Region 3

Regional Emergency Support Plan

Reviewed/Updated June 2018

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Region 3 - Regional Emergency Support Plan – Table of Revisions

This document has been updated with all current information available, all subsequent additions, deletions, or amendments to this document shall be noted in the table below.

DATE OF REVISION	PERSON MAKING MODIFICATIONS	NATURE OF MODIFICATIONS
October 2013	C. Centrella	Letter of Promulgation
October 2011 • RESF 1 Transportation	C. Centrella	Revise Participating Organizations Remove Section VII-Attachments-Exhibits
October 2011 • RESF 2 Communications	C. Centrella	Update Sections for corrected content II. Policies III. Situation IV. Concept of Coordination IV.B Notification IV. D Coordination V. Execution for RESF 2 VI. Administrative Information – RESF 2
October 2011 • RESF 3 Public Works & Engineering	C. Centrella	Update Sections for corrected content Participating Organizations I. Introduction III. Situation IV. Concept of Coordination
October 2011 • RESF 5 Emergency Management	C. Centrella	Revise Participating Organizations Update Sections for corrected content I. Introduction II. Authorities III. Situation - Assumptions IV. Concept of Coordination B Notification C Coordination V. Administrative Information – RESF 5
October 2011 • RESF 10 Oil & Hazardous Materials	C. Centrella	Revise Participating Organizations Update Sections for corrected content II. Policies IV. Concept of Coordination B Notification V. Administrative Information – RESF 10

R-3 RESP – Table of Revisions
Continued

DATE OF REVISION	PERSON MAKING MODIFICATIONS	NATURE OF MODIFICATIONS
October 2013 • RESF 11 Animal Response	C. Centrella	Revise Participating Organizations
October 2011 • RESF 15 External Affairs	C. Centrella	Revise Essential Elements of Information
October 2011 • RESF 19 Functional Needs Management	C. Centrella	Update Sections for corrected content Revise – IV. Concept of Coordination to reflect non-response
October 2011 • RESF 20 Faith Based Organizations	C. Centrella	Update Sections for corrected content II.Policies
October 2011 • RESF 21 Collegiate Services	C. Centrella	Add RESF 21 to R-3 RESP
October 2012	C. Centrella/W. Perkins	Reviewed no updates
May 2014	C. Centrella	Reviewed no updates
May 2016	C. Centrella/W. Perkins	Reviewed no updates
June 2018	C. Centrella	Add: RESP activation level triggers

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Region 3 – Regional Emergency Support Plan
Letter of Promulgation

The preservation of life, property and the environment is an inherent responsibility of local, state, and federal government. Without County government in the state of Connecticut the need for sub-state regional planning and coordination is addressed through the Regional Emergency Planning Team in each of the five Division of Emergency Management and Homeland Security (DEMHS) emergency planning and preparedness regions.

For the forty one municipalities in CT Region 3 the Capitol Region Emergency Planning Council (CREPC) is the designated Regional Emergency Planning Team as a result of the FY 2007 State Homeland Security Grant Program (SHSGP) deliverables established by the then CT Department of Emergency Management and Homeland Security.

One of the primary deliverables for the 2007 SHSGP was the development of regional operations plans known as the Regional Emergency Support Plan (RESP). This document provides the guidance for sub-state regional planning, collaboration, and coordination for CT-Region 3, and has been approved by the Policy Board of the Capitol Region Council of Governments as the parent organization of CREPC, and the fiduciary for the Homeland Security Grant Programs. The Region 3 RESP is also approved and endorsed by DEMHS. The duties and authorities for the Region 3 RESP is captured within Title 28 of the CT General Statute, writ large.

This plan is but one important step in a comprehensive program addressing "All Hazards" in the region.

Sincerely,

Bruce Lockwood, Chair
Capitol Region Emergency Planning Council
October, 2013

Members : Andover / Avon / Bloomfield / Bolton / Canton / East Granby / East Hartford / East Windsor / Ellington / Enfield / Farmington / Glastonbury Granby / Hartford / Hebron / Manchester / Marlborough / Newington / Rocky Hill / Simsbury / Somers / South Windsor / Stafford / Suffield / Tolland Vernon / West Hartford / Wethersfield / Windsor / Windsor Locks

A voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region

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Regional Emergency Support Plan (RESP)

I. INTRODUCTION

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut's fifteen regional planning organizations. It was established under the Connecticut General Statutes as a voluntary association of municipal governments serving the City of Hartford and forty one (41) surrounding suburban and rural communities. The region covers approximately 1,078 square miles and houses approximately 1,086,000 (2010 US Census) people and comprises Region 3 of the State's Division of Emergency Management & Homeland Security (DEMHS).

CRCOG is dedicated to expanding the concept of voluntary cooperation among its member municipalities as the means to successfully respond too many of the region's pressing governmental and public challenges. The world in which emergency responders operate was changed forever on September 11, 2001. All Americans now understand in vivid detail that future disasters, especially terrorist events using weapons of mass destruction (WMD), will be large in scale, long in duration, and complex in terms of the hazards presented (RAND Science and Technology Policy Institute Report of December 11, 2001). With this focus in mind, CRCOG established the Capitol Region Emergency Planning Committee (CREPC) to serve as one of the four major committees under the Public Safety Council.

The mission of CREPC is to enhance the operational readiness of the member governments in handling hazardous materials incidents and all types of emergency incidents. Additionally, CREPC is responsible for developing hazardous materials emergency plans as well as overall emergency response plans for the capitol region. The Regional Emergency Deployment Plan (RED Plan) was a compilation of dedicated work by many expert officials. The plan was based on the following shared values:

- O Willingness to share
- O Concern for everyone
- O Fiscal responsibility
- O Patient sense of urgency
- O Agenda free atmosphere

CREPC's direction in the future will be guided by these values and the sense that we know where we are going. We recognize the need, share a broad view, pledge to be prepared, and share our resources for the common good of all our citizens. The authority for a plan such as this comes from not only the desire to help each other, but also Connecticut General Statutes 7-148cc, which clearly spells out the ability for any municipality to —jointly perform any function that each may perform separately".

To be in concert with Regional Plans being developed in the other DEMHS Regions, the plan was modified by DEMHS staff and CREPC in the fall of 2008 and renamed the Region 3 Regional Emergency Support Plan, R-3 RESP.

While transitioning the RED plan to a RESP, DEMHS acknowledges the Capitol Region's role in emergency management. Although all of the DEMHS regions have developed RESPs, the plan for Region 3 is unique. It is understood that when applying State-wide advisories and policies to Region 3 that modifications may need to be made.

The Robert T. Stafford Emergency Relief and Disaster Assistance Act (PL 930288, as amended, a.k.a. "The Stafford Act") is the federal legislation that creates a national

program for disaster preparedness, response, recovery, and mitigation. Connecticut's emergency management program, developed under the authority of Title 28, complies with the federal program established by the Stafford Act.

The face of emergency preparedness is a continually changing process. In the past several years major initiatives have occurred on all levels of government to ensure the safety of our citizens, and programs continue to evolve. Locally, the RESP has moved forward in becoming institutionalized in the region, the Metropolitan Medical Response System (MMRS) has made a significant impact on our ability to protect first responders and citizens and to handle a major mass casualty incident (MCI).

The capitol region Citizen Corps Council (CCC) has established programs and formed Citizen Emergency Response Teams (CERT) in numerous municipalities within the region. Regional assets were used to establish the Capitol Region Hazardous Materials Response Team and Regional Incident Dispatch (RID) teams. The RESP is being tested and updated on a regular basis and a lexicon has been developed that allows all regional players to communicate with a much higher level of certainty and effectiveness. The regional lexicon is consistent with the National Incident Management System (NIMS) and the National Response Framework (NRF). The Regional Integrated Coordination System (RICS) provides the platform for effective use of resources during any emergency or incident. Through the DEMHS Strategic Plan in 2007, Enhanced Regional Collaboration has been identified as a priority. As a result of this planning initiative the State no longer funds individual local communities with grants from the State Homeland Security Grant Program (SHSGP). The SHSGP funds are sub-granted to a lead / designated RPO.

