developed through the identification of local and regional needs, the DEMHS statewide strategy, and federal guidance.

The OTE Unit is also responsible for the Connecticut Urban Search & Rescue Team, which is a civil preparedness force trained to locate, extricate and preserve life in the event of any large-scale structural collapse, regardless of the cause.

Within the OTE, established by Public Act 13-3, is a School Safety and Security Program Team comprised of a coordinator and two program specialists who are responsible for the work associated with implementation of certain sections of the Public Act. Duties include the coordination of a safety and security review of every Higher Education campus in the state, reviews of completed safety and security audits and establishing a system for the annual submission to DESPP of emergency response plans from each institute of higher education and each private occupational school under State Statute.

2. The DEMHS All-Hazards Planning (AHP) Unit is responsible for all-hazards planning, program design and development, administration, coordination, development and maintenance of plans and programs to enhance Connecticut's prevention, preparedness, response and recovery capabilities.

The AHP Unit includes Radiological Emergency Preparedness staff, whose work includes planning, coordination, development, maintenance, exercises and training for the State's Radiological Emergency Response Plan (RERP) for Millstone's Nuclear Power Station.

The Connecticut RERP details the steps that would be taken to protect the public in response to an emergency situation at both Indian Point Nuclear Power Station in New York State and Millstone Nuclear Power Station in Waterford. This plan is constantly under review and is exercised with local, state and Federal agencies as well as the neighboring States of New York and Rhode Island. REP staff's preparedness plans and exercises are evaluated by the United States Department of Homeland Security's Federal Emergency Management Agency and the U.S. Nuclear Regulatory Commission.

The REP staff ensures that the 10 communities around Millstone, the five Host Communities, the Transportation Staging Area, and support towns are all trained and have up to date plans and procedures on state and local Emergency Operations Centers and radiological monitoring.

The DEMHS AHP Unit includes a Disaster Recovery Unit that works with other DEMHS personnel to facilitate preliminary damage assessments and Presidential Declaration requests, and then coordinates federal Public Assistance, Individual Assistance, and Hazard Mitigation disaster relief funds for state and federal governments, eligible non-profit organizations and individuals.

The DEMHS AHP Unit works closely with the Strategic Planning and Community Preparedness Unit on strategic planning and disaster recovery. AHP Unit staff draft and revise the state’s emergency management plans, including the State Response Framework. DEMHS staff members also work with other states, as well as the Eastern Provinces of Canada, to provide coordinated, collaborative emergency planning and preparedness.

3. The DEMHS Strategic Planning and Community Preparedness Unit works closely with the DEMHS All Hazards Planning Unit on strategic planning and disaster recovery, as well as program and financial management of grant programs to enhance Connecticut’s prevention, preparedness, response and recovery capabilities.

The chief programmatic responsibilities of SPCP Unit include:

- Collaborate with the OTE and AHP Units on oversight and direction for the regional collaboration planning initiative, which established Regional Emergency Planning Teams in each of the five DEMHS regions. SPCP staff assist in the execution of regional spending plans that address identified preparedness and planning needs; SPCP staff support the DEMHS Advisory Council’s Regional Collaboration Committee
- Expansion of the Emergency Management Performance Grant, which continues to provide critical resources to municipal emergency management programs;
- Collaborate with the Field Support Coordination Unit, including executing interoperable communications programs such as the State Tactical On-Scene Communications System (STOCS), and
- Collaborate with the AHP Unit to administer federal disaster assistance programs to state and local governments, eligible non-profit organizations and individuals.

4. The **DEMHS Field Support Coordination Unit** performs a number of functions designed to enhance and support field operations, including statewide interoperable communications. The Unit also provides direct communications from the State Emergency Operations Center to the five DEMHS Regional Offices and to every municipality in Connecticut as needed during a significant incident.



5. The **DEMHS Duty Officer program** consists of four full time DEMHS employees who are paid on call employees. The Duty Officers rotate through a two week period of being the primary on call contact person. The Duty Officer receives calls for assistance after hours and sends out notifications to the DEMHS Command staff of all requests. The Duty Officer also monitors any adverse weather conditions and reports conditions to the Command Staff and Regional Coordinators for distribution to external partners. The Duty Officer may staff the State EOC in a monitoring capacity during events at the request of the DEMHS Command Staff.

### *The DEMHS Office of Counter Terrorism (OCT)*

OCT is headed by the Director of the Connecticut Intelligence Center, who is supported by an assistant director/administrative officer, DEMHS legal advisor, one support staff, and several supervisors. The purpose of the OCT is to utilize all resources within state government to develop unified safety and security measures to prevent, mitigate and manage incidents threatening the quality of life of the citizens of Connecticut. The purpose of the OCT includes maintaining and operating the Connecticut Intelligence Center (CTIC), including coordinating the collection, analysis and distribution of information and security warnings to state and local government personnel, agencies and authorities, and the general public; establishing standards and protocols for the use of any intelligence information, and; working with federal, state, local, and private sector representatives on intelligence and critical infrastructure issues.

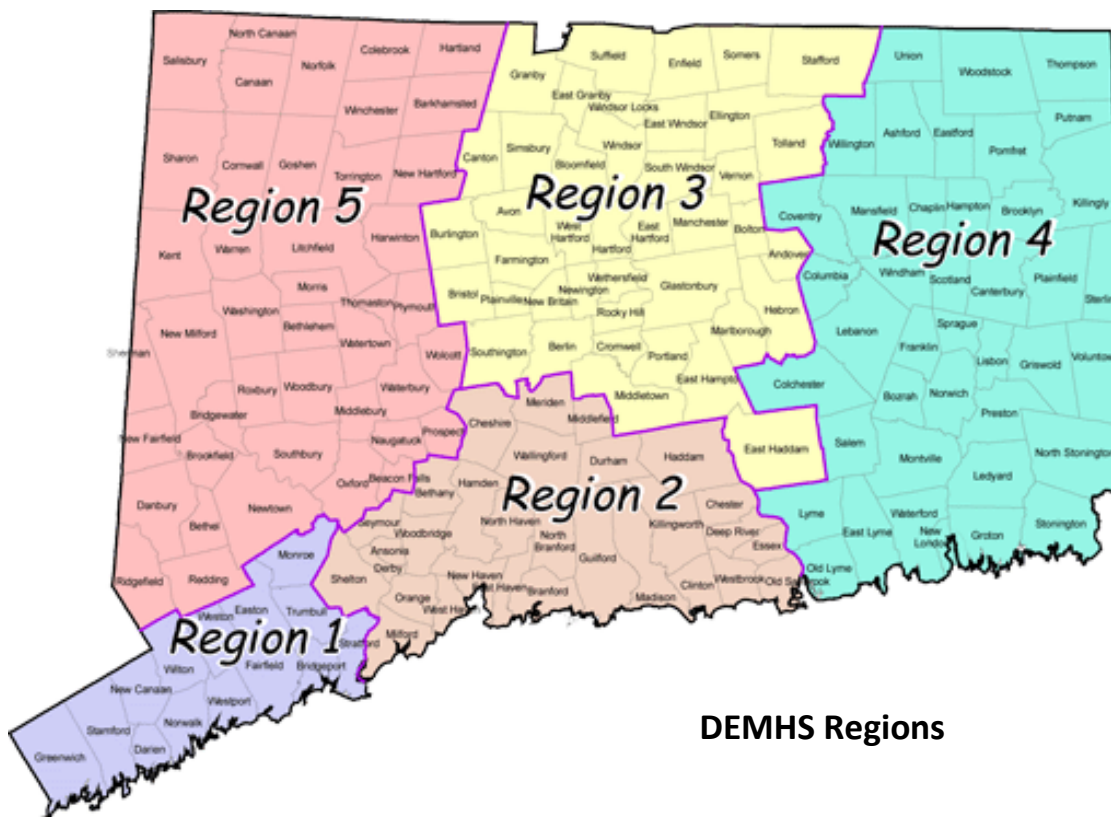
Connecticut Intelligence Center Unit (CTIC)-The Connecticut Intelligence Center (CTIC) includes a co-located team of federal, state and local partners (including DESPP, Department of Correction, CT National Guard, the FBI, US Coast Guard, the Office of the United States Attorney, the federal Department of Homeland Security, and municipal police). The CTIC collects, analyzes and disseminates both criminal and terrorism-related intelligence to law enforcement officials throughout the state, and pertinent vetted information to authorized and appropriate agencies within the first responder and private sectors. CTIC staff includes 5 regional intelligence liaison officers (corresponding to the 5 DEMHS regions). CTIC operates under a privacy, civil rights, and civil liberties protection policy.

The Critical Infrastructure (CI) Unit within CTIC works to assess and protect Connecticut's public and private critical infrastructure assets and key resources, both physical and cyber-based, that are essential to maintaining minimal operational capabilities of government and are necessary to the wellbeing of the economy. The CI Unit identifies these key assets, assesses their vulnerabilities, participates in multi-agency deter and protect activities, and develops a mitigation strategy designed to improve security at those sites. The CI Unit also works with the OEM and the State Emergency Operations Center during emergencies to assist in preparedness, response, protection, and recovery issues related to the state's critical infrastructure.

The Joint Terrorism Task Force is a Federal Bureau of Investigation (FBI) Task Force to which OCT personnel are assigned.

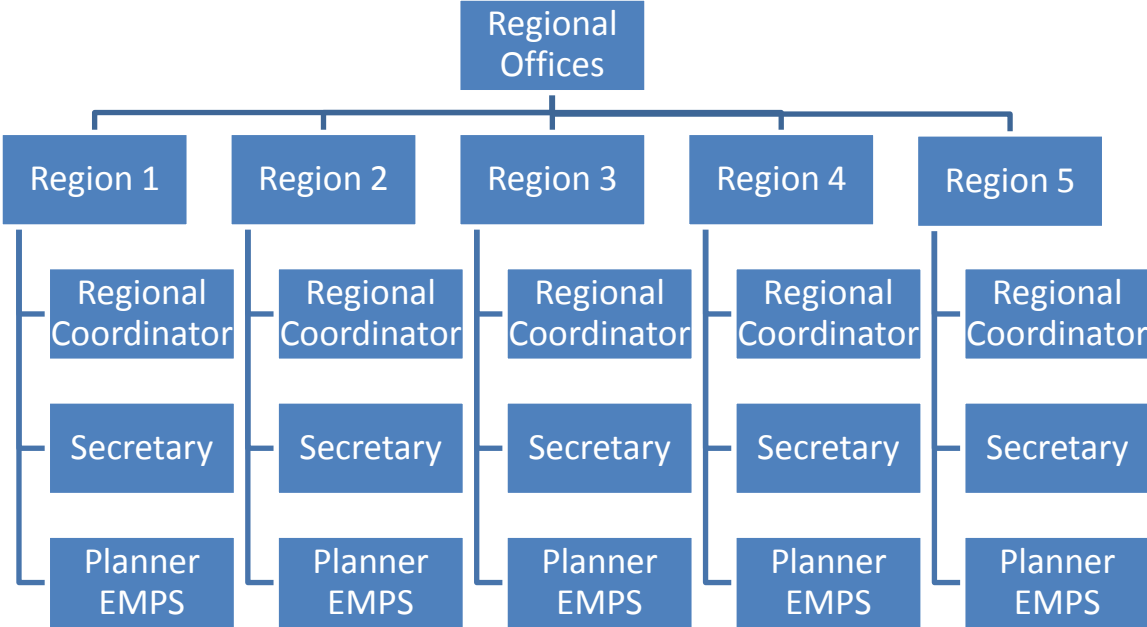
## 2.4 DEMHS Regions

With a lack of county government structure in Connecticut, DEMHS developed with its local partners emergency preparedness regions in 2007. As outlined in the State of Connecticut Department of Emergency Management and Homeland Security Regional Planning Model and DEMHS Advisory Bulletin 2007-1, these regions were created to facilitate emergency management planning and regional collaboration. The Regional Emergency Planning Team (REPT) in each Region operates under bylaws which address their mission, membership and procedures. The multi-jurisdictional REPTs are supported by Regional Emergency Support Functions (RESFs). These RESFs are discipline oriented workgroups that provide collaborative planning and resource support within each discipline.



To support the regional model, DEMHS maintains five regional offices. Regional Coordinators are the eyes and ears of DEMHS in the field serving as the primary interface with the local chief elected officials/ executive officers and emergency management directors. The Regional Offices are also supported by Regional Planners and Secretaries and report to the Operations, Training and Exercise Manager.

DEMHS Regional Office Structure



In addition, each Region is assigned a DEMHS Trainer.

*Towns located within each DEMHS Region*

<b>Region 1</b> State Police–Troop G 149 Prospect St. Bridgeport, CT 06601	<b>Region 2</b> Public Safety Headquarters 1111 Country Club Rd. Middletown, CT 06457	<b>Region 3</b> William A. O’Neill Armory 360 Broad St. Hartford, CT 06105	<b>Region 4</b> State Police – Troop K 15-B Old Hartford Rd. Colchester, CT 06415	<b>Region 5</b> Rowland Gov. Center 55 West Main St. 3 <sup>rd</sup> Floor Waterbury, CT 06701
Bridgeport	Ansonia	Andover	Ashford	Barkhamsted
Darien	Bethany	Avon	Bozrah	Beacon Falls
Easton	Branford	Berlin	Brooklyn	Bethel
Fairfield	Cheshire	Bloomfield	Canterbury	Bethlehem
Greenwich	Chester	Bolton	Chaplin	Bridgewater
Monroe	Clinton	Bristol	Colchester	Brookfield
New Canaan	Deep River	Burlington	Columbia	Canaan
Norwalk	Derby	Canton	Coventry	Colebrook
Stamford	Durham	Cromwell	East Lyme	Cornwall
Straford	East Haven	East Granby	Eastford	Danbury
Trumbull	Essex	East Haddam	Franklin	Goshen
Weston	Guilford	East Hampton	Griswold	Hartland
Westport	Haddam	East Hartford	Groton	Harwinton
Wilton	Hamden	East Windsor	Hampton	Kent
	Killingworth	Ellington	Killingly	Litchfield
	Madison	Enfield	Lebanon	Middlebury
	Meriden	Farmington	Ledyard	Morris
	Middlefield	Glastonbury	Lisbon	Naugatuck
	Milford	Granby	Lyme	New Fairfield
	New Haven	Hartford	Mansfield	New Harford
	North Branford	Hebron	Mashantucket T.N.	New Milford
	North Haven	Manchester	Mohegan T.N.	Newtown
	Old Saybrook	Marlborough	Montville	Norfolk
	Orange	Middletown	New London	North Canaan
	Seymour	New Britain	North Stonington	Oxford
	Shelton	Newington	Norwich	Plymouth
	Wallingford	Plainville	Old Lyme	Prospect
	West Haven	Portland	Plainfield	Redding
	Westbrook	Rocky Hill	Pomfret	Ridgefield
	Woodbridge	Simsbury	Preston	Roxbury
		Somers	Putnam	Salisbury
		South Windsor	Salem	Sharon
		Southington	Scotland	Sherman
		Stafford	Sprague	Southbury
		Suffield	Sterling	Thomaston
		Tolland	Stonington	Torrington
		Vernon	Thompson	Warren
		West Hartford	Union	Washington
		Westethersfield	Voluntown	Waterbury
		Windsor	Waterford	Watertown
		Windsor Locks	Willington	Winchester
			Windham	Wolcott
			Woodstock	Woodbury

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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 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 community.