The Capitol Region Council of Governments (CRCOG), having administered numerous and significant homeland security grants & projects since fiscal year 2004 for the Capitol Region, has been designated as the DEMHS Region 3 lead Regional Planning Organization (RPO). The Metropolitan Medical Response System (MMRS) is now a homeland security grant program administered through CRCOG with program management duties coordinated by a private consultant. The Regional Integrated Coordination System (RICS) is now administered through Central Connecticut State University (Police Department) and the Capitol Region Medical Reserve Corps (CR-MRC) has become an operational unit with the acquisition of the Capitol Region Mobile Ambulatory Care Unit (CR-MACU). On the State level, the Department of Emergency Services and Public Protection (DESPP) provides leadership through its Division of Emergency Management and Homeland Security (DEMHS). The DEMHS Advisory Council now provides vital and collaborative input to the executive leadership of both DESPP and DEMHS.

At the Federal level, funding has been received that supports and enables the MMRS to function in the region. Additionally, grants allow the continued operation of both the Capitol Region Medical Reserve Corps (CR-MRC) and the Middletown Medical Reserve Corps (M-MRC). (CRCOG has administered over thirty (30) Homeland Security projects totaling more than 13 million dollars). Federal training centers throughout the nation have been made available to first responders in the Region. Facilities such as The Center for Domestic Preparedness, in Anniston, Alabama, and the New Mexico Tech/Energetic Materials Research and Testing Center - First Responder Training for incident response to WMD/Bombings, in Socorro, New Mexico, as well as other training sites have provided valuable and much needed training.

A. Purpose

The purpose of the Region 3 Regional Emergency Support Plan (RESP) is to provide a framework for DEMHS Region 3 communities and agencies to collaborate in planning, communication, information sharing, and coordination activities before, during, or after a regional emergency.

The goal of this effort is to enhance the ability of each municipality to meet their emergency management objectives, which can be described as:

- maximize the preservation of life and property
- correct or alleviate, as expeditiously as possible, serious disaster or emergency-related conditions which present continued threats to the health or welfare of the residents of Region 3, and
- facilitate a return to normalcy by all practical means.

Local Government Members of the RESP Response Community
The following forty-one (41) towns and cities are members of the RESP response community. Twenty-nine (29) of the communities use CREPC as their Local Emergency Planning Committee (LEPC) for hazardous materials. Andover, Avon, Berlin, Bolton, Bloomfield, Bristol, Burlington, Canton, Cromwell, East Granby, East Haddam, East Hampton, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Hartford, Hebron, Manchester, Marlborough, Middletown, New Britain, Newington, Plainville, Portland, Rocky Hill, Simsbury, Somers, South Windsor, Southington, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor, and Windsor Locks. (All towns listed above except for Colchester lie within DEMHS Region 3)

Other CREPC Organizations

- State of Connecticut
  – Department of Emergency Services and Public Protection / Division of Emergency Management & Homeland Security, Department of the Military, Department of Transportation, Department of Public Health, Office of Statewide Emergency Telecommunications (OSET), Office of Emergency Medical Services, State Police Message Center, State Fire Marshal's Office, Connecticut Fire Academy, University of Connecticut Health Center, State Emergency Response Commission for Hazardous Materials, Connecticut State Office of the Chief Medical Examiner, Capitol Police Force, Central Connecticut State University Police Department, Connecticut State Militia, and Department of Energy and Environmental Protection
- Metropolitan District Commission
- Northeast Utilities
- Central Connecticut Regional Planning Agency (CCRPA)
- Office of Congressman John Larson
- United Technologies Inc. (Pratt & Whitney and Hamilton Sundstrand Divisions)
- Eleven (11) Acute Care Hospitals within the region
- Nineteen (19) local and regional health districts
- Area EMS private contract providers
- North Central Connecticut EMS Council, Inc. (CMED)
- Capitol Region Fire Chiefs Association
- Capitol Region Chiefs of Police Association
- United Way of the Capitol Area
- American Red Cross – Charter Oak Chapter of Connecticut and the Central Connecticut Chapter

- Salvation Army
- Eighth Utilities District, Manchester, CT
- Connecticut Hospital Association
- Newington Amateur Radio League - NARL
- Tolland County Emergency Communication
- Connecticut State Dental Association
- Connecticut Association of Directors of Health
- Citizens Corps Council
- Connecticut Radio Information System (CRIS)
- Eastern Region Helicopter Council
- Connecticut Canine Search and Rescue

B. Scope

1. This plan applies to all communities within DEMHS Region 3.

2. The scope of this plan is deliberately broad, intended to include the activities and capabilities of all organizations that play a role in emergency response. An incident can be considered regional when it involves multiple agencies from more than one municipality / jurisdiction, or there are implications from the incident/event for the region as a whole.

3. The term —regional emergency is used to describe the actual occurrence of an incident that has demonstrated regional impacts. This phrase covers the spectrum of emergencies regardless of cause.

4. Also, for the purposes of this plan, emergency classifications have been determined to be a Major Regional Incident (MRI), where significant disruptions will be experienced in multiple essential services; a Disruptive Regional Incident (DRI), where there may not necessarily be life-threatening events occurring in regards to the general public; and a Standard Regional Incident (SRI), where essential service problems may be occurring, but they are definable or limited in impact.

5. The activities included in this plan are scalable, allowing for an appropriate level of coordination and information exchange required to achieve regional objectives prior to, during, or following a regional emergency.

C. Organization

1. Capitol Region Council of Governments
CRCOG is the Regional Planning Organization (RPO) responsible for the administration of the Capitol Region Emergency Planning Committee (CREPC *pronounced see-rep-see)* overseeing regional planning and collaboration for Region 3 under the State's Homeland Security Strategy implemented in 2007. This responsibility includes functioning as the State's designated sub-grantee for the US DHS Homeland Security Grant Program.

2. **Capitol Region Emergency Planning Committee (CREPC)**
The CREPC in collaboration with the DEMHS Region 3 Office maintains the Region 3 Regional Emergency Support Plan and facilitates the regional preparedness cycle through scheduling of planning, training, and exercises to test the viability of the planning assumptions and procedures. CREPC, in coordination with the DEMHS Regional Office, maintains a corrective action process to help identify, track and correct problems revealed in the exercises.

CREPC is responsible for the manning and operation of the Region 3 Regional Coordination Center (RCC). The RCC will be staffed with the necessary Regional Emergency Support Functions (RESF) to support local and regional operations during regional emergencies, or large scale operations.

3. Connecticut Department of Emergency Services and Public Protection (DESPP)

DESPP has grouped the 169 municipalities and two Tribal Nations into five Regions to facilitate planning, management, operations and program administration; these Regions are managed through the Division of Emergency Management and Homeland Security (see DEMHS Regional Map attachment).

During times of regional emergency operations, the DEMHS Region 3 Regional Coordinator will coordinate regional emergency management efforts in collaboration with CREPC and the Region 3 RCC.

D. **Activating the Regional Emergency Support Plan and the DEMHS Regional Offices**

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

1. Activating the Regional Emergency Support Plan
When a local emergency threatens to escalate beyond the immediate mutual aid resources of a municipality, the Regional Emergency Support Plan may be activated.

The activation of RCC operations may begin with a local or state request for assistance via the Regional Integrated Coordination System (RICS) to the RESF-5 Duty Officer, or as referenced further in this document or the Capitol Region Regional Coordination Center Operations Handbook. After the RESF-5 Duty Officer has conferred with the requesting authority a decision will be made as to a full or partial activation of requisite RESF leadership to assist in the coordination of needed resources, or operations. If not already accomplished the DEMHS Region 3 Regional Coordinator shall be notified and collaborative planning with the Regional Office initiated as appropriate.

The RCC shall be the point of contact for local EOCs in requesting Regional assistance or support.