## Section 3: DEMHS Policy

### 3.1 DEMHS Advisory Council

The DEMHS Deputy Commissioner chairs the DEMHS Advisory Council, which is comprised of representatives of local, state, federal, and private sector partners. The Council was created by the Commissioner of DESPP under Connecticut General Statutes Section 4-8. The Advisory Council operates under bylaws.

The goals of the Advisory Council include the following:

- The maintenance and enhancement of a coordinated, integrated program of statewide emergency management and homeland security;
- Foster coordination and collaboration at the federal, state and local levels, and the private sector, with regard to emergency management and homeland security prevention, preparedness, planning, response, recovery, mitigation, and public education, with an emphasis on multi-municipality regional collaboration;
- Assist DEMHS with the development of integrated state and local all-hazards emergency planning, including training and exercise;
- Provide State Emergency Support Function (ESF) working group/task force liaisons to DEMHS in order to coordinate local, state or regional resources in major emergencies or serious disasters;
- Evaluate and make recommendations to DEMHS and/or municipalities with regard to resources for plan development, maintenance, and implementation for all types of emergencies;
- Report on at least a quarterly basis to the DESPP Coordinating Advisory Board.

The Advisory Council also supports a number of the DEMHS working groups that are designed to coordinate policy and planning using the Emergency Support Function (ESF) system. Examples of these groups/committees include:

- ESF 1: Transportation and Transportation Security
- ESF 2: Communications
  - State Interoperable Communications

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- Telecommunications Restoration Task Force
- ESF 3: Public Works, Critical Infrastructure
  - Debris Management
- ESF 4: Fire Prevention and Control/State Fire Plan
- ESF 5: Emergency Management
  - Child Emergency Preparedness
    - Child Care
  - Regional Collaboration
  - Citizens Corps
  - Credentialing
  - Training
  - Incident Management Teams
- ESF 6: Mass Care
  - Medical Reserve Corps
- ESF 7: Resource Support/Private Sector Coordination
  - Commodities Distribution Task Force
- ESF 8: Public Health and Medical Services
- ESF 9: Search and Rescue
  - Evacuation Task Force
- ESF 10: Hazardous Materials Response
  - HazMat Teams
- ESF 11: Agriculture and Natural Resources
  - State Animal Response Teams
- ESF 12: Energy and Utilities
  - Fuel Task Force
  - Water Task Force
- ESF 13: Law Enforcement/Homeland Security
- ESF 14: Long Term Recovery and Mitigation
- ESF 15: External Communications

## **3.2 Emergency Management Plans Maintenance Policy**

### **3.2.1 Purpose and Scope**

The purpose of this section is to set forth the State of Connecticut Division of Emergency Management and Homeland Security (DEMHS) policy for maintaining emergency preparedness, response, and recovery plans for the State of Connecticut. This policy applies to plans developed and maintained by DEMHS. The DEMHS Planning Manager will coordinate all logical support and resource requirements necessary to implement and track the maintenance of the State’s emergency preparedness, response, and recovery plans.

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**3.2.2 Policy**

Emergency preparedness, response and recovery plans contain information on policies, roles, responsibilities, and/or standard operating procedures (SOPs) related to the planning for, response to and/or recovery from incidents. These plans are living documents that involve the coordination of multiple stakeholders. The information contained in these plans could become obsolete as emergency preparedness, response, and recovery roles, and standard operating procedures (SOPs) change.

**3.2.3 Roles and Responsibilities**

**DEMHS:** The State Emergency Management Director, through the DEMHS Planning Manager, is charged with maintenance of emergency preparedness, response and recovery plans and keeping associated annexes, appendices, attachments, and figures current. Plan revisions will be coordinated by the State Emergency Management Director, who will ensure that regular reviews are conducted.

**Stakeholders:** The Regional Emergency Response Team members and local emergency management directors, among others, either directly or through work groups, may participate in the review of the state emergency preparedness, response, and recovery plans and identify necessary corrective actions as needed.

**External Agencies:** Any outside agency with a role in the plan covered by this policy is responsible for reviewing and updating the plan when requested

Each plan will be reviewed regularly on or near the dates detailed in the following schedule:

Plan	Review Date
State Response Framework (including ESF and incident annexes)	June 30 at least bi-annually
COOP & COG	June 30 at least bi-annually
Emergency Management and Homeland Security State- wide Strategy	Reviewed for minor updates every 2 years Full updates every five years in December

Each plan shall also be reviewed following any exercise or activation of the plan that identifies potential improvements. Revisions may include changes in implementing procedures, improved emergency management capabilities and correcting deficiencies identifies in actual events and exercises. Revisions to plans will supersede all previous editions and will be effective immediately.

**3.2.4 Procedure**

Plans will be reviewed according to a specific procedure which is identified below:

**State Response Framework** – The review of this plan is conducted with appropriate stakeholders, including DEMHS subject matter experts, and which may include other state agencies and ESF representatives. Revisions to the annexes will be reviewed and approved by the appropriate DEMHS personnel and the State Emergency Management Director. Agencies with roles supporting an ESF shall

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be responsible for reviewing their respective annexes and for ensuring that the updated information is submitted promptly to DEMHS for revision to the SRF. All revisions shall be reviewed and approved by the DEMHS State Emergency Management Director and the DEMHS Deputy Commissioner.

**Continuity of Operations (COOP) and Continuity of Government (COG) plans** – Review of any revisions to the COOP Base Plan will be coordinated by the DEMHS Planning Manager with final approval by the State Emergency Management Director. Agencies that have a COOP Annex will conduct a review of their documents. All proposed revisions of agency COOP Annexes will be reviewed and approved by the respective agency head and the DEMHS State Emergency Management Director. The COG will be reviewed by DEMHS with input from the appropriate state government representatives. All revisions shall be reviewed and approved by the State Emergency Management Director and the DEMHS Deputy Commissioner.

**Emergency Management and Homeland Security State-wide Strategy** – This plan will be reviewed by DEMHS Strategic Planning and Community Preparedness Unit and appropriate stakeholders. All revisions to this plan shall be reviewed and approved by the State Emergency Management Director and the DEMHS Deputy Commissioner.

**Maintenance-** The DEMHS Planning Manager will be responsible for maintenance of this policy. This policy shall be reviewed regularly and updated as needed.

### 3.3 Corrective Action Policy

#### 3.3.1 Purpose and Scope

This policy sets forth the State of Connecticut Division of Emergency Management and Homeland Security (DEMHS) protocol for conducting after action reviews and documenting and tracking corrective actions identified during exercises and real world incidents. This policy pertains to DEMHS and the Emergency Support Functions of the State Emergency Operations Center (SEOC), when activated. This policy pertains to corrective action activities resulting from exercise participation and real world incident response.

#### 3.3.2 Policy

1. The DEMHS Operations, Training and Exercise Manager will conduct and/or oversee an after action review process after each exercise or real world incident for which the State Emergency Operations Center is activated and for such other incidents directed by the State Emergency Management Director .
2. DEMHS will follow the guidelines set forth in the Training and Exercise Planning Workshop (TEPW) for conducting after action reviews, developing corrective actions, and tracking progress toward implementing corrective actions.
  - a. Except for good cause and as directed by the Director, an initial after action review will be conducted with appropriate stakeholders (which may include ESF Team members, emergency management directors from impacted communities, and other response partners) within 30 days of each exercise and within 60 days of each real world incident

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response. After the initial review, an after action report will be developed that identifies gaps and suggested corrective actions. DEMHS will finalize corrective actions within 30 days of the report issuance, and track progress toward corrective actions every 6 months.

- b. The DEMHS Training and Exercise Unit is responsible for coordinating after action reviews, documenting after action reports and corrective actions, and tracking progress on corrective actions.

Date	Start	End	Reason	# Hours	Comp/Overtime	Task Code

- 3. Maintenance-The DEMHS Operations, Training and Exercise Manager is responsible for maintenance of this policy. The policy shall be reviewed regularly and updated as needed.

### 3.4 DEMHS Administrative Procedures

#### 3.4.1 Fiscal Procedures

Connecticut maintains financial administrative procedures for use before, during, and after an emergency or disaster.

The State of Connecticut Office of the Comptroller provides accounting and financial services, to administer employee and retiree benefits, to develop accounting policy and exercise accounting oversight, and to prepare financial reports for state, federal and municipal governments and the public. The bulk of the Comptroller's statutory requirements are detailed in CGS Sections 3-111 through 3-123. All State Agencies use CORE-CT, the State government's integrated human resources, payroll, and financial system.



DESPP utilizes Department Codes to identify payroll, expenses for Units within each division. These codes are updated annually (June).

Although timesheets are transitioning to the CORE System, paper timesheets are used by much of the DEMHS staff. For grant funded positions, a second page of the timesheet identifies hours, percentages of time by grant program. During activations or as needed, overtime or compensatory time may be required. DEMHS utilizes and Extra Duty Form for prior approval of overtime and/or compensatory time earned. The employee, their supervisor and the Division Head/Designee must sign the form. Task Codes are utilized to identify the reason for the extra duty and appropriate coding. DESPP maintains a

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listing of task codes which are updated annually. In addition, DEMHS issues task codes to track expenses (including staff time) for specific events such as exercises, storm activations etc.

In addition, DESPP, as the State Administrative Agent (SAA), utilizes its own fiscal procedures, including an Administrative and Operations Manual and other procedures for day-to-day management of general funds and grant programs.

DEMHS Strategic Planning and Community Preparedness Unit maintains and updates grant policies to administer the Homeland Security Grant Program, the Emergency Management Program Grant and the NSEP Program. The Policies and Procedures contain copies of current forms, procedures and reports.



Specific policies, plans, and contracts are enacted in the event of an emergency including: the State of Connecticut Disaster Debris Management Plan, State Contracts, and Concept of Operations which includes summaries of duties and job aids for the finance section chief.

### 3.4.2 Routing Slips

In order to facilitate management review of documents that require signature, routing slips may be utilized.

Routing slips are used for Grant Awards, Correspondence, Memorandums of Agreement (MOA), and should be accompanied by an executed Decision Memo.

### 3.4.3 Decision Memos

Decision memos facilitate DEMHS management review of proposed projects, funding line items, and other initiatives. The use of Decision Memos ensures that a project, proposed expenditure or other initiative has been reviewed by key members of management before it is implemented.

For example, if the use of grant funds are proposed, the second page of the template would be completed by the Strategic Planning and Community Preparedness Unit, providing information on eligibility and available funds.

Decision memos may be required more generally to obtain consensus and identify issues related to the expenditure of funds, a change or creation of a policy. A decision memo template is included in Appendix A, forms.

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**3.4.4 PCard Approval Forms**

To ensure that grant purchases and services paid for by DESPP credit card (PCard) receive an allowability review by the Grants Unit, a Pcard Authorization Form is used. The form includes the vendor name, item information, cost etc. The request is reviewed, coded and signed by the Grants Unit. A copy of the approved PCard form is submitted with the monthly statement.

**3.4.5 DEMHS Senior Staff Meetings**

The DEMHS Deputy Commissioner conducts weekly meetings with all senior staff. Each senior staff member including: managers, program leads and Regional Coordinators completes a meeting slide. The slide outlines the issues, results, significant events and status of unit activities.

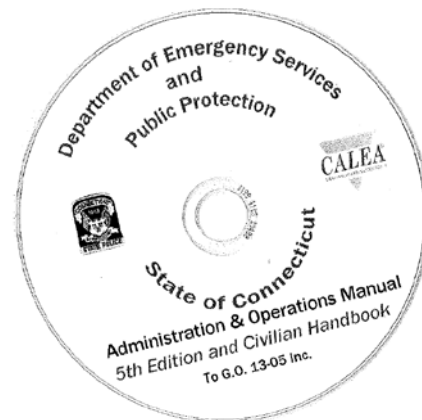
<b>FISCAL/GRANTS</b>	
<u>Issues</u>	<u>Results</u>
<u>Significant Events</u>	<u>Status</u>

DEMHS  
Rev. 07/20 July 16


The slides are reviewed during the meeting to ensure that all senior staff members are briefed on the status of DEMHS programs.

**3.4.6 DESPP Administration and Operations Manual:**

The A&O Manual is provided to employees of all divisions of DESPP. The Manual contains written policy and procedures of the department that are consistent with the goals of the department mission statement.