The conditions under which RESF-5 will activate / open the RCC are:

a. Upon notification from the National Terrorism Advisory System of an "Imminent Threat" which effects Region 3
b. Significant weather event pending, or actual which impacts Region 3
c. Request for activation from the DEMHS Region 3 Coordinator, or SEOC
d. Opening of the State EOC to monitor or address Region 3 issues / incidents
e. Request for resource assistance from local designated authority as outlined in the Region 3 RESP
f. Request from RESF or CREPC Chair
g. Duty Officers assessment concludes that resource request from a single incident will impact resource capabilities of the Region
h. A pre-approved planned event
i. A pre-approved planning training and/ or exercise

2. Notifying the DEMHS Regional Coordinator

RICs, the DEMHS Duty Officer or a local EMD notified the DEMHS Regional Coordinator to inform DEMHS of the emergency situation and of the activation of the Regional Emergency Support Plan. If not already notified, the DEMHS Region 3 Regional Coordinator shall notify the CREPC RESF-5 Emergency Management Duty Officer via RICs for Region 3 RCC activation. This procedure is in effect 24/7, whether or not the Regional office is open. The Regional Coordinator, when notified, establishes necessary contact information, prepares and forwards a situation report to the DEMHS Operations Unit then alerts other DEMHS staff as appropriate. The DEMHS Regional Coordinator will continue to monitor the situation; operating from whatever location s/he happens to be at the time (home, office, etc). At this point, the RESP is activated, but the Regional Office may or may not be physically opened.

At his/her discretion, the DEMHS Region 3 Coordinator may monitor the situation from the DEMHS Region III Office or from the CREPC Regional Coordination Center (RCC). The RCC shall assign and maintain a Regional Liaison with the DEMHS Region 3 Coordinator in the event the DEMHS Region 3 Coordinator is not co-located with RCC operations.

Any requests bypassing the Region 3 RCC will be rerouted through the RCC to ascertain availability of Regional resource capability, make appropriate mission assignment, and to ensure overall regional coordination**.**

Any requests beyond Regional resource capabilities shall be forwarded by the RCC to the DEMHS Region 3 Coordinator for State action.

3. Opening the DEMHS Regional Office

During an emergency within the region, a call from RICS, or the Region 3 RCC, or local authority (i.e., EMD, CEO, Incident Commander) notifying the DEMHS Regional Coordinator of the event and perhaps requesting resources beyond what has already been provided by mutual aid partners, may result in a decision to physically open the DEMHS Regional Office.

If the DEMHS Regional Office is authorized by the DESPP Commissioner or designee to open, its staff may include: the DEMHS Regional Coordinator, the

Regional Planner, the Regional Trainer and the Regional Secretary. Additional DEMHS staff may also be approved by the DEMHS Director or his/her designee. Non-DEMHS staff may also be approved by the DEMHS Director or his/her designee. Non-DEMHS individuals (when approved by the DEMHS Director or his/her designee) may be asked to serve as advisors and/or to support the coordinated regional response.
Once the Regional Office is activated it will serve as the DEMHS Region 3 Coordination Center, CT-RCC 3. (Advisory Bulletin 2009-3)

E. Organization of the Plan

1. **The RESP**– describes the purpose and scope as well as roles and relationships among member organizations as they relate to regional communications and coordination. The RESP also describes how the Regional Integrated Coordination System (RICS) facilitates effective regional decision-making. Central Connecticut State University (CCSU) administers the RICS communication function and the radio designation for regional communication is — "RICS".

2. **Regional Emergency Support Functions (RESF)**-for the purpose of this plan, the phrase regional emergency support function (RESF) is used to indicate a very basic function shared by all jurisdictions. Individual RESF's identify organizations with resources and capabilities that align with a particular type of assistance or requirement frequently needed in a large-scale emergency or disaster. RESF's are discipline oriented work groups providing a convenient alignment or typing of similar organizations, subject matter expertise, and activities from participating jurisdictions. RESF's can include any organization with which supports the specified function. The functional annexes in this plan use the same format to identify participating organizations, establish basic policies and planning assumptions that will guide activities, and explain how they will communicate and coordinate with each other and with others within the region when an emergency occurs. The RESF structure of the RESP parallels the emergency support function (ESF) structure of the National Response Framework (NRF), and complies with the National Incident Management System (NIMS).

3. **Supporting Annexes**- Each of these annexes is a plan within a plan and is prepared and targeted to address very specific subject or —hazard specific areas that may have unique considerations or may have cross cutting implications, such as addressing the Strategic National Stockpile (pharmaceuticals) or dealing with emergency evacuation planning.

4. **Appendices**-These provide general reference materials and information which provide background and guidance when using the RESP.

II. POLICIES

1. The RESP applies to all member organizations of the CREPC as well as DEMHS Region 3. This initiative encompasses the key players in the Capitol Region.

2. The RESP does not supersede existing policies, authorities, plans, or procedures that member organizations currently have in place. Information on existing policies of member organizations can be found in the appropriate state and local emergency operation plans.

3. Additional regional communications and coordination policies will be developed as necessary.

III. SITUATION

A. Regional Emergency Condition

A catastrophic or large scale event resulting in significant infrastructure impairment has occurred, is occurring, or is anticipated to be likely to occur within Region 3 or in a surrounding geographic area and will subsequently impact Region 3 resources. The demands placed on local emergency management officials and resources have exceeded or are anticipated to exceed their capacity to manage the incident.

A wide range of emergencies may occur within the region as a result of natural hazards, human-induced hazards, or terrorism incidents. These include:

- **Natural Hazards** – floods, winter storms (blizzards, ice storms, ice jams), tornadoes, thunderstorms, hurricanes, extreme heat or extreme cold, virus or epidemic, drought, and earthquakes.

- **Human-Induced Hazards** – special events, hazardous materials, workplace violence, power grid failure and transportation accidents/incidents, lost and missing persons.

- **Nation Security Hazards-** Civil unrest, attack

    - **Terrorism** – conventional weapons, incendiary devices, biological or chemical agents, radiological agents, nuclear agents, cyber-terrorism, and weapons of mass destruction.

A more detailed hazard risk assessment for both the State of Connecticut and Region 3 can be found n the "Hazard Risk Assessment" attachment to this plan. (Add attachment)

The consequences of these emergencies will impact on public health and safety and regional infrastructure to varying degrees.

B. Planning Assumptions

1. The RESP will not usurp or impinge on the authorities, plans, procedures or prerogatives of any participating jurisdiction, agency or organization.

2. The assumption is that regional communities will need to manage by themselves for up to 96 hours until substantial federal assistance can be mobilized.

3. All necessary decisions affecting response, recovery, protective actions, public health and safety advisories, etc. will be made by responsible officials under their existing authorities, policies, plans and procedures.

4. Emergency response decisions will be enhanced by the availability of timely and accurate information.

5. The RESP will focus on regional communication, to provide timely and accurate information that facilitates regional coordination.

6. The continuity of operations (COOP) or the state of being continuous in the conduct of functions, tasks, or duties necessary to accomplish our mission, (mission assurance), and carry out the functions of the RESP will be assumed by the CREPC in coordination with the DEMHS Regional Office.

7. The continuity of government (COG) is dependent upon effective COOP and RESP capabilities.

8. The United States Department of Homeland Security (DHS) has developed the National Terrorism Advisory System (NTAS) to provide a comprehensive way to disseminate information regarding the risk of terrorist attacks (visit http://www.dhs.gov/files/programs/ntas.shtm to view program description).

9. A Major Regional Incident (MRI), which may cause numerous fatalities, injuries, property loss, and disruption of normal life support systems; will have an impact on the regional economic, physical, and social infrastructures.

10. A large number of casualties, damage to buildings and basic infrastructure, as well as disruption of essential public services will overwhelm the capabilities of individual jurisdictions to meet the needs of the situation.

11. Establishing common terminology and structuring the RESP for compatibility with local, state, and federal emergency plans improves regional communications and coordination.

12. The degree of state and federal involvement will be related to the severity of the event and the region's need for external support.

13. Certain strategic response assets exist within the region, such as, eleven (11) Mass Decontamination Units, mobile command post and communication vehicles, canteen units, rehabilitation units, a region hazardous materials response team, community emergency response teams (CERT), emergency response teams (ERTs) to support emergency functions, police emergency service units, a regional foam unit, mass casualty units, a regional pharmaceutical stockpile, and two Medical Reserve Corps.