**3.4.7 Records Retention**

<b>RECORDS RETENTION SCHEDULE WORKSHEET</b>				STATE OF CONNECTICUT	
Form RC-050w (Revised 02/2012)				Connecticut State Library Office of the Public Records Administrator 231 Capitol Avenue, Hartford, CT 06106 <a href="http://www.cslib.org/publicrecords">www.cslib.org/publicrecords</a>	
(1) <b>AGENCY:</b> Department of Emergency Services and Public Protection (DESPP)		(2) <b>AGENCY ADDRESS:</b> 1111 Country Club Road, Middletown, CT 06457		(7) <b>This schedule is:</b>  <input type="checkbox"/> ORIGINAL	
(3) <b>X DEPARTMENTAL SCHEDULE (list division, unit, or program):</b> Division of Emergency Management and Homeland Security (DEMHS)					
(4) <b>RMLO:</b> Cynthia Powell	(5) <b>RMLO PHONE:</b> (860) 685-XXXX	(6) <b>RMLO E-MAIL:</b> Cynthia.powell@po.state.ct.us			
(8) <b>RELEVANT STATUTES AND REGULATIONS:</b> Connecticut General Statutes Title 28, Public Act 13-3, Sections 87, 92, Connecticut General Statutes Section 10a-55a(c)					
(9) Series #	(10) Records Series Title	(11) Description	(12) Retention	(13) Disposition	(14) Notes
01.	Alert and Notification Records	This series documents dissemination of advisories to inform the public of various incidents, including but not limited to: DEMHS-generated weather related warnings or messages; Emergency Alert System warnings generated at the State Armory or otherwise by DEMHS.	10 years onsite from the date issued. If part of an event that is an historical emergency or disaster, transfer after 10 years to state archivist	Destroy after receipt of signed Form RC-108	Emergency or disaster records that are determined to be of historical value, including but not limited to an event that becomes a Presidentially-declared emergency or disaster.
02. S1-380	Advisory Bulletins	This series documents numbered advisory bulletins issued by DEMHS to inform the public of Division policies, including grants-related and operational policies and procedures.	Permanent		Exceptionary to S1-340, historical value as records of history of emergency management and homeland security in CT

<b>03.</b>	Records of historic emergencies or major disasters	This series documents records that are created in the course of preparation, response, or recovery from an event which is determined to be historic, including but not limited to, those for which the President of the United States declares an emergency or major disaster.	10 years onsite and then transferred to state archivist.		Emergency or disaster records that are determined to be of historical value, including but not limited to an event that becomes a Presidentially-declared emergency or disaster.
<b>04.</b> <b>S10-530</b>	Emergency Management audio and video recordings	This series documents video, photographic, and/or audio records created as part of the emergency management of an event.	Per S10-530, 30 days from dated of recording, unless notice of pending action has been filed.	Destroy or recycle*	*If deemed to be of historical value, retain with the historical event file.
<b>05.</b>	Civil Preparedness Forces/Emergency Management Activation Records	This series documents the review and activation process of civil preparedness forces under Conn. Gen. Stat. Title 28. Includes, but is not limited to: notifications; activation forms; approvals/denials; rosters of participants, and; related correspondence.	10 years from date approved/denied, unless a notice of pending action has been filed.	Destroy after receipt* of signed Form RC-108	*If deemed to be of historical value, retain with the historical event file.
<b>06.</b>	Records of Activation of State Emergency Operations Center	This series documents the activation of the State Emergency Operations Center, including but not limited to Governor's declarations of emergency; local declarations of emergency.	10 years from the date of activation, unless activated as part of an event that becomes an historic emergency or disaster.	Destroy after receipt *of signed Form RC-108	*Retain with event file all emergency or disaster records that are determined to be of historical value, including but not limited to an event that becomes a Presidentially-declared emergency or disaster .

<p><b>07.</b> <b>Ref</b> <b>S1-</b> <b>30,</b> <b>S1-</b> <b>380</b></p>	<p>Emergency Management/Homeland Security Program Final Reports, Plans, Records</p>	<p>This series documents the administration of the emergency management and homeland security program under Conn. Gen. Stat. Title 28, including, but not limited to the comprehensive plans and programs for civil preparedness of the state; mutual aid agreements including agreements with other states; agreements with other state agencies; strategic plans and assessments.</p>	<p>Final versions of plans, assessments, agreements, prepared by DEMHS retained 10 years onsite and then transferred to state archivist.</p>		<p>See Conn. Gen. Stat. Section 1-210(b) for certain nondisclosure considerations.  Exceptionary to S1-340, historical value as records of history of emergency management and homeland security in CT</p>
<p><b>08.</b></p>	<p>Emergency Management/Homeland Security Program Associated Records</p>	<p>This series documents the administration of the emergency management and homeland security program under Conn. Gen. Stat. Title 28, including, but not limited to records associated with the preparation of the comprehensive plan and program for civil preparedness of the state; mutual aid agreements including agreements with other states; agreements with other state agencies; strategic plans and assessments.</p>	<p>Associated records to plans and programs maintained for five years after plan or program is superseded.</p>	<p>Destroy as indicated after receipt of signed Form RC-108</p>	<p>See Conn. Gen. Stat. Section 1-210(b) for certain nondisclosure considerations.  May have historic value, contact state archivist prior to submission of Form RC-108 (See Note to Series O7, above.)</p>

<b>09. Ref S3- 310</b>	Emergency Management Assistance Compact Records	This series documents the Emergency Management Assistance Compact (EMAC) activations under Conn. Gen. Stat. Section 28-23a, including but not limited to: requests for assistance received from other states; CT responses to such requests; CT requests for assistance and responses received; Completed Requisition A forms; other contracts or memoranda of agreement implementing deployment.	1 year if no agreement. 3 fiscal years after submission of last fiscal report or receipt of last payment if CT sends or receives assistance under EMAC, unless as part of an event that becomes an historic emergency or disaster.	Destroy as indicated after receipt of signed Form RC-108*	*Retain with event file all emergency or disaster records that are determined to be of historical value, including but not limited to an event that becomes a Presidentially-declared emergency or disaster .
<b>10. Ref S3- 310</b>	International Emergency Management Assistance Compact Records	This series documents the International Emergency Management Assistance Compact (IEMAC), as well as activations under Conn. Gen. Stat. Section 28-23a, including but not limited to: requests for assistance; CT responses to such requests; CT requests for assistance and responses received; other contracts or memoranda of agreement implementing deployment.	1 year if no agreement. 3 fiscal years after submission of last fiscal report or receipt of last payment if CT sends or receives assistance under IEMAC, unless as part of an event that becomes an historic emergency or disaster. The original signed compact and any related foundational agreements retain permanently.	Destroy as indicated after receipt of signed Form RC-108	Retain with event file all emergency or disaster records that are determined to be of historical value, including but not limited to an event that becomes a Presidentially-declared emergency or disaster.

<b>11.</b>	Intrastate Mutual Aid Compact Records	This series documents the administration of the Intrastate Mutual Aid Compact pursuant to Conn. Gen. Stat. Section 28-22a, including but not limited to: resolutions from political subdivisions withdrawing from the Compact.	Permanent		Under Conn. Gen. Stat. Section 28-22a, municipalities are members of the Intrastate Mutual Aid Compact unless they formally opt out of participation. Resolutions to opt out therefore have both legal and historical significance.
<b>12.</b>	Local Emergency Operations Plans Review Records	This series documents the review of local emergency operations plans submitted pursuant to Conn. Gen. Stat. Section 28-7(a), including but not limited to: emergency plan of operations; notices stating that plan remains the same as previous version; approvals/denials; related correspondence.	Until superseded.	Destroy after receipt of signed Form RC-108	Under Conn. Gen. Stat. Section 28-7(a), plans are submitted annually.
<b>13.</b>	Emergency Operations Plans and other plans from public school districts, institutions of higher education, and private occupational schools	This series documents the collection of plans from various entities pursuant to Conn. Gen. Stat. Section 10a-55a(c) and Public Act 13-3, including but not limited to, the plans themselves and the associated notifications and correspondence.	Until superseded.	Destroy after receipt of signed Form RC-108	Under Conn. Gen. Stat. Section 10a-55a(c), and Public Act 13-3, Sections 87 and 92, plans are submitted annually.



<p><b>14.</b> <b>Ref</b> <b>S1-</b> <b>380</b></p>	<p>Radiological Emergency Preparedness Program Final Reports, Plans, Records</p>	<p>This series documents the final products prepared in the course of administration of the radiological emergency preparedness program pursuant to Conn. Gen. Stat. Section 28-31(b), including but not limited to records associated with the development of nuclear emergency response plans for areas surrounding nuclear electrical generation facilities and each away-from-reactor fuel storage facility; annual training of state and local emergency response personnel, and; development of exercise scenarios and exercising of fixed facility nuclear emergency response plans, and associated plans. Final products include, but are not limited to, the state Radiological Emergency Response Plan, Annual Letter of Certification</p>	<p>8 years on-site and then transfer to state archivist.</p>	<p>Retention period reflects federal/state radiological emergency preparedness program planning cycle.</p> <p>Records have historic value as records of history of radiological emergency preparedness in CT.</p>
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15.	Radiological Emergency Preparedness Program Associated Records	This series documents the associated records prepared in the course of administration of the radiological emergency preparedness program pursuant to Conn. Gen. Stat. Section 28-31(b), including but not limited to records associated with the development of nuclear emergency response plans for areas surrounding nuclear electrical generation facilities and each away-from-reactor fuel storage facility; annual training of state and local emergency response personnel, and; development of exercise scenarios and exercising of fixed facility nuclear emergency response plans, and associated plans.	16 years (8 on-site and 8 off-site).	Destroy as indicated after receipt of signed Form RC-108	Retention period reflects federal/state radiological emergency preparedness program planning cycle.
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Additional State Agency retention record guidelines including:

- Administrative Records
- Fiscal Records
- Information Systems Records
- Public Safety and Emergency Services Records

are located at <http://www.ctstatelibrary.org/publicrecords/records-retention-schedules-records-management-general-schedules>

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### 3.4.8 DEMHS Legislative Program

DEMHS' Legislative program is handled by the DESPP Legislative Program Manager. DESPP/DEMHS generally follows the annual process shown below:

<b>Month</b>	<b>Actions</b>
August/September	Agency solicits proposals from staff/units regarding possible proposals. Senior Agency Leadership reviews proposals and determines which will move forward for submission
October	Agency submits legislative package to the Office of Policy and Management (OPM)/Governor's Office for review.
November	OPM/Governor's Office evaluates and makes recommendations concerning the proposed legislation. Agency legislative package is presented to the Governor's Office for review.
November-December	OPM/Governor's Office makes final decision on whether or not the agency's legislative package can be presented to the General Assembly. The proposals can be approved as they were presented; changed to meet approval; or denied approval.
January/February	Agency presents its approved legislative package to the Joint Standing Committee of the General assembly having cognizance over that particular agency.

The Legislative Liaison will also track other proposals that are impact the Division.

DEMHS management is active in the National Emergency Management Association. NEMA will often request input on proposed regulatory changes from member agencies. Based on the type of inquiry, DEMHS follows the following process:

- 1- The Emergency Management Director will review inquires and data requests from associations such as NEMA\
- 2- The Director will send an email to the appropriate staff or Unit to provide recommendations, feedback or data related to the inquiry.
- 3- The Director will review the submissions and provide a response to the requestor.

## Section 4.0 DEMHS Reports

As an emergency management agency and the State Administrative Agent for federal preparedness grant programs, DEMHS/DESPP files numerous federal and state reports.

Type of Report	Description	Grant Program	Frequency
Federal Financial Report, FFR	Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425). FFRs must be filed electronically through the Payment and Reporting System (PARS).	HSGP, EMPG	Quarterly, 90 day close out
Performance Progress Report (SF-PPR).	Grantees will be required to report on progress towards implementing plans described in their application as well as progress made towards implementing performance measures as described in the <i>Program Specific Priorities</i> located in Appendix B.	HSGP, EMPG, Port	The SF-PPR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31).
Biannual Strategy Implementation Reports (BSIR).	Updated obligations and expenditure information must be provided within the BSIR to show progress made toward meeting strategic goals and objectives as well as how expenditures support Planning, Organization, Equipment, Training and Exercises (POETE).	HSGP, EMPG	The BSIR is due within 30 days after the end of the reporting period July 30 and January 30.

### 4.1 Federal Reports

Federal Reports		
Report Title	Recipient (federal agency)	Due Date
Annual ACAMS Critical Infrastructure Report	US Dept. of Homeland Security/FEMA	Date determined by DHS
Critical Infrastructure Special Events (Data Call)	US Dept. of Homeland Security/FEMA	Mid October
Individual Assistance-State Administration Plan	Region 1 – FEMA IA	November 30

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## 4.2 State Reports

State Reports		
Report Title	Recipient (State of CT )	Frequency
Child Emergency Preparedness	CT. General Assembly	annually
State-wide Emergency Management and Homeland Security Activities	CT. General Assembly	annually
School Security Standards	CT General Assembly per Public Act 13-3	annually

## Section 5.0 Committees

### 5.1 State Committees

#### 5.1.1 DEMHS Advisory Council Subcommittees

- ESF 1: Transportation and Transportation Security
- ESF 2: Communications
  - State Interoperable Communications
  - Telecommunications Restoration Task Force
- ESF 3: Public Works, Critical Infrastructure
  - Debris Management
- ESF 4: Fire Prevention and Control/State Fire Plan
- ESF 5: Emergency Management
  - Child Emergency Preparedness
    - Child Care
  - Regional Collaboration
  - Citizens Corps
  - Credentialing
  - Training
  - Incident Management Teams
- ESF 6: Mass Care
  - Medical Reserve Corps
- ESF 7: Resource Support/Private Sector Coordination
  - Commodities Distribution Task Force

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- ESF 8: Public Health and Medical Services
- ESF 9: Search and Rescue
  - Evacuation Task Force
- ESF 10: Hazardous Materials Response
  - HazMat Teams
- ESF 11: Agriculture and Natural Resources
  - State Animal Response Teams
- ESF 12: Energy and Utilities
  - Fuel Task Force
  - Water Task Force
- ESF 13: Law Enforcement/Homeland Security
- ESF 14: Long Term Recovery and Mitigation
- ESF 15: External Communications

### **Regional**

- FEMA Region I Long Term Recovery
- FEMA Region I Functional Needs
- Anti-Terrorism Advisory Council
- Area Maritime Security
- New England Exercise and Training Officers Committee
- New England Hazmat Mutual Aid
- New York/New Jersey/Connecticut/Pennsylvania Regional Catastrophic Planning Team
- Northeast States Emergency Consortium
- Boston RCPT
- US Coast Guard Maritime Security Committee
- Western Region Chiefs of Police Association
  - NESEC Legal Work Group

### **National**

- International Emergency Management Group (Consortium of the New England States and Eastern Canadian Providence)
  - IEMG Legal Committee
- ASIS International (American Society of Industrial Security)
- Community and Regional Resilience Institute (CARRI) Working Group
- National Interagency Coordination Committee on Hurricanes FEMA Regional I
- National Center for Analysis of Violent Crime
- National Emergency Management Association (NEMA)
- Governors Homeland Security Advisors Council (GHSAC)

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## Section 6.0 DEMHS Programs and Initiatives

### 6.1 Governor's Emergency Preparedness Planning Initiative (EPPI)

The overall goal of this initiative, which began in 2011, was to enhance planning and preparedness by:

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

The EPPI includes annual state-wide exercises the first of which was held in 2012. The exercises are coordinated by the Department of Emergency Services and Public Protection's Division of Emergency Management and Homeland Security (DEMHS) and test the coordination and response of all participating stakeholders.

On the local level, the EPPI annual exercise involves exercising components of the Local Emergency Operations Plans (LEOP) including planning, operational coordination and communications. During the exercise, all participating municipalities use their Local Emergency Operations Plan (LEOP) to implement an appropriate Incident Action Plan (IAP). Local EOCs are activated and Unified Commands convened to coordinate and collaborate operational response. All participating municipalities test their communications equipment and plan for public messaging.

Each year, DEMHS evaluates priorities and determines the objectives of that year's EPPI.

## **6.2 Federal Preparedness Grant Administration (includes Nuke Funds)**

### **6.2.1 State Administrative Agency**

The Department of Emergency Services and Public Protection (DESPP) is the State Administrative Agency (SAA) for the State of Connecticut. The SAA is the eligible entity to apply for and receive DHS Non-Disaster Grant Funds such as the Homeland Security Grant Program (HSGP) and the Emergency Management Program Grant (EMPG). The day to day oversight of the SAA functions is delegated to the Division of Emergency Management and Public Protection (DESPP).

The SPGA Grant Policy and Procedure Manual documents the specific administrative steps necessary to administer the grant programs.

### **6.2.2 Homeland Security Grant Program (HSGP)**

The HSGP that provides funding to eligible jurisdictions to acquire eligible equipment, training and exercises. The program is designed to enhance the ability of state and local governments to prevent, protect against, respond to, and recover from incidents of terrorism.

Programs such as Citizen Corps Program (CCP), Metropolitan Medical Reserve Corps (MMRS), and Drivers' License Security Grant Program (DLSGP) that were previously separately funded programs are now eligible activities under HSGP.

The HSGP application consists of Investment Justifications (IJ). The IJs include a description of the Investment, including the planning, organization, equipment, training, and/or exercises that will be involved. The IJs are tied to the goals and objectives of the State-wide Strategy. The specific goals and objectives that are furthered by each Investment Justification are listed in each IJ.

### **6.2.3 Emergency Management Performance Grant Program (EMPG)**

The purpose of the EMPG Program is to make grants to States to assist State, local, territorial, and tribal governments in preparing for all hazards.

Examples of tangible outcomes from the EMPG Program include building and sustaining core capabilities through:

- Completion of the Threat and Hazard Identification and Risk Assessment (THIRA) process
- Strengthening governance integration
- Approved emergency plans
- Development and maintenance of multi-year Training and Exercise Plans (TEPs)
- Targeted training and verification of personnel capability
- Whole community approach to security and emergency management

The Emergency Management Program application includes an EMPG work plan which outlines the State's emergency management sustainment and enhancement efforts and includes new and ongoing projects. The Work Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, Exercise Data Table, and Grant Activities Outline.

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#### 6.2.4 Nuclear Safety Emergency Program (NSEP)

The Nuclear Safety Emergency Program was established in 1981 to provide funding to municipalities and state agencies to enhance the safety of Connecticut's Nuclear power generation facilities. The operators of Connecticut's Nuclear power generation facility located in Waterford and the operators of the now decommissioned nuclear generation facility in Haddam provide annual funding for planning, training, exercises and the purchase of specialized response equipment that is directly related to the goal of maintaining and improving safety and responding to emergencies at the Nuclear power generation facility.

DEMHS develops an annual advisory bulletin to provide non-emergency (routine procedures) policy guidance and administrative procedures for utilization of the Nuclear Safety Emergency Program (NSEP) to reimburse eligible costs of salaries and related expenses.

### 6.3 Disaster Programs

DEMHS coordinates with FEMA on the administration of disaster assistance programs following presidentially declared disasters. These programs include:

- a. Public Assistance (PA) – Disaster assistance to towns, state agencies and certain non-profit organizations for eligible damages and expenses.
- b. Individual Assistance (IA) – Disaster assistance to homeowners, renters includes housing assistance and other needs assistance.
- c. Small Business Administration (SBA) Disaster Loan Program – SBA's Disaster Loan Programs are released in conjunction with a disaster declaration authorizing Individual Assistance. For smaller scale disasters that do not meet FEMA's damage criteria, the State may request an SBA only declaration.
- d. Hazard Mitigation Grant Program (HMGP)- HMGP funds are also released as part of a major disaster declaration authorizing Public Assistance (PA). HMGP provides funds on a cost/share basis to fund mitigation projects.

Individual Assistance and Small Business Administration coordination are handled by the Strategic Planning and Community Preparedness Unit. The Recovery Unit administers Public Assistance and the Hazard Mitigation Program.

The Disaster Recovery Framework & ESF 14 Plan outlines DEMHS' role in administering federal disaster assistance programs.

### 6.4 Emergency Management and Homeland Security State-wide Strategy

Connecticut's "all-hazards" strategy provides a road map for the improvement of our capabilities to prevent, respond to and recover from disasters, either natural or man-made. The strategy contains goals /priorities on which the State will focus in the coming years to enhance our state's preparedness. The Strategy is developed in coordination with the Homeland Security (HS) Working Group, a multi-jurisdictional stakeholder committee. The HS Working Group assists DEMHS is evaluating current capabilities and developing/revising the goals, objectives and implementation steps of the strategy to meet any gaps in capabilities.

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The Homeland Security Working Group consists of representatives including:

- Local Emergency Management Directors
- Regional Emergency Planning Teams
- Local Public Health
- State Public Health
- Hazmat Teams
- Bomb Squads
- Fire
- Law Enforcement
- Connecticut Conference of Municipalities (CCM)
- Council of Small Towns (COST)
- Public Works
- Department of Transportation
- Fusion Center/ Critical Infrastructure Key Resources (CIKR)
- CT Voluntary Organizations Active in Disaster (CT VOAD)

The first DEMHS State-Wide strategy was developed in 2005 and updated in 2007. The strategy consisted of ten goals with objectives and implementation steps. In July, 2008, the Strategic Planning and Grants Administration Unit, implemented a process for status updates on a quarterly basis.

#### Process for Status of Strategy

To obtain a status update, a DEMHS planner would contact the “owner” of each objective. The project lead would review each implementation step and rate it as Accomplished, On-going, In Progress, Not Started Yet, or N/A (because the project had changed). Each implementation step would also be assigned a percentage of completion.

The DEMHS planner would then determine the percentage complete for each objective. Giving each implementation step equal weight, the percentages given to the steps would be averaged.

Once all of the objectives were given a percentage, the same method was used to provide a percentage complete for each Goal. All of the objectives under a goal were given equal weight and averaged to provide a percentage complete for each Goal.

The ten goals are then averaged giving an overall percentage complete for the Strategy.

## 6.5 Threat Hazard Identification Risk Assessment (THIRA) and State Preparedness Report (SPR)

The THIRA is a self-evaluative risk analysis process. Using scenarios, it is designed to help identify significant event Core Capability impacts, the ability of the State to meet these needs, and the desired State level for each Core Capability. The THIRA process establishes the base and the State's target level of Core Capabilities to be included in the State Preparedness Report (SPR). The annual process of developing the THIRA and SPR allows for an evaluation of the State's capabilities with key stakeholders.

## 6.6 Emergency Management Symposium CCM Conference

The CT Conference of Municipalities, DEMHS, and the State Department of Public Health co-sponsor an annual Emergency Management Symposium. The symposium brings together a cross-section of federal, state and local government officials, public health providers, and municipal decision-makers involved in disaster-response and emergency-management issues. Attendance is usually between 400 and 500.

Break-out sessions include hazard specific, ESF-based or technical assistance sessions. The Emergency Management Symposium allows for increased evaluation and input into Connecticut's emergency management program.

Past agenda topics include: Sheltering Best Practices, Disaster Recovery Programs, Cyber Security, and Community Emergency Response Teams (CERT), Functional Needs.

## 6.7 Emergency Management Directors (EMD) Regional Meetings

DEMHS conducts annual meetings in each DEMHS region each Fall. The Regional provide an opportunity for DEMHS leadership and staff to meet with local CEOs and EMDs. This forum provides an opportunity to conduct After Action Reports/discussions (AARs), conduct the annual swearing-in of Emergency Management Directors, and provide Division updates.

## 6.8 Local Emergency Management Director & Municipal Official Handbook

DEMHS developed, in conjunction with local and regional partners, a handbook for local EMDs and CEOs. The handbook, which can be found on the DEMHS website at:

[http://ct.gov/demhs/lib/demhs/ceo\\_emd/demhs\\_emd\\_ceo\\_handbook\\_2014.pdf](http://ct.gov/demhs/lib/demhs/ceo_emd/demhs_emd_ceo_handbook_2014.pdf), is a reference guide to emergency management policies and procedures. Topics covered include:

- State Response Framework
- National Incident Management System
- Checklists for the four phases of emergency management

## 6.9 DEMHS and Partner Agency Plans

Plan Name	Date/ Update Process	Agency Responsible	Plan Summary
DAS Emergency Response, Supplies, Services, and Equipment	2014 (annually)	DAS	A reference guide to DESPP/DEMHS Contracts
Local Emergency Management Director & Municipal Official Handbook	2014	DEMHS/DESPP	Handbook for EMDs and local officials covers the 4 phases of emergency management
CT DPH Crisis and emergency communication Plan (Draft)	2006 Created March 2005, Last modified Jan 2006	DPH	Emergency Risk Communication Plan, framework for timely and accurate information dissemination before, during, and after an event, all hazards approach
DEMHS/CT-N State Emergency Broadcast Operations Plan	2006 – Version I	DEMHS/CT-N	Procedures to communicate between DEMHS and CT-N during an emergency
Mass Evacuation Limited Access Highway Plan	January 2006 (Draft)	Division of State Police	Personnel positions descriptions for this situation, plan activation, situation specific directions
DAS BEST COOP	April 2013	DAS-BEST	Continuity of operations during loss of facility, technology, or staff, including checklists, rosters, and forms
CT Disaster Debris Management Plan	2013	CT DEEP	Framework for state agencies and municipalities to facilitate the proper management of debris generated by a natural disaster
CT Behavioral Health Disaster Plan	May 2004	DMHAS, DCF	Crisis intervention, support counseling, advocacy, and specialized outreach activities designed to support recovery in

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			local communities after a traumatic event
Model procedures for response of emergency vehicles during hurricanes and tropical storms	August 2010, revised June 2011	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	February 2011	Commission on fire prevention and control	A guide for CT Chief fire officers in establishing policy for response during building collapse or potential collapse
CT Emergency Repatriation Plan	August 2009	US Dept of Health and Human services, Administration for Children and Families, office on refugee resettlement	A functional structure for a coordinated, effective reception of repatriates at ports of entry in CT
Department of Banking Emergency Response Plan	February 2005	Department of Banking	A plan to provide for the rapid and efficient execution of an emergency response to ensure the safety of employees and permit the continuation of critical business functions
Statewide fire service disaster response plan	December 2010 (V 2.1)	CT Fire Chiefs association, Commission on Fire Prevention and Control, DEMHS	A plan to provide coordination around fire agencies from across the state, region, and nation. And for greater coordination for inter-agency disaster management.
CT H1N1 Influenza Pre-Activation Framework	October 2009, Version 1	DEMHS	Plan includes task and personnel management within ICS.
Public Health Emergency Response Plan I. Base Plan	July 2011	DPH	Plan supports state and local public health depts., and health care providers in coordination with federal and state plans during a public health emergency

<p>CT Healthcare System Preparedness and Surge Capacity Plan – Annex to the CT DPH Public Health Emergency Response Plan</p>	<p>2004, updated July 2006, July 2007 July 2008</p>	<p>Office of Public Health Preparedness</p>	<p>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.</p>
<p>State of CT – The Forward Movement of Patients Plan (Final Draft)</p>	<p>Version 4.0, December 2008</p>	<p>DPH, DEMHS, The capital Region Metropolitan Medical Response System</p>	<p>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.</p>
<p>CT Drought Preparedness and Response Plan</p>	<p>August 2003</p>	<p>Interagency Drought Work Group, (DEEP, DPH, DoAg, DPUC, OEM, OPM) CT Water Planning Council, US Geological Survey</p>	<p>This plan is to preserve essential water uses during a drought. Formalized operating procedures during a drought to minimize the impacts.</p>
<p>CT Healthcare State Support Plan- Agency Annexes</p>	<p>Draft March 2001, revised April 2001</p>	<p>DMHAS, with DOC, DPH</p>	<p>CT national guard, DPH, DMR, support each other to ensure the safety and high quality care of the residents of CT healthcare facilities during emergency.</p>

## DEMHS Emergency Response and Support Plans

Plan Name	Date/ Update Process	Agency Responsible	Plan Summary
Consequence Management Plan for Deliberately Caused events involving chemical agents	January 2006/ every 4 years or more frequently as actual events require (January 2010)	DEMHS	
Commodities Distribution SOP	Oct. 2007/ June 2008 possible in September 2008, by November 2008, December 2008, April 2009, June 2009, July 2013 or more frequently as actual events require	DEMHS Staff	
FEMA Public Assistance Admin Plan	January 2009 or at the time of the next presidentially declared disaster – whichever comes first		
Donations Management SOP	December 2009 Update every 4 years or more frequently as actual events require December 2013		
DESPP-DEMHS SOP – Approval of Activities of Members of CERT	2007, Revised 2013	DEMHS	Statutes, SOPs for creating and continuing CERT usage
State of CT LEOP Summary Tool	2013, to be updated annually and signed by EMD & CEO, reviewed by Regional Coordinator	Town/City/Tribe EMD	Tool kit for EMDs to write plan
EAS Plan – Emergency Alert System Plan for CT		DESPP – State Emergency Communications Committee	Outlines the organization, operational procedures, and information and implementation of CT’s emergency alert system
State of CT Mass decontamination Guide and Mobilization Plan	2009	DEMHS	Procedures for dispatching decontamination trailers and guide their operations
State of CT	2006	DEMHS	Responsibilities and

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Consequence Management Plan for Deliberately caused incidents involving chemical agents			interactions of federal, state, local, and private entities during a Chemical WMD incident within the IC system organization
2014 CT Natural Hazards Mitigation Plan Update		DEEP, DESPP (DEMHS)	Identify, plan for, and mitigation natural hazards, identify agencies to assist in certain events
CT DEMHS Communications Annex		DEMHS	A plan to provide rapid and efficient means of communication during routine and emergency situations
State Agency Training and Exercise Plan (SATEP)	December 2013	DESPP/DEMHS	This plan implements the mandate of Gov. Mallory in Executive Order No. 34, to continue to recognize NIMS. It outlines required training and steps to implementation.