14. There are five (5) designated Bioterrorism planning regions under the Connecticut Department of Public Health.

15. Local jurisdictions have declared a state of emergency and have activated their Local Emergency Operations Plan.

16. Local authorities have determined the need for regional assistance and have requested activation of the RESP.

IV. CONCEPT OF COORDINATION

A. General

1. Most emergencies are handled by individual jurisdictions using standard operational plans and procedures. When the capabilities of a jurisdiction are exceeded, adjacent communities may be engaged through standard mutual aid agreements. As the situation expands with a potential regional impact, regional partners (through the RESP) may be activated to support the emergency response efforts. The state and federal government are called to provide supplemental assistance as dictated by the changing nature and scope of the incident. Federal response capability related to a potential or actual terrorist threat or incident, particularly one involving weapons of mass destruction, is outlined in the United States Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN). Federal guidance is outlined in the *National Strategy to Combat Weapons of Mass Destruction*, dated December 2002, *the Homeland Security Act of 2002, the Homeland Security Presidential Directive 5,* dated March 2003, *The National Strategy for The Physical Protection of Critical Infrastructures and Key Assets*, *dated February 2003*, *and the post Katrina Emergency Management Reform Act of 2006.*

2. State and local operation plans employ a multi-jurisdictional coordination structure that uses the principles of the unified command system under the National Incident Management System (NIMS) and the Incident Command System (ICS). NIMS/ICS principles include use of common terminology, modular organization, integrated communications, action planning, and pre-designated facilities. Connecticut has developed the State of CT - State Response Framework and through the Governor's Executive Order No. 10 established NIMS as the standard system within the State of Connecticut for the management of domestic incidents. All personnel with a direct role in emergency preparedness, incident management or response must complete *IS-700 NIMS: An Introduction* and *ICS 100: Introduction to ICS* and supervisors must complete *ICS 200: Basic ICS*. During FY07 *IS 800: National Response Plan (NRP) An Introduction* is required, in addition, certain middle management and command and general staff are required to complete *ICS 300: Intermediate ICS* and *ICS 400: Advanced ICS*. The Incident Command System is the standard operating procedure when the RESP is activated. It is important to understand that the NIMS/ICS is not the disaster plan, but rather the method by which all agencies will operate at the scene of an incident. Hospitals are encouraged to use the Hospital Incident Command System (HICS). Connecticut State Guidance comes from the Consequence Management Guide for Deliberately Caused Incidents Involving Chemical Agents. The Region also maintains a regional NIMS implementation plan.

3. Communication facilitates effective relationships among member organizations and ensures that the exchange of accurate information occurs on a regular basis. In this context, the word "communication" is used to describe the process by which information exchange takes place between members of the CRCOG executive leadership, CREPC, Chief Administrative Officers (CAO), the DEMHS Regional Office, state and federal agencies and other public sector agencies, ESF's, schools, hospitals and others as necessary to facilitate coordinated regional information sharing. The implication is that there will be timely and accurate information to share with each other that will be used to make good decisions. The word "interoperability" is used to describe the ability of two or more (or different types) response agencies or radio systems to talk with each other.

4. To facilitate operations and communication capability, all agencies shall use —plain text language when performing at any regional emergency.

B. Organization

To facilitate the sharing of information, functional areas of activities that are potentially needed during a regional emergency have been identified. These functions divide the tremendous amount of information gathered in a regional emergency into discrete, definable sections for jurisdictions to share information with the region.

The regional emergency support functions (RESF's) are:

RESF 1 – Transportation
RESF 2 – Communications
RESF 3 – Public Works and Engineering
RESF 4 – Firefighting
RESF 5 – Emergency Management
RESF 6 – Mass Care, Housing and Human Services
RESF 7 – Logistics Management & Resource Support
RESF 8 – Public Health and Medical Services
RESF 9 – Search and Rescue
RESF 10 – Oil and Hazardous Materials Response
RESF 11 – Animal Response
RESF 12 – Energy (State function)
RESF 13 – Public Safety and Security (Law Enforcement)
RESF 14 – Long-term Community Recovery and Mitigation
RESF 15 – External Affairs (Media)
RESF 16 – Volunteer Management
RESF 19 – Functional Needs Management
RESF 20 – Disaster Interfaith Services
RESF 21 – Collegiate Support Services

Events may impact only one RESF or have crosscutting implications for many RESF's. Each RESF is responsible for having the capacity to coordinate the aspects of any event that falls within their RESF area of responsibility. RESF's should be prepared at all times to provide information to decision makers and make recommendations. There will be events that never require executive decision-making at the elected official level. In these circumstances, coordination can be handled within each RESF area.

C. Notification and RESP Activation

Escalation of an Emergency: In Connecticut, communities may enter into mutual aid agreements with neighboring towns, including utilizing the Intrastate Mutual Aid Compact (C.G.S 28-22a) to obtain sufficient resources to deal with an emergency.

If any emergency situation intensifies or continues for an extended period of time, resources of any one town, or group of towns, could be depleted. Requests for assistance would then need to be addressed to more distant communities. Given these circumstances, Region 3 Regional Emergency Support Plan (RESP) can be activated for an effective regional response. Also, under the Intrastate Mutual Aid System (Connecticut General Statutes CREPC is prepared at any time to mobilize / coordinate resources needed to assist in a regional emergency via continuously staffing a RESF 5 Duty Officer position. The Regional

Integrated Coordination System (RICS) alerts the Duty Officer and other designated officials of situations requiring either notification or activation of the RESP. RICS is the regional radio designation for the Regional Integrated Coordination System headquartered at the Campus Police Department for Central Connecticut State University. To optimize the regional emergency response, Incident Commanders (IC) or designated authorities should alert the CREPC Duty Officer as early as possible of any incident that could require a response exceeding the capability of local resources (plus mutual aid) or have a regional impact. The process of calling RICS to provide specific information about this potential and/or request activation of the RESP is called NOTIFICATION. Conceptually, notification is an appropriate method to provide a pre-alert or —alert/heads up to regional decision makers that an incident is in progress that may require additional resources. An early notification should provide RESF 5 Emergency Management personnel time to collect and analyze essential information or seek additional consultation before they activate the RESP.

☐ NOTIFICATION:
Alerting CREPC RESF 5 Duty Officer via RICS of conditions that may require RESP activation. Notification is a *coordinating process* and is the first step toward RESP ACTIVATION for CREPC members.

Any of the following can initiate NOTIFICATION.

- ☐ Incident Commander*
- ☐ Designated Authority**
- ☐ Chief Executive Officers
- ☐ RESF Committee or Sub-Committee Chairs
- ☐ Hospital Emergency Department Directors***
- ☐ Hospital Emergency Management Staff***
- ☐ State and Federal Authorities

*The Incident Commander or those designated by the IC will normally make the RESP notification. The IC is well defined and understood under NIMS/ICS, and the IC's authority to request regional resources is appropriate and unquestioned. **Designated authorities include town officials, emergency management directors, chiefs of police and fire, and other officials known to CREPC as knowledgeable about emergency management requirements, and assisting their local IC. ***For notification only. Activation of the RESP for hospital emergencies should be coordinated by RESF-5 by contacting the Hospital Commander, (Hospital Commander designated in accordance with **the** Joint Commission, formerly known as the Joint Commission on Accreditation of Healthcare Organizations. Upon Notification, RICS notifies the CREPC RESF 5 Duty Officer, ensures the notification is acknowledged, and the RESF 5 Duty Officer contacts the IC or other alerting office. After RESF 5 Duty Officer analysis and discussion with the notifying office, the RESP may be activated. However, it will only be activated if the CREPC RESF 5 Duty Officer and IC consensus is that resources beyond what the local jurisdiction can provide are needed. When activated, the RESP is activated only to the level and capabilities required to meet the needs of the current incident. Once activated, ***INCIDENT COMMAND REMAINS LOCAL***.

☐ ACTIVATION:
Action taken by CREPC RESF 5 to provide resources to a regional emergency situation or alert additional CREPC RESFs of an incident potentially impacting the region.

These are the conditions under which CREPC RESF 5 will activate the RESP.

☐ Upon an alert from the National Terrorism Advisory System (NTAS). The RESP will be activated on a partial basis for an Elevated Threat Alert of a credible threat of terrorist attacks and will be fully activated for an Imminent Threat Alert of a credible, specific, and impending threat of terrorist attacks which may impact Region 3.