## Historical Plans and Plans in Draft

Plan Name	Dated	Agency	Plan Summary
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 establishes 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.
Catastrophic Disaster Plan (Draft)	2007/ development ongoing, update every 4 years or more frequently as actual events require		

## Appendix A

- 1- Governor's Legal Authorities (Chapter 517, Sec. 28-6 through 28-11)
- 2- DESPP/DEMHS Statutory Authorities
- 3- DEMHS/DESPP Deputy Commissioner Authorities

## 1. Selected Examples of Governor's Statutory Authorities in an Emergency

### CHAPTER 517

#### CIVIL PREPAREDNESS, EMERGENCY MANAGEMENT AND HOMELAND SECURITY

[Sec. 28-9. Civil preparedness or public health emergency; Governor's powers. Modification or suspension of statutes, regulations or other requirements.](#)

[Sec. 28-9a. Governor's further powers.](#)

[Sec. 28-9b. Governor's authority concerning federal loans to state political subdivisions.](#)

[Sec. 28-9c. Removal of debris or wreckage. Governor's powers.](#)

[Sec. 28-9d. Federal assistance for individual or family disaster-related expenses.](#)

[Sec. 28-10. Special session of General Assembly.](#)

[Sec. 28-11. Taking of property during emergency.](#)

**Sec. 28-9. Civil preparedness or public health emergency; Governor's powers. Modification or suspension of statutes, regulations or other requirements.** (a) In the event of serious disaster, enemy attack, sabotage or other hostile action or in the event of the imminence thereof, the Governor may proclaim that a state of civil preparedness emergency exists, in which event the Governor may personally take direct operational control of any or all parts of the civil preparedness forces and functions in the state. Any such proclamation shall be effective upon filing with the Secretary of the State. Any such proclamation, or order issued pursuant thereto, issued by the Governor because of a disaster resulting from man-made cause may be disapproved by majority vote of a joint legislative committee consisting of the president pro tempore of the Senate, the speaker of the House of Representatives and the majority and minority leaders of both houses of the General Assembly, provided at least one of the minority leaders votes for such disapproval. Such disapproval shall not be effective unless filed with the Secretary of the State not later than seventy-two hours after the filing of the Governor's proclamation with the Secretary of the State. As soon as possible after such proclamation, if the General Assembly is not then in session, the Governor shall meet with the president pro tempore of the Senate, the speaker of the House of Representatives, and the majority and minority leaders of both houses of the General Assembly and shall confer with them on the advisability of calling a special session of the General Assembly.

(b) Upon such proclamation, the following provisions of this section and the provisions of section 28-11 shall immediately become effective and shall continue in effect until the Governor proclaims the end of the civil preparedness emergency:

(1) Following the Governor's proclamation of a civil preparedness emergency pursuant to subsection (a) of this section or declaration of a public health emergency pursuant to section 19a-131a, the Governor may modify or suspend in whole or in part, by order as hereinafter provided, any statute, regulation or requirement or part thereof whenever the Governor finds such statute, regulation or requirement, or part thereof, is in conflict with the efficient and expeditious execution of civil preparedness functions or the protection of the public health. The Governor shall specify in such order the reason or reasons

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therefor and any statute, regulation or requirement or part thereof to be modified or suspended and the period, not exceeding six months unless sooner revoked, during which such order shall be enforced. Any such order shall have the full force and effect of law upon the filing of the full text of such order in the office of the Secretary of the State. The Secretary of the State shall, not later than four days after receipt of the order, cause such order to be printed and published in full in at least one issue of a newspaper published in each county and having general circulation therein, but failure to publish shall not impair the validity of such order. Any statute, regulation or requirement, or part thereof, inconsistent with such order shall be inoperative for the effective period of such order. Any such order shall be communicated by the Governor at the earliest date to both houses of the General Assembly.

(2) The Governor may order into action all or any part of the department or local or joint organizations for civil preparedness mobile support units or any other civil preparedness forces.

(3) The Governor shall order and enforce such blackouts and radio silences as are authorized by the United States Army or its duly designated agency and may take any other precautionary measures reasonably necessary in the light of the emergency.

(4) The Governor may designate such vehicles and persons as shall be permitted to move and the routes which they shall follow.

(5) The Governor shall take appropriate measures for protecting the health and safety of inmates of state institutions and children in schools.

(6) The Governor may order the evacuation of all or part of the population of stricken or threatened areas and may take such steps as are necessary for the receipt and care of such evacuees.

(7) The Governor may take such other steps as are reasonably necessary in the light of the emergency 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.

(8) In order to insure the automatic and effective operation of civil preparedness in the event of enemy attack, sabotage or other hostile action, or in the event of the imminence thereof, the Governor may, at the Governor's discretion, at any time prior to actual development of such conditions, issue such proclamations and executive orders as the Governor deems necessary, such proclamations and orders to become effective only under such conditions.

(June, 1951, 1953, S. 1913d; 1959, P.A. 120; 333, S. 2; P.A. 73-544, S. 9; P.A. 75-643, S. 2; P.A. 81-472, S. 58, 159; P.A. 88-135, S. 7; P.A. 04-219, S. 19; P.A. 10-50, S. 1.)

History: 1959 acts added new Subsec. (h) authorizing prior issuance of proclamations and executive orders by the governor which would become effective only in the event of enemy action or imminence thereof and substituted in Subsec. (b) "the civil defense branch of the military department" for "state civil defense agency"; P.A. 73-544 substituted "civil preparedness" for "civil defense" throughout; P.A. 75-643 provided for the proclamation to be effective upon filing with the secretary of the state and that proclamation of disaster from a man-made cause may be disapproved by a majority vote of a joint legislative committee specially created; P.A. 81-472 made technical changes; P.A. 88-135 substituted office of "emergency management" for office of "civil preparedness" in Subsec. (b); P.A. 04-219

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amended Subsec. (b) to substitute department for Office of Emergency Management, effective January 1, 2005; P.A. 10-50 divided existing provisions into Subsecs. (a) and (b) and, in Subsec. (b), redesignated existing Subdivs. (a) to (h) as Subdivs. (1) to (8) and amended redesignated Subdiv. (1) to add provisions re declaration of public health emergency, and made technical changes throughout.

See Sec. 28-8a re powers of chief executive officers of municipalities during major disasters or emergencies.

**Sec. 28-9a. Governor's further powers.** (a) Whenever the Governor proclaims a disaster emergency under the laws of this state, or the President declares an emergency or a major disaster to exist in this state, the Governor is authorized: (1) To enter into purchase, lease, or other arrangements with any agency of the United States for temporary housing units to be occupied by disaster victims and to make such units available to any political subdivision of the state; (2) to assist any political subdivision of this state which is the locus of such housing to acquire sites necessary for such housing and to do all things required to prepare such sites to receive and utilize such housing units by: (A) Advancing or lending funds available to the Governor from any appropriation made by the legislature, the contingency fund established by section 4-84, or from any other source, (B) "passing through" funds made available by any agency, public or private, or (C) becoming a copartner with the political subdivision for the execution and performance of any temporary housing for disaster victims' project and for such purposes to pledge the credit of the state on such terms as he deems appropriate, having due regard for current debt transactions of the state; (3) under such regulations as he shall prescribe, to temporarily suspend or modify for not to exceed sixty days any public health, safety, zoning, transportation or other requirement of law or regulation within this state when by proclamation he deems such suspension or modification essential to provide temporary housing for disaster victims.

(b) Any political subdivision of this state is expressly authorized to acquire, temporarily or permanently, by purchase, lease, or otherwise, sites required for installation of temporary housing units for disaster victims, and to enter into whatever arrangements, including purchase of temporary housing units and payment of transportation charges, which are necessary to prepare or equip such sites to utilize such housing units.

(c) Nothing contained in this section shall be construed to limit the Governor's authority to apply for, administer, and expend any grant, gifts, or payments in aid of disaster prevention, preparedness, response or recovery.

(d) "Major disaster", "emergency", and "temporary housing" as used in this section shall have the same meaning as the terms are defined, or used, in the Disaster Relief Act of 1974 (P.L. 93-288, 88 Stat. 143).

(P.A. 75-643, S. 5.)

**Sec. 28-9b. Governor's authority concerning federal loans to state political subdivisions.** Whenever, at the request of the Governor, the President has declared a "major disaster" to exist in this state, the Governor is authorized: (a) Upon his determination that a political subdivision of the state will suffer a substantial loss of tax and other revenues from a disaster and has demonstrated a need for financial assistance to perform its governmental functions, to apply to the federal government, on behalf of such political subdivision, for a loan; and to receive and disburse the proceeds of any approved loan to such political subdivision; (b) to determine the amount needed by any such political subdivision to restore or

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resume its governmental functions, and to certify the same to the federal government, provided, however no application amount shall exceed twenty-five per cent of the annual operating budget of such political subdivision for the fiscal year in which such disaster occurs; and (c) to recommend to the federal government, based upon his review, the cancellation of all or any part of repayment when, in the first three full fiscal year period following such disaster, the revenues of such political subdivision are insufficient to meet its operating expenses, including additional disaster-related expenses of a political subdivision character.

(P.A. 75-643, S. 6.)

**Sec. 28-9c. Removal of debris or wreckage. Governor’s powers.** (a) Whenever the Governor has declared a disaster emergency to exist under the laws of this state, or the President, at the request of the Governor, has declared a major disaster or emergency to exist in this state, the Governor is authorized: (1) Notwithstanding any other provision of law, through the use of state departments or agencies, or the use of any of the state’s instrumentalities, to clear or remove from publicly or privately owned land or water, debris and wreckage which may threaten public health or safety, or public or private property; (2) to accept funds from the federal government and utilize such funds to make grants to any political subdivision for the purpose of removing debris or wreckage from publicly or privately owned land or water.

(b) (1) Authority under this section shall not be exercised unless the affected political subdivision, corporation, organization or individual owning such property shall first present an unconditional authorization for removal of such debris or wreckage from public and private property and, in the case of removal of debris or wreckage from private property, shall first agree to indemnify the state against any claim arising from such removal. (2) Whenever the Governor provides for clearance of debris or wreckage pursuant to subsection (a) of this section, employees of the designated state agencies or individuals appointed by the state are authorized to enter upon private land or waters and perform any tasks necessary to the removal or clearance operation.

(P.A. 75-643, S. 7; P.A. 79-417, S. 3; P.A. 05-288, S. 126.)

History: P.A. 79-417 added “major” to disaster as declared by the President at the request of the governor; P.A. 05-288 made technical changes in Subsec. (b), effective July 13, 2005.

**Sec. 28-9d. Federal assistance for individual or family disaster-related expenses.** (a) Whenever the President, at the request of the Governor, has declared a major disaster to exist in this state, the Governor is authorized: (1) Upon the Governor’s determination that financial assistance is essential to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by such disaster that cannot be otherwise adequately met from other means of assistance, to accept a grant by the federal government to fund such financial assistance, subject to such terms and conditions as may be imposed upon the grant; (2) to enter into an agreement with the federal government, or any officer or agency of the federal government, pledging the state to participate in the funding of the financial assistance authorized in subdivision (1) of this subsection, in an amount not to exceed twenty-five per cent of such financial assistance and, if state funds are not otherwise available to the Governor, to accept an advance of the state share from the federal government to be repaid when the state is able to do so.

(b) Notwithstanding any other provision of law or regulation, the Governor is authorized to make financial grants to meet major disaster-related necessary expenses or serious needs of individuals or families adversely affected by a disaster that cannot otherwise adequately be met from other means of assistance, that shall not exceed in the aggregate the maximum payment established by the Federal Emergency Management Agency, to an individual or family in any single disaster declared by the President.

(c) The Governor shall make such regulations as are necessary for carrying out the purposes of this section, including, but not limited to, standards of eligibility for persons applying for benefits; procedures for application and administration; methods of investigation, filing and approving applications; and formation of local or state-wide boards to pass upon applications and procedures for appeals.

(d) Any person who fraudulently or wilfully makes a misstatement of fact in connection with an application for financial assistance under this section shall, upon conviction of each offense, be subject to a fine of not more than five thousand dollars, or imprisonment for not more than one year, or both.

(P.A. 75-643, S. 8; P.A. 00-117, S. 1, 2; P.A. 07-217, S. 131; P.A. 11-21, S. 4.)

History: (Revisor's note: In 1995 the words "subparagraph (1)" in Subsec. (a) were replaced editorially by the Revisors with "subdivision (1)" for consistency with customary general statutes usage); P.A. 00-117 amended Subsec. (b) to provide that grants shall not exceed in the aggregate the maximum payment established by FEMA, rather than \$5,000, effective May 26, 2000; P.A. 07-217 made technical changes in Subsec. (a), effective July 12, 2007; P.A. 11-21 added "major" re disaster and made technical changes in Subsecs. (a) and (b).

**Sec. 28-10. Special session of General Assembly.** Section 28-10 is repealed.

(June, 1951, S. 1914d; P.A. 73-544, S. 10; P.A. 79-184.)

**Sec. 28-11. Taking of property during emergency.** (a) During the existence of a civil preparedness or public health emergency, as defined in section 19a-131, the Governor may, in the event of shortage or disaster making such action necessary for the protection of the public, take possession (1) of any land or buildings, machinery or equipment; (2) of any horses, vehicles, motor vehicles, aircraft, ships, boats, rolling stock of steam, diesel or electric railroads or any other means of conveyance whatsoever; (3) of any antitoxins, pharmaceutical products, vaccines or other biological products; and (4) of any cattle, poultry or any provisions for persons or beast, and any fuel, gasoline or other means of propulsion necessary or convenient for the use of the military or naval forces of the state or of the United States, or for the better protection of the welfare of the state or its inhabitants according to the purposes of this chapter.

(b) He may use and employ all property of which possession is taken, for such times and in such manner as he deems for the best interests of the state or its inhabitants, and may, in particular, when in his opinion the public exigency so requires, lease, sell or, when conditions warrant, distribute gratuitously to or among any or all of the persons within the state anything taken under this section.

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(c) If real estate is seized under this section, a declaration of the property seized, containing a full and complete description, shall within a reasonable time be filed with the Secretary of the State and with the town clerk of the town in which the property is located, and a copy of the declaration shall be furnished the owner. If personal property is seized under this section, the civil preparedness authorities by whom it is seized shall maintain a docket containing a permanent record of such personal property and its condition when seized, and shall furnish a true copy of the docket recording to the owner of the seized property.