☐ In response to a regional situation requiring regional resources to manage a disaster**,** emergency or large scale event.

This system of NOTIFICATION and ACTIVATION provides appropriate checks and balances to ensure resources are alerted and/or used appropriately. Upon RICS notification, RESF 5 always assesses requests prior to Activation. Activation will only occur with CREPC RESF 5 consensus regarding additional resources. RESP notifications and activations should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477, or via Intercity Radio, anytime 24/7 for notification.
- Requests for specific resources (for example, 25 medical transport units, 40 additional police officers, 10 engine companies, etc.) or the activation of the RESP may be made at this time.
- RESF 5 Duty Officers may anticipate resource needs in the absence of a specific request.
- RICS will send a notification message to the RESF 5 Duty Officer, designated back-ups and other key personnel.
- After gathering sufficient information, the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency broadcast messaging system.
- The RESF chairs will call RESF 5 (or the designated Duty Officer) for immediate instructions on what actions to take for the event if not already provided in the alert message
- The RESF chairs shall be responsible for calling/notifying additional members of their particular emergency support function.

Incident/Event Status Levels

The following incident/event status levels have been developed for use at the State Emergency Operations Center (SEOC) and at the DEMHS Regional Offices in the following manner:

M Monitoring Level: Triggered through observation or warnings, or direct request/partner notification.
Each DEMHS Regional Office, through its daily operations, is constantly in monitoring mode. Any reported situation, threat or unusual event warrants observation, verification of appropriate actions and possible follow-up by the DEMHS Regional Coordinator. CREPC establishes this same level through its RESF-5 Duty Officer, or incident specific RESF.

P Partial Activation: Triggered through direct request / partner notification or identified threat (e.g. natural disaster, intentional acts, diseases, etc.) to the Region.
The Partial Activation Level is typically a limited DEMHS activation in response to a moderate event. The DEMHS Regional Coordinator, in concert with Commissioner-approved DEMHS staff, may be asked to report to the DEMHS Regional Office, when feasible. As the situation warrants, representatives of select Regional Emergency Support Function (RESF) groups may be asked to report to the DEMHS Regional

Office. The participation of these individuals will be approved as described in Paragraph 2.3 below. The DEMHS Regional Coordinator may implement the Incident Command System (ICS) to coordinate response. CREPC establishes this level through the RESF-5 Duty Officer and designated RESF support in accordance with the Regional Coordination Center Operations Handbook.

F Full Activation: Triggered through a direct threat (e.g. natural disaster, intentional acts, diseases, etc.) and / or request or through CREPC Leadership / Duty Officer determination.
At the Full Activation Level, the DEMHS Regional Office may be activated on a 24-hour schedule due to a major event. Commissioner-approved DEMHS staff may be asked to report to the DEMHS Regional Office, when feasible. *As the situation warrants, representatives of select Regional Emergency Support Function (RESF) groups may be asked to report to the DEMHS Regional Office.*[1] The participation of these individuals will be approved as described in Paragraph 2.3 below. The DEMHS Regional Coordinator may implement ICS to coordinate response. In a full-scale activation, response, relief and recovery operations are expected to last for an extended period of time. CREPC establishes this level through activation of one of its RCC sites with the primary site being in Manchester, CT in accordance with the Regional Coordination Center Operations Handbook.

H Highest Activation: (Used by State Agencies) Triggered through emergency or disaster declaration(s).
At the Highest Activation Level, there are widespread and sustained threats to public safety that require a large-scale state and/or federal response. (Advisory Bulletin 2009-3) CREPC establishes this level through activation of its primary RCC site and liaison deployment in accordance with this document.

E. Coordination

The Regional Coordination Center (RCC) is a Multi-Agency Coordination Center (MACC) under NIMS. The RCC, if activated, will carry out the standard management, operational, planning, and logistical functions required under the NIMS/ICS for the region in collaboration with the DEMHS Regional Office (CT-RCC 3, once activated). Three RCC's are strategically located within the region in the Town of Manchester, the City of New Britain, and the Windsor Locks Office of Emergency Management. In addition, CREPC has the capability to establish a mobile RCC in a designated staging area. If an incident or event affects multiple jurisdictions or the entire region, RICS will be used to rapidly alert and/or convene the appropriate RESFs and potentially the CAOs to discuss the regional implications of the incident and discuss next steps. The responding entities and RESFs will inform/advise within the decision process, regional emergency information will be shared, situation reports will be provided, and proposed regional scale decisions discussed. The concept of universal access sheltering requires that existing community shelters should strive to be accessible and usable by as many members of the community as safely and reasonably possible.

The RESP addresses all types of regional events, those with a clear beginning and end, those with an address, and those without an address. The RESP covers Major Regional Incidents (MRI), Disruptive Regional Incidents (DRI), and Standard Regional Incidents (SRI). When assessing the need for regional notification or activation, there are several factors that must be taken into account: *timeframe, magnitude, and affected jurisdiction*.

[1] This portion of the Advisory Bulletin does not apply to Region 3

First, the detection of any regional incident is critical to determining who must be notified and the amount of information available. Actual incidents can be fast-paced or slow to develop, and may be detected in several ways by direct observation, chemical or biological detection, or medical surveillance and may be reported as they occur by authorities, private entities, the media, and/or the state or federal government. Second, once the public or authorities are notified of a threatened, impending, or actual event, the magnitude of the event, or its potential, becomes the driving force behind decision-making. Third, another important consideration is the geographic area affected. The impacted zone may extend beyond the immediate disaster area to neighboring jurisdictions, and the incident may involve supporting jurisdictions, through mutual aid or other agreements. In such circumstances, inter-jurisdictional communication and coordination is critical.

Initial Actions

The goal of RICS is to ensure comprehensive, real-time connectivity during any regional emergency or incident scenario, thereby facilitating communication among local, state and federal government authorities. The RESF 5 Emergency Management function and the RICS system will provide the platform for interaction between RESFs. Each jurisdiction and/or functional area should utilize this capability to the fullest. **Notification** - Through RICS, the Regional Coordinator and other key decision makers and Regional Emergency Support Function chairpersons are notified of the emergency. **Conference Calls** - A conference-calling capability brings together RESF chairpersons and subcommittee chairs, as necessary based on the situation, on a 24/7 basis, to discuss the event and determine if a Regional Coordination Center (RCC) needs to be opened. A conference call (or direct interaction) of an RESF and/or the Chief Administrative Officers (CAO) may be convened through RICS based on the request of any or all of the following (subject to internal agency standard operating procedures):

- o The local emergency dispatching center
- o The affected jurisdiction's CAO or designee
- o Any other jurisdiction's CAO
- o RESF committee or subcommittee chairperson
- o Chairperson of the CREPC

The initial action of notification is permanently located at a fixed location called RICS, with 24/7 emergency communication capability. The RICS is not intended to supersede, replace or duplicate the existing communications and information sharing that routinely occurs among state and local emergency management organizations. Rather, it is intended to focus on information and coordination from the regional perspective.

Continuing Actions

Additional RICS functions will be carried out as required during regional emergencies by members of various RESFs and/or the Regional Incident Dispatch (RID) team.

1. Incident tracking and status reporting - For certain regional events, an incident tracking and situation status reporting system may be activated on a secure web site available to authorized parties. Pre-designated staff will be assigned the job of continuously updating the information database.
2. Assessment - RICS facilitates assessment of regional emergencies by bringing together experts from responding entities and RESFs. The assessment information will be available to authorized parties.
3. Coordination of decision-making - The RCC and RICS facilitates the coordination of decision-making in areas such as early release of employees, evacuation, school closings, health issues, etc.

4. Creation of common messages - This RICS function is designed to ensure implementation of the — "many voices, common message" objective. RESF 15 External Affairs assists decision-makers by crafting the common message that is made available to the chief elected officials and other authoritative spokespersons.
5. In order to coordinate the release of emergency information and other public affairs functions, a **Joint Information Center (JIC)** may be established. The JIC serves as a focal point for coordinated and timely release of incident-related information to the public and the media. Information about where to receive assistance is communicated directly to victims and their families in an accessible format and in appropriate languages for those with limited English proficiency. For sub-state regional events (non State Declared Emergencies) RESF-15 may serve as the focal point for assisting communities in their public information efforts. For State Declared Emergencies the CT-Governor's Office and the Governor's Communication Team shall be responsible for the establishment and management of the JIC.