(d) The owner of any property taken under this section shall receive just compensation therefor as follows: (1) If property is taken for temporary use, the Governor shall, as soon as possible after the taking, fix the amount of compensation to be paid therefor. If such property is returned to the owner in a damaged condition or is not returned to the owner, the Governor shall fix forthwith the amount of compensation to be paid for such damages or failure to return. Whenever the Governor deems it advisable for the state to become the owner of property taken under this section, he shall forthwith cause the owner of the property to be notified in writing by registered or certified mail, postage prepaid, and shall file a copy of the notice with the Secretary of the State. (2) If the owner of property taken under this section refuses to accept the amount of compensation fixed in accordance with subdivision (1) of this subsection, he may prefer a petition to the superior court for the judicial district in which the property was taken or to a judge of said court if the court is not in session, praying that just compensation may be determined, which petition shall be accompanied by a summons signed by competent authority, to serve as process in civil actions before said court, notifying the Governor and all persons interested in such property to appear before the court or judge. The court or judge shall refer the determination of the amount of damages to a state referee as provided in section 48-10. The state referee, after giving reasonable notice to the parties, shall, if possible, view the property in question, hear the evidence, ascertain the value, assess just damages to the owner or parties interested in the property taken and report his doings to the court or judge. The court or judge may accept the report or may reject it for irregular or improper conduct by the state referee in the course of his duties. If the report is rejected, the court or judge shall appoint another state referee, who shall proceed in the same manner as the first referee was required to proceed. If the report is accepted, such acceptance shall have the effect of a judgment in favor of the owner of the property against the state for the amount of the assessment made by the referee, and, except as otherwise provided by law, execution may issue therefor. The court or judge shall make any order necessary to protect the rights of all parties interested, but in no event shall the Governor be prevented from taking immediate possession and use of the property in question. The expenses and costs of such hearings shall be taxed against the petitioner except in cases where the assessment of damages made by the referee is larger than the amount fixed by the Governor under subdivision (1) of this subsection, in which case they shall be taxed against the state, audited and allowed by the Comptroller and paid by the state upon his order.

(e) Whenever the Governor determines that any real property acquired and retained under the provisions of this chapter is no longer needed for the preparedness of the state or for purposes under this chapter, he shall so notify the original owner of such property and, upon the request of such owner and upon payment of the fair value thereof, the Governor shall return such property to such owner. If the Governor and the original owner do not agree as to the fair value of the property, such value shall be determined by three appraisers, one of whom shall be chosen by the Governor, one by the original owner and the third by the first two appraisers. The expenses of such determination shall be paid in equal shares by the state and the original owner.

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(f) Whenever the need for any personal property requisitioned under this chapter for the preparedness of the state terminates, the Governor may dispose of such property on such terms and conditions as he deems appropriate, but to the extent feasible and practicable he shall give the former owner of such property an opportunity to reacquire it (1) at its then fair value as determined by the Governor or (2) if it is to be disposed of at less than such value, otherwise than at a public sale of which such owner is given notice, at the highest price any other person is willing to pay therefor; provided the provisions of this subsection shall not apply in the case of fungibles or items having a fair value of less than one thousand dollars.

(June, 1951, S. 1915d; P.A. 73-544, S. 11; P.A. 78-280, S. 2, 127; P.A. 85-246, S. 17; P.A. 03-236, S. 13.)

History: P.A. 73-544 substituted “civil preparedness” for “civil defense” throughout; P.A. 78-280 substituted “for the judicial district” for “for the county” following “superior court” in Subsec. (d); P.A. 85-246 deleted reference to street railways in Subsec. (a); (Revisor’s note: In 1995 the words “clause (1)” in Subsec. (d) were replaced editorially by the Revisors with “subdivision (1)” for consistency with customary general statutory usage); P.A. 03-236 amended Subsec. (a) by adding public health emergency as defined in Sec. 19a-131, adding new Subdiv. (3) re taking of biological products, redesignating existing Subdiv. (3) as Subdiv. (4) and making a technical change, effective July 9, 2003.

## 2. Other Selected Sections of Connecticut General Statutes Title 28

**Sec. 28-1a. Division of Emergency Management and Homeland Security. Powers and duties of commissioner. Regulations. Memorandum of understanding.** (a) With reasonable conformance to applicable federal statutes and administrative regulations of the Federal Emergency Management Agency and the requirements of the Connecticut emergency operations plan, the Commissioner of Emergency Services and Public Protection shall organize the Division of Emergency Management and Homeland Security and the personnel of said division as may be necessary for the effective discharge of the authorized emergency management, civil preparedness and homeland security missions, including, but not limited to, the provisions of the Connecticut emergency operations plan and the national plan for civil preparedness. Any personnel assigned to said division may be removed by the commissioner for security reasons or for incompetence, subject to reinstatement by the Employees’ Review Board.

(b) The commissioner shall be responsible for: (1) Coordinating with state and local government personnel, agencies and authorities and the private sector to ensure adequate planning, equipment, training and exercise activities by such personnel, agencies and authorities and the private sector with regard to homeland security; (2) coordinating, and as may be necessary, consolidating homeland security communications and communications systems of the state government with state and local government personnel, agencies and authorities, the general public and the private sector; (3) distributing and, as may be appropriate, coordinating the distribution of information and security warnings to state and local government personnel, agencies and authorities and the general public; and (4) establishing standards and security protocols for the use of any intelligence information.

(c) The commissioner may adopt such regulations, in accordance with the provisions of chapter 54, as necessary to implement the duties of the department.

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(d) The commissioner shall enter into a memorandum of understanding with the Military Department to provide for (1) the temporary assignment of employees of the Military Department to work in the department, and (2) interagency information sharing. Any such personnel temporarily assigned shall act under the direction of the commissioner. The Military Department shall retain administrative control over such personnel.

(e) The commissioner may request and may receive from any federal, state or local agency, cooperation and assistance in the performance of the duties of the department, including the temporary assignment of personnel necessary to perform the functions of the department. Any such personnel temporarily assigned shall act under the direction of the commissioner. The federal, state or local agency shall retain administrative control over such personnel. For purposes of section 5-141d, such personnel temporarily assigned shall be deemed to be acting as state employees while assigned to, and performing the duties of, the department.

(P.A. 77-614, S. 510, 610; P.A. 88-135, S. 5; May Sp. Sess. P.A. 92-12, S. 2, 10; P.A. 93-206, S. 4, 16; P.A. 99-190, S. 1, 9; P.A. 04-219, S. 13; P.A. 05-265, S. 1; 05-287, S. 6; P.A. 06-196, S. 156; P.A. 11-51, S. 162.)

History: P.A. 88-135 substituted office of “emergency management” for office of “civil preparedness”; May Sp. Sess. P.A. 92-12 deleted phrase “for administrative purposes only” and required said office to be the designated civil defense organization for state; P.A. 93-206 placed office of emergency management within division of fire, emergency and building services, effective July 1, 1993; P.A. 99-190 transferred the Office of Emergency Management from the Division of Fire, Emergency and Building Services within the Department of Public Safety to the Military Department, effective July 1, 1999; P.A. 04-219 eliminated former provisions and substituted provisions establishing Department of Emergency Management and Homeland Security within the Office of Policy and Management for administrative purposes only, requiring commissioner to be department head and specifying qualifications and duties of commissioner in Subsec. (a), requiring commissioner to organize department and personnel as necessary for effective discharge of authorized emergency management, civil preparedness and homeland security missions, authorizing removal of any department personnel by commissioner for security reasons or incompetence and authorizing commissioner to enter into contracts for the furnishing of services necessary for the proper execution of the duties of department in Subsec. (b), specifying responsibilities of commissioner in Subsec. (c), authorizing commissioner to adopt regulations in Subsec. (d), requiring commissioner to enter into interagency memorandum of understanding with Department of Public Safety and Military Department in Subsec. (e), and requiring transfer of functions, powers, duties and personnel of Division of Homeland Security within Department of Public Safety and Office of Emergency Management within Military Department to new department in Subsec. (f), effective January 1, 2005; P.A. 05-265 amended Subsec. (e)(1) to provide that the assignment of personnel is temporary, to require that any such personnel temporarily assigned act under the direction of the commissioner, deleting reference to “all such assigned employees” and “sole” direction, and to require Department of Public Safety and Military Department to retain administrative control over such personnel, added new Subsec. (f) allowing commissioner to request and receive cooperation and assistance in the performance of the duties of department from any federal, state or local agency, and redesignated existing Subsec. (f) as Subsec. (g), effective July 13, 2005; P.A. 05-287 amended Subsec. (a) to delete provision placing Department of Emergency Management and Homeland Security within the Office of Policy and Management for administrative purposes only, effective July 13, 2005; P.A. 06-196 made technical changes in Subsec. (c), effective June 7, 2006; P.A. 11-51 deleted former Subsec. (a) re Department of Emergency Management and Homeland Security, redesignated existing Subsecs. (b) to (f)

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as Subsecs. (a) to (e), amended Subsec. (a) by replacing “commissioner” with “Commissioner of Emergency Services and Public Protection”, by replacing “department” with “Division of Emergency Management and Homeland Security”, and by deleting provisions re commissioner entering into contracts for proper execution of duties of department and requiring Attorney General’s approval, amended Subsec. (d) by deleting provisions authorizing commissioner to enter into interagency memorandum of understanding with Department of Public Safety, requiring commissioner to consult with bargaining unit representing state police re such memorandum and requiring such memorandum to provide for retrenchment rights of state police, deleted former Subsec. (g) re transfer of powers, and made conforming changes, effective July 1, 2011.

**Sec. 28-1h. Direct allocation of financial assistance to municipalities or local or regional agencies.**

Nothing in this chapter shall be deemed to require municipalities or local or regional agencies otherwise eligible for federal or state financial assistance for purposes of emergency management or homeland security to agree that such financial assistance shall not be allocated directly to such municipalities or local or regional agencies.

(P.A. 04-219, S. 28.)

History: P.A. 04-219 effective January 1, 2005.

**Sec. 28-1i. Annual report to General Assembly re state-wide emergency management and homeland security activities.** Not later than January first, annually, the Commissioner of Emergency Services and Public Protection shall submit a report to the joint standing committee of the General Assembly having cognizance of matters relating to public safety that specifies and evaluates state-wide emergency management and homeland security activities during the preceding calendar year.

(P.A. 04-219, S. 30; P.A. 11-51, S. 163.)

History: P.A. 04-219 effective January 1, 2005; P.A. 11-51 replaced “January 1, 2006, and annually thereafter” with “January first, annually” and replaced “Commissioner of Emergency Management and Homeland Security” with “Commissioner of Emergency Services and Public Protection”, effective July 1, 2011.

**Sec. 28-1j. Annual report to General Assembly re homeland preparedness and emergency response planning and activities for children.** On or before January 1, 2012, and annually thereafter, the Commissioner of Emergency Services and Public Protection shall report to the General Assembly, in accordance with section 11-4a, on planning and activities for children and youth as part of homeland preparedness and emergency response planning for natural disasters, man-made disasters and terrorism. The report shall include provisions that address (1) the distinct health needs of children for purposes of bioterrorism and other public health emergency preparedness, (2) public education and communications for families concerning public safety issues relating to disasters and terrorism, (3) training in safety and security measures and multihazard response plans for child care providers, school personnel and personnel in before and after school programs, family homeless shelters, summer camps and juvenile justice system facilities, (4) coordination of school health and mental health strategies, and (5) the amendments to the state civil preparedness plan and program made pursuant to subsection (c) of section 28-5.

(P.A. 11-51, S. 134; 11-66, S. 1.)

History: P.A. 11-66 effective July 1, 2011; pursuant to P.A. 11-51, “Commissioner of Emergency Management and Homeland Security” was changed editorially by the Revisors to “Commissioner of Emergency Services and Public Protection”, effective July 1, 2011.

**Sec. 28-3. Political activity.** No organization for civil preparedness established under the authority of this chapter shall be used directly or indirectly for political purposes. Full-time, regularly-paid officers, employees or members of such organizations shall be subject to the provisions of sections 5-266a to 5-266d, inclusive.

(June, 1951, S. 1907d; 1972, P.A. 294, S. 27; P.A. 73-544, S. 3.)

History: 1972 act substituted reference to Secs. 5-266a to 5-266d for reference to Sec. 5-61; P.A. 73-544 substituted “civil preparedness” for “civil defense”.

**Sec. 28-4. Agreements with other states. Local offices.** With the approval of the Governor, the commissioner or the commissioner’s designee may: (1) Represent the state on any regional or interstate organization for civil preparedness and may, on behalf of the state, enter into reciprocal mutual aid arrangements with other states; (2) establish and operate such area or district offices as may be necessary to control and coordinate civil preparedness preparations and mutual aid among communities.

(June, 1951, S. 1908d; P.A. 73-544, S. 4; P.A. 04-219, S. 14.)

History: P.A. 73-544 substituted “civil preparedness” for “civil defense” where appearing; P.A. 04-219 substituted commissioner or commissioner’s designee for director and substituted numerical Subdiv. designators for Subsec. designators, effective January 1, 2005.

**Sec. 28-5. Preparation for civil preparedness. Subpoenas. Comprehensive plan and program for civil preparedness. Training programs. Cooperation by other state agencies. Orders and regulations.** (a) The commissioner may make studies and surveys of the manpower, industries, resources and facilities of the state to ascertain the capabilities of the state for civil preparedness and to plan for their most efficient use in time of emergency. The commissioner may apply to the superior court for the judicial district of Hartford, or to a judge of said court if the court is not in session, for a subpoena to compel the attendance of such witnesses or the production of such books, papers, records or documents of individuals, firms, associations or corporations as may be necessary to the effective preparation of the civil preparedness of the state. The court or judge shall, before issuing such subpoena, provide adequate opportunity for the commissioner and the party against whom the subpoena is requested to be heard. No such subpoena shall issue unless the court or judge certifies that the attendance of such witness or the production of such books, papers, records or documents is reasonably necessary to the effective preparation of the civil preparedness of the state and that the commissioner has made reasonable efforts to secure such attendance or such books, papers, records or documents without recourse to compulsory process.

(b) The commissioner shall direct the preparation of a comprehensive plan and program for the civil preparedness of the state and integrate and coordinate that plan and program to the fullest extent possible with the civil preparedness plans of the federal government and of other states. When the plan

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and program has been prepared, the commissioner shall present it to the Governor for his or her approval. When the Governor approves the plan, all government agencies, state or local, all civil preparedness forces in the state and all public service companies, as defined in section 16-1, shall carry out the duties and functions assigned by the plan and program as approved. The plan and program may, from time to time, be amended or modified in like manner. The commissioner shall coordinate the civil preparedness activities of the towns and cities of the state to the end that they shall be fully integrated with the state civil preparedness plan and program.

(c) The Commissioner of Emergency Services and Public Protection shall, within available appropriations and in consultation with the Commissioners of Social Services, Public Health, Children and Families, Mental Health and Addiction Services and Education, and the Commission on Children, update and amend the state civil preparedness plan and program established pursuant to subsection (b) of this section to address the needs of children during natural disasters, man-made disasters and terrorism. The plan may also be amended in consultation with parents, local emergency services and child care providers. The amended plan shall include, but not be limited to, a requirement that all schools and licensed and regulated child day care services, as defined in section 19a-77, have written multihazard disaster response plans that address (1) the evacuation and removal of children to a safe location, (2) notification of parents in the event of a disaster or terrorism, (3) reunification of parents with their children, and (4) care for children with special needs during a disaster or terrorism.

(d) In accordance with the state civil preparedness plan and program, the commissioner shall institute such training programs and public information programs, shall take all other preparatory steps, including the partial or full mobilization of civil preparedness forces in advance of actual disaster, as may be necessary to the prompt and effective operation of the state civil preparedness plan in time of emergency and may, from time to time, conduct such practice blackouts or radio silences as may be authorized by the United States Army or its duly designated agency, and such practice air raid alerts or other civil preparedness exercises as the commissioner may deem necessary.

(e) The commissioner shall utilize the personnel, services, equipment, supplies and facilities of existing departments, offices and agencies of the state to the maximum extent possible. The head of each such department, office or agency, in cooperation with and under the direction of the commissioner, shall be responsible for the planning and programming of such activities in the civil preparedness programs as will involve the utilization of the facilities of his or her department, office, institution or agency and shall implement and carry out such activities whenever necessary for the welfare and safety of the state, including participation in planning, training and exercises, as directed by the commissioner.

(f) In order to accomplish the purposes of this chapter, the commissioner may make such orders and such regulations as may be necessary to develop and implement the civil preparedness plan and program. Subject to the provisions of chapter 54, all such orders and regulations shall have the full force and effect of law.

(June, 1951, S. 1909d; 1972, P.A. 294, S. 28; P.A. 73-544, S. 5; P.A. 78-280, S. 6, 127; P.A. 88-230, S. 1, 12; 88-317, S. 88, 107; P.A. 90-98, S. 1, 2; May Sp. Sess. P.A. 92-12, S. 3, 10; P.A. 93-142, S. 4, 7, 8; P.A. 95-220, S. 4-6; P.A. 99-190, S. 3, 9; P.A. 04-219, S. 15; P.A. 05-288, S. 191; P.A. 11-51, S. 134; 11-66, S. 2; P.A. 12-148, S. 1, 2.)

History: 1972 act substituted “joint committee on legislative management” for “legislative council”; P.A. 73-544 substituted “civil preparedness” for “civil defense” throughout; P.A. 78-280 substituted “for the judicial district of Hartford-New Britain” for “for Hartford county” following “superior court”; P.A. 88-230 replaced “judicial district of Hartford-New Britain” with “judicial district of Hartford”, effective September 1, 1991; P.A. 88-317 amended reference to Secs. 4-168 to 4-173 in Subsec. (e) to include new section added to Ch. 54, effective July 1, 1989, and applicable to all agency proceedings commencing on or after that date; P.A. 90-98 changed the effective date of P.A. 88-230 from September 1, 1991, to September 1, 1993; May Sp. Sess. P.A. 92-12 amended Subsec. (e) to authorize commissioner of public safety to make regulations in lieu of director; P.A. 93-142 changed the effective date of P.A. 88-230 from September 1, 1993, to September 1, 1996, effective June 14, 1993; P.A. 95-220 changed the effective date of P.A. 88-230 from September 1, 1996, to September 1, 1998, effective July 1, 1995; P.A. 99-190 amended Subsec. (e) by substituting “Adjutant General” for “Commissioner of Public Safety”, effective July 1, 1999; P.A. 04-219 substituted commissioner for director throughout, required commissioner to direct the preparation of comprehensive plan and program for the civil preparedness of the state and made a technical change in Subsec. (b), made technical changes in Subsec. (c), and eliminated references to authorization of the Adjutant General to make regulations and to “sections 4-168 to 4-173, inclusive”, added reference to chapter 54, and eliminated procedures re suspension of conflicting orders or regulations in Subsec. (e), effective January 1, 2005; P.A. 05-288 made technical changes in Subsec. (a), effective July 13, 2005; P.A. 11-66 added new Subsec. (c) re amending state civil preparedness plan and program to address the needs of children, redesignated existing Subsecs. (c) to (e) as Subsecs. (d) to (f) and made technical changes, effective July 1, 2011; pursuant to P.A. 11-51, “Commissioner of Emergency Management and Homeland Security” was changed editorially by the Revisors to “Commissioner of Emergency Services and Public Protection” in Subsec. (c), effective July 1, 2011; P.A. 12-148 amended Subsec. (b) to add provision re public service companies and amended Subsec. (e) to add provision re participation in planning, training and exercises as directed by commissioner, effective July 1, 2012.

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

(b) Personnel of such civil preparedness units or forces, while engaged in officially authorized civil preparedness duty under this section, shall: (1) If they are employees of the state, have the powers, duties, rights, privileges and immunities and receive the compensation incident to their employment; (2) if they are employees of a political subdivision of the state, and whether serving within or without such political subdivision, have the powers, duties, rights, privileges and immunities and receive the compensation incident to their employment; and (3) if they are not employees of the state or a political subdivision thereof, be entitled to such compensation from the state as is determined by the Commissioner of Administrative Services under the provisions of section 4-40 and to the same rights and immunities as are provided by law for the employees of this state, provided in no instance shall such compensation be determined at a rate less than the minimum wage as determined by the Labor Commissioner. All personnel of mobile support units shall, while on duty, be subject to the operational control of the authority in charge of civil preparedness activities in the area in which they are serving.

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

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

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

(June, 1951, S. 1910d; 1959, P.A. 192; P.A. 73-544, S. 6; P.A. 78-324, S. 2; P.A. 79-83, S. 1, 2; P.A. 80-483, S. 153, 186; P.A. 04-219, S. 16; P.A. 07-173, S. 2; P.A. 09-27, S. 1.)

History: 1959 act made all civil defense forces available for duty instead of mobile support units only; P.A. 73-544 substituted “civil preparedness” for “civil defense” throughout; P.A. 78-324 provided in Subsec. (b) for compensation at not less than minimum wage for a period to be determined by the compensation commissioner of area in which injured person resides; P.A. 79-83 deleted in Subsec. (b) reference to period to be determined by the compensation commissioner as added in foregoing amendment; P.A. 80-483 substituted in Subsec. (b) “commissioner of administrative services under the provisions of section 4-40” for “board provided in section 4-40”; P.A. 04-219 amended Subsec. (a) to substitute commissioner for state director, effective January 1, 2005; P.A. 07-173 amended Subsec. (e) to permit mobile support units to operate in a state that is a signatory to Emergency Management Assistance Compact; P.A. 09-27 made a technical change in Subsec. (b) and amended Subsec. (c) to delete requirement for state reimbursement of training expenses and restrict reimbursement to municipal employees ordered to duty.

**Sec. 28-7. Local and joint organizations: Organization; powers; temporary aid.** (a) Each town or city of the state shall establish a local organization for civil preparedness in accordance with the state civil preparedness plan and program, provided any two or more towns or cities may, with the approval of the commissioner, establish a joint organization for civil preparedness. The authority of such local or joint organization for civil preparedness shall not supersede that of any regularly organized police or fire department. In order to be eligible for any state or federal benefits under this chapter, not later than January 1, 2008, and annually thereafter, each town or city of the state shall have a current emergency plan of operations that has been approved by the commissioner. The plan shall be submitted to the commissioner after it has been approved by the local emergency management director and the local chief executive. Such plan may be submitted with a notice stating that the plan remains unchanged from the previous year’s version. The emergency plan of operations of every town or city situated on the

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shoreline of the state shall contain provisions addressing an emergency caused by any existing liquefied natural gas terminal located on the Long Island Sound and every town or city situated on the shoreline of the state shall submit such plan to the joint standing committee of the General Assembly having cognizance of matters relating to public safety, in accordance with the provisions of section 11-4a, and the commissioner to obtain approval. The committee shall hold a public hearing regarding such plan not later than thirty days after receiving the plan. Not later than five days after the hearing, the committee shall (1) hold a roll-call vote to approve or reject the plan, and (2) forward the plan and a record of the committee's vote to the General Assembly. Such emergency plan of operations shall not be approved by the commissioner unless the commissioner determines that the plan proposes strategies that address all the activities and measures of civil preparedness identified in subdivision (4) of section 28-1. Each town or city of the state shall consider whether to provide for the nonmilitary evacuation of livestock and horses in such plan.

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

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

(d) The emergency management director of each local or joint organization may, with the approval of the commissioner, collaborate with other public and private agencies within the state and develop or cause to be developed mutual aid agreements for civil preparedness aid and assistance in case of disaster too great to be dealt with unassisted. The emergency management director of such joint or local organization may, with the approval of the commissioner, enter into such mutual aid agreements with civil preparedness agencies or organizations in other states. Such agreements shall be consistent with the state civil preparedness plan and program and, in time of emergency, each local or joint organization shall render assistance in accordance with the provisions of such agreements to which it is a party unless otherwise ordered by the commissioner.

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

(f) In the event of a serious disaster or of a sudden emergency, when such action is deemed necessary for the protection of the health and safety of the people, and upon request of the local chief executive authority, the Governor or the commissioner, without regard to the provisions of section 22a-148, may authorize the temporary use of such civil preparedness forces, including civil preparedness auxiliary police and firemen, as the Governor deems necessary. Personnel of such civil preparedness forces shall

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be so employed only with their consent. The provisions of section 28-14 shall apply to personnel so employed.

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

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

(June, 1951, S. 1911d; 1957, P.A. 469, S. 2; September, 1957, P.A. 2, S. 1; 1959, P.A. 214, S. 1; 275, S. 1; P.A. 73-544, S. 7; P.A. 75-567, S. 51, 80; P.A. 77-571, S. 1-3; P.A. 79-417, S. 2; P.A. 90-230, S. 39, 40, 101; P.A. 04-219, S. 17; P.A. 07-11, S. 2; 07-94, S. 1; 07-173, S. 3, 5; P.A. 11-21, S. 2.)

History: 1959 acts provided in new Subsec. (h) for temporary civil defense mission as determined essential by local civil defense director with prior approval of state director and amended Subsec. (f) to provide for the governor to authorize temporary use of civil defense forces upon request of the local chief executive authority in event of serious natural disaster or sudden emergency, personnel to be employed only with their consent; P.A. 73-544 substituted "civil preparedness" for "civil defense" throughout; P.A. 75-567 deleted in Subsec. (f) the word "natural" in characterizing "serious disaster"; P.A. 77-571 provided in Subsec. (a) for municipalities to submit an emergency plan of operation in order to be eligible for benefits, substituted in Subsec. (b) the chief executive officer for the state director as authority to remove any local director for cause; P.A. 79-417 provided in amendment of Subsec. (a) by P.A. 77-571 that plan submitted be subsequently approved by the state director; P.A. 90-230 and editorial change corrected a reference to the state director of emergency management in Subsecs. (a) and (h); P.A. 04-219 substituted "commissioner" for references to director, state director and state director of emergency management, effective January 1, 2005; P.A. 07-11 amended Subsec. (a) to make approval of plan contingent upon its conformance with Sec. 28-1(4); P.A. 07-94 amended Subsec. (a) to require shoreline towns or cities to provide for liquefied natural gas terminal emergency in their emergency plan of operations and to submit plan for approval, and to require General Assembly public safety committee to hold hearing and vote on plan; P.A. 07-173 amended Subsec. (a) to require each town or city to submit emergency plan of operations by January 1, 2008, and annually thereafter, and to require each town or city to consider whether to provide for nonmilitary evacuation of livestock and horses in plan; P.A. 11-21 specified that directors of local or joint organizations for civil preparedness are emergency management directors, and made a technical change.

**Sec. 28-8. Outside aid by local police, fire or other preparedness forces.** (a) At the request of the chief executive authority of any town or city, the appropriate authority of any other town or city may, with the approval of the commissioner, or, if so ordered by the commissioner, shall, assign and make

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available for duty and use outside his own town or city, under the direction and command of an officer designated for the purpose, any part of the police, fire fighting or other civil preparedness forces under his control.

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

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

(June, 1951, S. 1912d; 1959, P.A. 65, S. 2; P.A. 73-544, S. 8; P.A. 04-219, S. 18.)

History: 1959 act included police and fire fighting forces in category of civil defense forces; P.A. 73-544 substituted "civil preparedness" for "civil defense" throughout; P.A. 04-219 amended Subsec. (a) to substitute "commissioner" for "state director", effective January 1, 2005.

### 3. Selected Sections of Connecticut General Statutes Title 29

**Sec. 29-1b. (Formerly Sec. 28e-1). Department of Emergency Services and Public Protection: Division of State Police; Division of Emergency Management and Homeland Security.** (a) There shall be within the Department of Emergency Services and Public Protection a Division of State Police. The Commissioner of Emergency Services and Public Protection shall serve as administrative head and commanding officer of the State Police Division. As administrative head, said commanding officer of the Division of State Police shall delegate said commanding officer's jurisdiction of the affairs of the Division of State Police to a deputy commissioner who shall have the powers and privileges conferred by statute upon a state policeman.

(b) There shall be within said department a Division of Emergency Management and Homeland Security. The commissioner shall serve as administrative head of said division. As administrative head, said commissioner shall delegate said commissioner's jurisdiction of the Division of Emergency Management and Homeland Security to a deputy commissioner. The deputy commissioner shall possess professional training and knowledge consisting of not less than five years of managerial or strategic planning experience in matters relating to public safety, security, emergency services and emergency response. No person possessing a record of any criminal, unlawful or unethical conduct shall be eligible for or hold such position. Any person with any present or past political activities or financial interests that may substantially conflict with the duties of the deputy commissioner or expose such person to potential undue influence or compromise such person's ability to be entrusted with necessary state or federal security clearances or information shall be deemed unqualified for such position and shall not be eligible to hold such position.

(P.A. 77-614, S. 485, 610; P.A. 90-337, S. 1, 8; P.A. 99-218, S. 2, 16; P.A. 11-51, S. 136.)

[Type text]

History: (Revisor’s note: Sec. 29-1b was formerly published as Sec. 28e-1. In 1983 it was decided that a separate title 28e devoted to public safety was unnecessary and the title was abolished and this section transferred to its present number. At the same time title 29 was expanded with the transfer from title 19 of several topics which were brought under the jurisdiction of the department of public safety by public act 77-614, entitled *An Act Concerning the Reorganization of the Executive Branch of State Government*, and subsequent legislation); P.A. 90-337 amended Subsec. (a) to permit commissioner to appoint not more than two deputy commissioners; P.A. 99-218 amended Subsec. (a) to permit the commissioner to appoint not more than three deputy commissioners, effective July 1, 1999; P.A. 11-51 deleted former Subsecs. (a) and (c) re Department of Public Safety, redesignated existing Subsec. (b) as Subsec. (a) and amended same by changing “Department of Public Safety” and “Commissioner of Public Safety” to “Department of Emergency Services and Public Protection” and “Commissioner of Emergency Services and Public Protection”, respectively, changing “may” to “shall” re delegation of jurisdiction and making technical changes, and added new Subsec. (b) re Division of Emergency Management and Homeland Security, effective July 1, 2011.