DEMOBILIZE

Demobilization is the orderly, safe, and efficient return of a resource to its original location and status. Demobilization should begin as soon as possible to facilitate accountability of the resources, and be fully coordinated with other incident management and response structures. As the regional effort in responding to an emergency diminishes, coordination across jurisdictions will contract and return to normal levels. Depending on the needs of the situation, RESFs will scale back use of RICS to share functional information.

Local, and State Actions. At the local, and State levels, demobilization planning and activities should include:

- Provisions to address and validate the safe return of resources to their original locations.
- Processes for tracking resources and ensuring applicable reimbursement.

Post Incident Analysis

The CREPC in collaboration with the DEMHS Region 3 Office will facilitate the evaluation of any regional emergency coordination efforts. Using information captured in RESF 5 Emergency Management and a variety of facilitation tools, appropriate organizations will be brought together to determine lessons learned and areas of improvement. These lessons learned will be used to improve the RESP.

E. Concurrent Implementation with Other Emergency Plans

The RESP should be implemented at the same time a jurisdiction's local emergency operations plan (LEOP) is implemented. Operational authority will remain with the jurisdictions. The RESP should also be implemented at the same time state and federal operations plans are implemented, with appropriate operational authority remaining within state and federal control.

F. Regional Coordinating Centers (RCC)

Any designated location where representatives of RESFs assemble for extended operations, analysis, recommendations, and decision-making is deemed an official RCC. Currently three locations have been pre-designated as RCC's; the Region's primary RCC is located at 321 Olcott St, in Manchester, New Britain City Hall, and Windsor Locks City Hall. Emergency operations centers (EOC) of member jurisdictions may be activated and in operation during a regional event. The locations may also serve as the regional coordination centers that

support regional information sharing. Additionally, with the proper use of technology the region can operate virtually from multiple locations to maintain some of the functions associated with an RCC.

V. ORGANIZATIONS ACTIVE IN REGIONAL EMERGENCY SUPPORT FUNCTIONS

The following groups will carry out activities associated with the RESFs. See the specific RESFs for details on each group's roles and responsibilities. Capitol Region Emergency Planning Committee, DEMHS Region 3, cities and towns with membership in CREPC, public sector organizations, private sector organizations, utilities, schools and universities, volunteer organizations, community organizations, special interest associations, state agencies, Citizen Corps Council, Capitol Region – Metropolitan Medical Response System (MMRS), regional Medical Reserve Corps, and the Connecticut Association of Directors of Health.

VI. PREPAREDNESS CYCLE

The RESP will be maintained, reviewed, and updated following a preparedness cycle that includes "**Planning"**, "**Training"**, '**Exercise'** (including operating in exercise simulations and real world response) and "**Evaluation"** (including corrective actions). Involvement of agencies and organizations participating in the RESF's during all phases of this cycle ensures the RESP reflects current communication and coordination methodologies. CREPC is responsible for coordinating overall planning under the RESP including review and revision of the plan, annexes, supporting attachments, and supporting operational procedures; this planning takes place in concert with the DEMHS Region 3 Office the DEMHS Strategic Planning and Grants Unit as well as any underlying planning initiatives through the Region 3 Regional Emergency Planning Team (REPT). All agencies will contribute to the development of supporting material to the RESP, including regional support annexes and appendices, as well as supplements describing specific policies and procedures for public emergency operations. For security reasons, certain information may be designated as "**For Official Use Only (FOUO)"** and not released to the general public. All associated member municipalities and agencies shall appoint as many members as they choose to participate in CREPC activities and the RESP development. State and federal agencies are encouraged to send representatives to CREPC meetings to facilitate and improve response and to take part in regional exercise and training activities.

VII. SPECIAL REQUIREMENTS

A. Exercise Design Team

The Homeland Security Exercise and Evaluation Program (HSEEP) from the United States Department of Homeland Security will be utilized in conjunction with all regional exercises involving local, state and federal government. CREPC will maintain a standing Training and Exercise Planning Workgroup charged with the responsibility to plan for, design and execute simulated events. Real world events may be substituted for exercise simulations. The exercise design team will function as a full subcommittee of the Region 3 REPT.

B. Disaster Emergency Records

Detailed disaster response records will be maintained by RESF's, RICS, and the RCC as a requirement of the planning and finance functions under NIMS/ICS. Additionally, these records will be maintained and used for state and federal reimbursement requirements and documentation.

C. Mutual Aid and Liability

Through Title 28 of the CT General Statute, and specifically 28-22a *Intrastate Mutual Aid Compact;* all CREPC members, organizations, agencies, elements, and individuals agree and accept the mutual aid philosophy of helping when and where they can. It is understood by

all entities that no responsibility to respond exists when the operational readiness of the responding entity would be jeopardized.

Connecticut General Statutes
In addition Connecticut General Statutes 28-1 Definitions reads:

(4) "Civil preparedness" means all those activities and measures designed or undertaken (A) to minimize or control the effects upon the civilian population of major disaster, (B) to minimize the effects upon the civilian population caused or which would be caused by an attack upon the United States, (C) to deal with the immediate emergency conditions which would be created by any such attack, major disaster or emergency, and (D) to effectuate emergency repairs to, or the emergency restoration of, vital utilities and facilities destroyed or damaged by any such attack, major disaster or emergency. Such term shall include, but shall not be limited to, (i) measures to be taken in preparation for anticipated attack, major disaster or emergency, including the establishment of appropriate organizations, operational plans and supporting agreements; the recruitment and training of personnel; the conduct of research; the procurement and stockpiling of necessary materials and supplies; the provision of suitable warning systems; the construction and preparation of shelters, shelter areas and control centers; and, when appropriate, the nonmilitary evacuation of the civilian population, pets and service animals; (ii) measures to be taken during attack, major disaster or emergency, including the enforcement of passive defense regulations prescribed by duly established military or civil authorities; the evacuation of personnel to shelter areas; the control of traffic and panic; and the control and use of lighting and civil communication; and (iii) measures to be taken following attack, major disaster or emergency, including activities for firefighting; rescue, emergency medical, health and sanitation services; monitoring for specific hazards of special weapons; unexploded bomb reconnaissance; essential debris clearance; emergency welfare measures; and immediately essential emergency repair or restoration of damaged vital facilities.

(5) "Civil preparedness forces" means any organized personnel engaged in carrying out civil preparedness functions in accordance with the provisions of this chapter or any regulation or order adopted pursuant to this chapter. All the police and fire forces of the state or any political subdivision of the state, or any part of any political subdivision, including all the auxiliaries of these forces and emergency medical service personnel licensed or certified pursuant to section 19a-179, shall be construed to be a part of the civil preparedness forces. The Connecticut Disaster Medical Assistance Team and the Medical Reserve Corps, under the auspices of the Department of Public Health, the Connecticut Urban Search and Rescue Team, under the auspices of the Department of Emergency Management and Homeland Security, and the Connecticut behavioral health regional crisis response teams, under the auspices of the Department of Mental Health and Addiction Services and the Department of Children and Families, and their members, shall be construed to be a part of the civil preparedness forces while engaging in authorized civil preparedness duty or while assisting or engaging in authorized training for the purpose of eligibility for immunity from liability as provided in section 28-13 and for death, disability and injury benefits as provided in section 28-14. Any member of the civil preparedness forces who is called upon either by civil preparedness personnel or state or municipal police personnel to assist in any emergency shall be deemed to be engaging in civil preparedness duty while assisting in such emergency or while engaging in training under the auspices of the Department of Emergency Management and Homeland Security, the Department

of Public Safety, the Division of State Police within the Department of Public Safety or a municipal police department, for the purpose of eligibility for death, disability and injury benefits as provided in section 28-14.

(6) "Mobile support unit" means an organization of civil preparedness forces created in accordance with the provisions of this chapter to be dispatched by the Governor or Commissioner of Emergency Management and Homeland Security to supplement civil preparedness forces in a stricken or threatened area.