See chapter 529 (Sec. 29-1zz et seq.) re Division of State Police.

See Sec. 29-1r re Department of Emergency Services and Public Protection.

Cited. 14 CA 376.

Subsec. (b):

Cited. 197 C. 698.

**Sec. 29-1r. Department of Emergency Services and Public Protection. Appointment of commissioner. Successor to Departments of Public Safety and Emergency Management and Homeland Security.** (a)

There is established a Department of Emergency Services and Public Protection. Said department shall be the designated emergency management and homeland security agency for the state. The department head shall be the Commissioner of Emergency Services and Public Protection, who shall be appointed by the Governor in accordance with sections 4-5 to 4-8, inclusive, with the powers and duties prescribed in said sections. The commissioner shall be responsible for providing a coordinated, integrated program for the protection of life and property and for state-wide emergency management and homeland security. The commissioner shall appoint not more than two deputy commissioners who shall, under the direction of the commissioner, assist in the administration of the department. The commissioner may do all things necessary to apply for, qualify for and accept any federal funds made available or allotted under any federal act for emergency management or homeland security.

(b) The Department of Emergency Services and Public Protection shall constitute a successor agency to the Department of Emergency Management and Homeland Security in accordance with the provisions of sections 4-38d, 4-38e and 4-39.

(c) The Department of Emergency Services and Public Protection shall constitute a successor agency to the Department of Public Safety, except as to chapters 531, 532 and 538 to 541a, inclusive, in accordance with the provisions of sections 4-38d, 4-38e and 4-39.

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(d) Any order or regulation of the Department of Public Safety, which is in force on July 1, 2011, except those orders or regulations pertaining to chapters 531, 532 and 538 to 541a, inclusive, shall continue in force and effect as an order or regulation of the Department of Emergency Services and Public Protection until amended, repealed or superseded pursuant to law. Where any order or regulation of said departments or the Department of Emergency Management and Homeland Security conflict, the Commissioner of Emergency Services and Public Protection may implement policies and procedures consistent with the provisions of this section and sections 3-122, 3-123, 3-123e, 4-5 and 4-38c, subsections (k) and (l) of section 4a-100 and sections 4b-136, 4d-90, 5-182, 7-294b, 7-294d, 7-294e, 7-294p, 7-323k, 7-323l, 7-323p, 7-521, 10a-55a, 14-283a, 16a-13b, 16a-106, 19a-487, 21a-274a, 22a-601, 28-1, 28-1a, 28-1i, 28-24, 28-29a, 29-1b, 29-1p, 29-4, 29-5, 29-36l, 29-179i, 51-291, 51-293, 51-296, 53-202d, 54-1m, 54-64g and 54-142q while in the process of adopting the policy or procedure in regulation form, provided notice of intention to adopt regulations is printed in the Connecticut Law Journal within twenty days of implementation. The policy or procedure shall be valid until the time final regulations are effective.

(P.A. 11-51, S. 133.)

History: P.A. 11-51 effective July 1, 2011.

See Sec. 14-315 re street and highway safety and accident prevention.

**Sec. 29-1t. Coordinating Advisory Board.** (a) There is established a Coordinating Advisory Board to advise the Department of Emergency Services and Public Protection with respect to: (1) Strategies to improve internal and external communication and cooperation in the provision of emergency response services on the state and local level; (2) strategies to improve emergency response and incident management in areas including, but not limited to, communications and use of technology and the coordination and implementation of state and federally required emergency response plans; (3) improvements in the state's use of regional management structures; and (4) strengthening cooperation and communication among federal, state and local governments, the Connecticut National Guard, police, fire, emergency medical and other first responders, emergency managers and public health officials.

(b) The Commissioner of Emergency Services and Public Protection, or said commissioner's designee, shall serve as the chairperson of the Coordinating Advisory Board. The board shall consist of: (1) The president of the Connecticut State Firefighters Association or a designee, representing volunteer firefighters; (2) the president of the Uniformed Professional Firefighters Association or a designee, representing professional firefighters; (3) the president of the American Federation of State County and Municipal Employees, Council 15, or a designee, representing municipal police officers; (4) the executive director of the Connecticut Conference of Municipalities or a designee; (5) the executive director of the Connecticut Council of Small Towns or a designee; (6) a member of the Police Officer Standards Training Council, designated by the chairperson of said council; (7) a member of the Commission on Fire Prevention and Control, designated by the chairperson of said commission; (8) the president of the Connecticut Emergency Management Association or a designee; (9) the president of the Connecticut Police Chiefs Association or a designee; (10) the president of the Connecticut Fire Chiefs Association or a designee; (11) the president of the Connecticut Career Fire Chiefs Association or a designee; (12) the

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Commissioner of Public Health; and (13) one representative, designated by the Commissioner of Emergency Services and Public Protection, from the Office of State-Wide Emergency Telecommunications and from each of the divisions of Emergency Management and Homeland Security, State Police and Scientific Services within the Department of Emergency Services and Public Protection. Said board shall convene quarterly and at such other times as the chairperson deems necessary.

(c) Not later than January 2, 2012, and annually thereafter, the board shall submit a report, in accordance with section 11-4a, to the Governor and to the joint standing committee of the General Assembly having cognizance of matters relating to public safety concerning its findings and recommendations with respect to any communication and cooperation necessary to enhance state and local government emergency response and the protection of the citizens of the state.

(P.A. 11-51, S. 137; 11-61, S. 95; P.A. 12-9, S. 1.)

History: P.A. 11-51 effective July 1, 2011; P.A. 11-61 amended Subsec. (b) by adding new Subdiv. (8) re president of Connecticut Police Chiefs Association, adding new Subdiv. (9) re president of Connecticut Fire Chiefs Association, adding new Subdiv. (10) re president of Connecticut Career Fire Chiefs Association, adding new Subdiv. (11) re Commissioner of Public Health, and redesignating existing Subdiv. (8) as Subdiv. (12), effective July 1, 2011; P.A. 12-9 amended Subsec. (b) by adding new Subdiv. (5) re executive director of Connecticut Council of Small Towns and redesignating existing Subdivs. (5) to (12) as Subdivs. (6) to (13), effective July 1, 2012.

## **Appendix B**

**A. Routing Slips**

**B. Decision Memo Template**

**C. Meeting Slide Template**

**D. Timesheets**

**E. Extra Duty Authorization Form**

**F. P-Card Approval Form**

**G. Duty Officer Standard Operating Procedure**



**STATE OF CONNECTICUT  
DEPARTMENT OF  
EMERGENCY SERVICES & PUBLIC PROTECTION**

**ROUTING SLIP**

**From:** *Rita M. Stewart*                      **Date:** \_\_\_\_\_  
*Supervisor, Grant Unit*

**To:** *William P. Shea, Deputy Commissioner*

GRANT AWARD                       GRANT ADJUSTMENT NO-  
 CORRESPONDENCE               J NUMBER REQUEST  
 MEMORANDUM OF AGREEMENT  
 OTHER \_\_\_\_\_

Approved For Signature       For Review \_\_\_\_\_

**Comments:**

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*(Requesting Division's Letterhead)*

[Type text]

**DECISION MEMORANDUM**

**TO:** William P. Shea, Deputy Commissioner

**THROUGH:** William Hackett , Emergency Management Director  
Brenda Bergeron, Legal Counsel  
Rita Stewart , Emergency Management Program Supervisor

**FROM:** *(Name and Unit of requester)*

**DATE:** *Date of request*

**RE:** *(Equipment or training proposed for funding)*

**CC:** Rosemarie Peshka, CFO

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Brief Narrative -Please include:

- Description of equipment or training proposed
- Price of the unit or training
- Target population – who benefits from the proposal
- How the use ties into the State-wide Strategy (can ask Grants Unit for input)
- Please indicate if the use is law enforcement related.

With approval of this decision memo, up to \$\_\_\_\_\_ of residual funds will be utilized for this purchase.  
(please round figure up to allow for shipping costs, etc)

Approved

Disapproved

Other: \_\_\_\_\_

Second Page to be completed by Grants Unit:

[Type text]



The current level of residual funds available at this time are:

Funding Year \_\_\_\_\_

Total Residual	State Side	State admin local	LE portion required

\_\_\_\_\_  
Signature  
Grants Unit

[Type text]

# FISCAL/GRANTS

		DEMHS
<u>Issues</u>	<u>Results</u>	
<u>Significant Events</u>	<u>Status</u>	

(as of 29 July 14)

[Type text]

Report ID: CTTLR201

State of Connecticut  
 INDIVIDUAL TIME SHEET  
 6/15/12 thru 6/28/12

Page No.  
 Run Date  
 Run Time

EmpId  
 Emp No  
 Name  
 Location DPS064981  
 Job Code  
 Dept Id DPS32900 Emerg Mgmt/Homeland Security

Vacation Leave  
 Sick Leave  
 Personal Leave  
 Holiday Comp Time  
 Comp Time  
 Accrual Process Date

Week-1 6/15 6/16 6/17 6/18 6/19 6/20 6/21 Week-2 6/22 6/23 6/24 6/25 6/26 6/27 6/28

Shift	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Shift	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Tot	Ov/Un	Combination Code

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

[Type text]

**DIVISION OF  
 EMERGENCY MANAGEMENT AND HOMELAND SECURITY**



**EXTRA DUTY AUTHORIZATION FORM 1.6.4**

EMPLOYEE:

DATE:

I AM REQUESTING EXTRA DUTY AUTHORIZATION FOR THE FOLLOWING:

Date	Start - End	Reason	# Hours	Comp/Overtime	Task Code

**\*\*Extra Duty is defined as hours worked in addition to a regularly scheduled work week, and may be overtime or compensatory time depending on position assignment.. See DEMHS Policy No. 1.6.\*\***

Employee Signature \_\_\_\_\_

Authorizing Supervisor \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Division Head/Designee \_\_\_\_\_ Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments \_\_\_\_\_

**\*\*Supervisors must submit the original copy to the Division Head and retain a copy for the employee's records. The original should be sent to the Dept of Emergency Services and Public Protection (DESPP) Per Policy 1.6, evidence of pre-approval must be submitted to DESPP with the employee timesheet.\*\***

Revised - Nov 2011

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



**Request for P-Card Purchase**

**Please complete all areas of this form. This form must be approved by your Program Manager before any purchase can be executed.**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print or Type)

Program Manager Approval \_\_\_\_\_ Date: \_\_\_\_\_  
 Doug Glowacki

Description of Service/Purchase Include brand, model or catalog number etc, if available	Total Quantity	Unit Price	Total Cost
			\$ 0.00
<b>Justifications for Purchase:</b>			
<b>Vendor Name, Address:</b>			

Coding to be completed by Program Manager Chartfields			
<b>Dept.:</b>	<input type="checkbox"/> 32954 Region I Office <input type="checkbox"/> 32955 Region II Office <input type="checkbox"/> 32956 Region III Office <input type="checkbox"/> 32957 Region IV Office <input type="checkbox"/> 32958 Region V Office <input type="checkbox"/> 32960 USAR	<input type="checkbox"/> 32980 NSEP <input type="checkbox"/> 32951 Emergency Operations Administration <input type="checkbox"/> 32990 Disaster Recovery Unit <input type="checkbox"/> Other _____	
<b>Program:</b>	<input type="checkbox"/> 27510 Planning <input type="checkbox"/> 27520 Prevention <input type="checkbox"/> 27530 Mitigation	<input type="checkbox"/> 27540 Equipment <input type="checkbox"/> 27550 Training <input type="checkbox"/> 27560 Exercise	<input type="checkbox"/> 27570 Response <input type="checkbox"/> 27580 Recovery <input type="checkbox"/> Other _____
<b>Fund:</b>	<input type="checkbox"/> 11000 State General Funding	<input type="checkbox"/> 12060 EMPG / NSEP / Homeland Security	<input type="checkbox"/> Other _____
<b>SID:</b>	<input type="checkbox"/> 10020 –Other Expenses <input type="checkbox"/> 21877 Homeland Security	<input type="checkbox"/> 21881 EMPG <input type="checkbox"/> Other _____	<input type="checkbox"/> 30464 / 30465 NSEP
<b>Project:</b>	<input checked="" type="checkbox"/> 30030 State Interoperable Communications <input type="checkbox"/> 20130 Local Emergency Preparedness Program	<input type="checkbox"/> 30110 State Emergency Operations Center <input type="checkbox"/> 20110 Local Emergency Operations Center	<input type="checkbox"/> 30130 State Emergency Preparedness Program <input type="checkbox"/> Other _____
<b>Budget Reference:</b>	<input type="checkbox"/> 2010 Other	<input type="checkbox"/> 2011	<input type="checkbox"/> 2012
	Chartfield 1: _____	Chartfield 2: _____	



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



Duty Officer Standard Operating Procedure

Situational Assessment:

The Division of Emergency Management and Homeland Security (DEMHS) maintains a 24/7 Duty Officer Program. The Duty Officer responds to requests for assistance from both internal and external partners as well as the general public. The Duty Officer is contacted through established points of contacts. The DEMHS has four (4) full-time, paid on-call employees who are assigned a Duty Officer Rotation of two (2) weeks per rotation.

Purpose:

The Duty Officer is required to maintain and provide situational awareness to Agency Command Staff for any incident that may expand beyond the local capabilities of incident management. The Duty Officer must remain available 24/7 and be able to respond to notifications within fifteen (15) minutes. The Duty Officer works together with the DEMHS Regional Coordinators for information sharing, situational awareness and resource requests. The Duty Officer is responsible for providing notification to DEMHS Senior Leadership of requests for State assistance. The Duty Officer will maintain a log of all requests received.

The Duty Officer will receive National Weather Service severe weather notifications through the national weather service notification system. The Duty Officer will immediately forward all severe weather watches and warnings to the DEMHS Command Staff and Regional Coordinators. During severe weather events, the DEMHS Duty Officer will monitor WebEoc and utility power outage conditions. The Duty Officer will provide situational awareness to the Command Staff and Regional Coordinators of local incidents and outages.

Duty Officer: Agency Issued Equipment Includes:

Laptop Computer  
Apple iPad  
AT&T Mifi  
DEMHS 700/800 mhz Portable Radio  
Duty Officer Continuity Book  
Cell Phone (Blackberry)  
Page (smartphone app)  
VPN Key

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Phone: 860.256.0800 / Fax: 860.256.0815  
An Affirmative Action/Equal Employment Opportunity Employer