(7) "Civil preparedness emergency" or "disaster emergency" means an emergency declared by the Governor under the provisions of this chapter in the event of serious disaster or of enemy attack, sabotage or other hostile action within the state or a neighboring state, or in the event of the imminence thereof.

(8) "Local civil preparedness emergency" or "disaster emergency" means an emergency declared by the chief executive officer of any town or city in the event of serious disaster affecting such town or city.

D. Strategic Planning Report

Periodic review of goals and objectives of the organization will be accomplished through the strategic planning process and posted on the CRCOG web site.

E. Publication

Questions, comments, and copies of the RESP can be obtained by contacting the Capitol Region Council of Governments Public Safety & Homeland Security Department, the CT-DEMHS Region 3 Office, or consulting the CRCOG website at www.crcog.org.

Appendix A: RESP Training Guidance

I. Introduction and Purpose

The RESP utilizes NIMS and ICS as the foundation for regional emergency response. Plan specifics which outline how to properly activate and execute the plan must be understood by all personnel in the region that are tasked with those responsibilities. To facilitate understanding of the Plan, a training program for the RESP is designed in accordance with the Instructional System Design (ISD) process. The purpose of *Appendix A: RESP Training Guidance* is to outline training requirements to effectively implement the RESP. These training requirements apply to the basic plan, all RESFs, annexes and appendices.

II. Situation and Assumptions

It is assumed that each individual performing duties under the RESP is properly trained in NIMS, qualified for the duties they are performing based on their professional experience and training, and are properly credentialed to be at the site performing those duties.

The RESP is one "block" in a series of nationally directed building blocks designed to combat emergencies. The building blocks start with the National Response Framework (NRF) at the highest governmental level and local EOPs at the local base/initiating level. All of these building blocks are part of the Regional NIMS Implementation Plan and require training. NIMS training is federally funded to ensure consistency across the nation when responding to any emergency situation.

NIMS and ICS training requirements are defined at the federal government level and are mandatory and essential to a proper emergency response. Refer to http://www.fema.gov/emergency/nims/nims_compliance.shtm for specific requirements. Each local jurisdiction is responsible for assessing their training needs based on their local concept for emergency management, and for ensuring training is completed to support the concept.

In addition, basic and advanced skill training, depending on a person's emergency position, is required for first responders to perform effectively. It is the responsibility of the local first responder organization to ensure all personnel are properly trained and qualified for the situation they are responding to.

Credentialing of each emergency response individual is a complex process, but is essential to ensuring all individuals are qualified to be present and performing duties during any emergency. This process will be addressed in more detail in the future.

Anyone with an emergency management role requires NIMS training. The following list provides examples of personnel commonly involved in emergency management that require NIMS training. The list includes governmental organizations, non-governmental organizations and private sector organizations.

- Emergency Medical Service Personnel
- Firefighters
- Hospital Staff
- Law Enforcement Personnel
- Public Health Personnel
- Public Works/Utility Personnel
- Skilled Support Personnel
- Other Emergency Response Personnel

- Emergency/Disaster Support Personnel
- Volunteers supporting any emergency response or disaster relief activities
- All local jurisdiction personnel that support emergency planning, prevention, response and recovery efforts
- Education Department personnel with emergency responsibilities

The definitions of entry level, first line supervisor, middle management, and command and general staff determine who needs what level of NIMS training. Examples for clarification of the NIMS training requirements are available in the following table. This can assist jurisdictions in making decisions regarding training for their personnel, and ultimately each jurisdiction must make these decisions based on an individual's emergency role, not their normal duties.

Table A-1: NIMS Training Clarification	
Defined Federal Audience	**Emergency Management Personnel**
Entry level first responders & disaster workers	Any person with an emergency management/disaster response role. Examples include town/region/state employees designated to be part of the local/regional/state emergency planning or response organization, non-government or private sector personnel with emergency management roles, volunteers who support disaster relief efforts, and any person or organization referenced in any town Emergency Operating Procedures.
First line supervisors	All personnel designated as having a supervisory role in the local/regional/state Emergency Operating Procedures, any first responder who may be designated as the on-scene commander (including all qualified fire fighters, and law enforcement
	Officers in a supervisory capacity), and any individual trained under the requirements above for *Entry level first responders & disaster workers* who may be designated to supervise others during any phase of an emergency.
Middle management	All personnel who may be designated to perform in a leadership position in the Incident Command System, including incident commander, command staff officer, section chief, branch director, division or group supervisor, or unit leader, any department head or other individual designated as part of the leadership in the local/regional/state emergency response team, and any person designated to be on a multi-agency coordination system/emergency operations center staff.

Command and general staff	All personnel listed in *Middle management* with lead multi-agency coordination responsibilities*,* emergency managers, emergency management directors and emergency operations center managers.

Region 3 RESP specific training is desired for all personnel involved in decisions to activate the RESP or execute the Plan once activated. All RESF chairs should be trained in order to understand their role in the process.

III. Concept of Operations

NIMS and other ODP training program content is defined by the agency developing the training. Qualifications and training for professionals are defined by each profession. CREPC uses the Instructional System Design (ISD) model to develop and deliver RESP Plan training. Changes to the RESP Plan require a training subject matter expert (SME) review to ensure course objectives and content remain relevant. CREPC provides coordination for all NIMS training and provides appropriate reimbursement for completing NIMS and other ODP approved training by emergency response personnel from the region. (See Capitol Region Emergency Planning Committee (CREPC) FY2004/2005 Homeland Security Grant Program Request for Overtime/Additional Cost/Stipend Reimbursement form and instructions for reimbursement/stipend information.) Venues for RESP Plan training include normal CREPC meetings and other CREPC or member meetings set specifically for RESP Plan training. It is the responsibility of each member of CREPC to ensure their personnel are trained on the RESP. Personnel from all agencies referenced in the RESP Plan are invited to all RESP Plan training sessions to ensure seamless interaction during RESP activation.

A. Course Training Objectives

Course objectives for RESP training are listed below.

1. Explain the origins and purpose of Regional Emergency Support Plan (RESP), and why it is needed for an effective regional disaster response.
2. Explain the relationship between the RESP, the National Incident Management System (NIMS), the National Response Framework (NRF) and local emergency operating procedures.
3. List the five RESP Incident/Event Status Levels and describe the conditions that each level pertains to.
4. Describe the purpose of Regional Emergency Support Functions (RESF) and what their functions are when the RESP Plan is activated.
5. Explain how changing levels of the Department of Homeland Security National Terrorism Advisory System (NTAS) could lead to activation of the RESP Plan.
6. Describe circumstances that require the RESP Plan to be activated.
7. Explain the role of RICS in RESP Plan activation and management of incidents.
8. Explain how the RESP Plan is activated to include who can activate the RESP, the decision process to determine if the RESP Plan requires activation, the actual process for activating the RESP Plan and the information required to be passed when activating the RESP.
9. Walk through a scenario requiring activation of the RESP to include the process used to determine that activation is required, the process of activation, managing information flow and tasking, the process of reporting to the incident and establishing operations, and incident stand down and post incident analysis.
10. Describe how the CREPC corrective action process is used to help identify, track and correct problems revealed in exercises and actual events.

IV. Organization and Assignment of Responsibilities
CREPC, in coordination with DEMHS, develops RESP training, determines who will deliver RESP training and coordinates RESP training sessions. CREPC members will provide facilities suitable for RESP training which will include PowerPoint projection capability and other normal classroom type facilities.

V. Administration and Logistics CREPC, in coordination with DEMHS, will provide all training handouts/course materials, and maintain attendance records for RESP training sessions.

Appendix B: RESP Exercise Guidance
CREPC exercise guidance is provided via the following policy statement and is subject to change.

Region 3 Training and Exercise Planning Workgroup
Coordination of Exercises Policy

Scope:

This policy applies to all DEMHS Region 3 participating towns, agencies and Regional Emergency Support Functions. Exercises in the context of this policy include all types of exercises, drills, TTXs, etc.

Goal:

To coordinate the participation of Region 3 jurisdictions, agencies and Regional Emergency Support Functions (ESF) in scheduled exercises so as to maximize productive participation, ensure an effective Region 3 exercise program, and prevent overtaxing regional resources.

Strategies:

The Region 3 Training and Exercise Planning Workgroup (T&EPW) shall:

1. Identify all proposed exercises within Region 3 on the Region 3 Training and Exercise Schedule
2. Assist in identifying the goals and objectives of each proposed exercise to determine its value to participating agencies
3. Identify common interests and objectives among regional exercises
4. Encourage a higher level of participation while managing the number of regional exercises
5. Eliminate unnecessarily high demand for participation in exercises leading to a dilution of assets and interest
6. Coordinate proposed regional exercises with private, state, NGOs ' and federal exercises

Policy:

1. The T&EPW recommends that regional entities participate in an exercise at least once every six months to validate plans and policies.

2. Participating entities that wish to conduct a drill or exercise will complete an *Intent to Exercise* form to ensure effective local and regional coordination.

3. The T&EPW will review requests according to the above stated goal and strategies and make recommendations to continue as described in the Intent to Exercise form, or, combine the exercise with an existing planned or proposed exercise. Exercises will be added to the Region 3 Training and Exercise Schedule.

4. If Regional agencies or assets are requested to participate in a proposed exercise, the T&EPW may recommend or not recommend Regional participation based on the proposed goals and objectives of the exercise and the overall assessment of the value of the proposed exercise based on Regional exercise program requirements. The final decision to conduct an exercise or to participate in an exercise remains with the individual community or agency based on their specific exercise requirements.

5. Some exercises will be regionally sponsored and some sponsored by other agencies (CT DPH, DEMHS or hospitals for example). Every attempt will be made to support all exercises on the Regional exercise calendar.

6. All proposed exercises will be developed in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) principles.

7. Overtime/backfill reimbursement *may* be available in accordance with Homeland Security grant guidelines for HSEEP compliant exercises. Entities seeking reimbursement must notify CRCOG as soon as possible to ensure proper reimbursement coordination.

8. It is understood that participation in any exercise is dependent on the actual, real time events occurring on the day of the exercise. Any participating agency may withdraw from an exercise if that agency's presence is required elsewhere for an actual emergency.

Appendix C: Homeland Security Advisory System (HSAS) Guidance and State of Connecticut Readiness Evaluation System
This appendix is under development.

Appendix D: Terms and Definitions

ARC	American Red Cross
CAO	Chief Administrative Officer
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CCC	Citizen Corps Council
CCRPA	Central Connecticut Regional Planning Agency
CDOT	Connecticut Department of Transportation
CEO	Chief Executive Officer
CERT	Community Emergency Response Team
CFR	United States Code of Federal Regulations
CMED	Coordinated Medical Emergency Direction North Central Connecticut EMS Council, Inc
CONPLAN	U. S. Government Interagency Domestic Terrorism Concept of Operations Plan
CP8	Command Post 8 (Newington Fire Department)
CRCOG	Capitol Region Council of Governments
CRCOPA	Capitol Region Chiefs of Police Association
CREPC	Capitol Region Emergency Planning Committee (*pronounced see-rep-see)*
CRFCA	Capitol Region Fire Chiefs Association
CRMRC	Capitol Region Medical Reserve Corps
DEMHS	Division of Emergency Management & Homeland Security (State of CT)
DESPP	Department of Emergency Services and Public Protection (State of CT)
DHS	U. S. Department of Homeland Security
DRI	Disruptive regional incident
DWI	Disaster Welfare Information System
EEI	Essential element of information
EOC	Emergency Operations Center
ERT	Emergency Response Team
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
HICS	Hospital Incident Command System
IC	Incident Commander
ICS	Incident Command System
LEOP	Local Emergency Operation Plan
MACS	Multi-Agency Coordination System
MACU	Mobile Ambulatory Care Unit
MCI	Mass casualty incident
MDT	Mobile dispatch team
MMRS	Metropolitan Medical Response System
MRC	Medical Reserve Corps
MRI	Major regional incident
NTAS	National Terrorism Advisory System
NARL	Newington Amateur Radio League
NIMS	National Incident Management System
NPS	National Pharmaceutical Stockpile
NRP	National Response Plan
ODP	Office of Domestic Preparedness
OSHA	Occupational Safety and Health Administration
RCC	Regional Coordination Center
R-ESF	Regional emergency support function
RED Plan	Regional Emergency Deployment Plan

RESP	Regional Emergency Support Plan
RICS	Regional Integrated Coordination System
RID	Regional Incident Dispatch Team
RPO	Regional Planning Organization
SAR	Search and Rescue
SERC	State Emergency Response Commission for Hazardous Materials
SNS	Strategic National Stockpile
SRI	Standard Regional Incident
USAR	Urban Search and Rescue
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapon of Mass Destruction

Regional Emergency Support Function # 1:
Transportation

Participating Organizations		
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PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Transportation Organizations
- Department of Homeland Security
  - Federal Emergency Management Agency
- U. S. Department of Transportation
- Department of Defense
- National Transportation Safety Board

Connecticut State Transportation Organizations
- Connecticut Department of Emergency Services and Public Protection
  Division of Emergency Management and Homeland Security
- Connecticut Department of Transportation
  - CT Transit
- Bradley Airport
- Connecticut Military Department
  - CT National Guard

Local and Private Sector Organizations
- Area school bus providers
- Connecticut School Transportation Association (COSTA)
- Local towing and recovery companies
- Towing and Recovery Professionals of Connecticut (TRPC)
- Local departments of human services
- Local senior citizen service organizations
- Amtrak (Springfield Line)
- Connecticut Southern Railroad
- Springfield Terminal
- New England Central Railroad
- Providence & Worcester Railroad
- Pan Am Railways
- Central New England Railroad
- Commercial Bus Services: Greyhound, Peter Pan/Arrow, Dattco, New Britain Transportation
- Rideshare and Vanpool Programs: The Rideshare Company
- Trucking and Hauling Associations: Motor Transport Association of CT
- Eastern Region Helicopter Council

I. INTRODUCTION
A. Purpose

The purpose of RESF 1 Transportation is to facilitate communication and coordination among regional jurisdictions and agencies concerning transportation issues and activities during a major disaster in DEMHS Region 3, the Capitol Region.

B. Scope

Transportation, RESF 1 is intended to focus on disruptions of the regional transportation system requiring inter-jurisdictional coordination and information sharing. Transportation disruptions can occur as a result of direct impacts upon the transportation infrastructure (e.g. disasters) or from surges in requirements placed on the system by emergencies in other functional areas.

II. POLICIES

1. RESF 1 Transportation will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction, unless the Governor Declares a State of Emergency.

2. The National Incident Management System and the incident command system (NIMS/ICS) will be the organizational structure used during a response.

3. CREPC, in coordination with the DEMHS Regional Coordinator will facilitate coordination among member organizations to ensure that RESF 1 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Emergency Support Plan (RESP).

4. Essential information will be conveyed through the Regional Integrated Communication System (RICS) and the DEMHS Regional Office as required by the incident and in accordance with existing ICS protocols. RICS is available at 860-832-3477 twenty-four hours a day.

5. The affected jurisdiction or agency wherein the incident occurs will be the lead jurisdiction or agency for that event and will be responsible for coordinating evacuation and sheltering within that municipality.

6. Upon activation of the RESP, CREPC in coordination with the DEMHS Regional Coordinator will determine the need for standing up the Transportation, RESF-1 team at the Regional Office and maintain communications with the Connecticut Department of Transportation (CONNDOT) relative to regional needs and resources.

III. SITUATION
A. Regional Emergency Condition

1. A major disaster/incident requiring a large-scale evacuation and sheltering of the population has occurred somewhere in the State including one or more DEMHS regions. The situation requires warning and notification to the public; mobilization of transportation resources, implementation of traffic control; and opening of

shelters. Resource elements are being deployed in accordance with the Regional Emergency Support Plan (RESP).

2. A regional emergency may adversely impact the transportation infrastructure throughout the region, both by utilizing a significant portion of available resources and simultaneously stressing major roadways and rail corridors.

3. A major disaster/incident has occurred in the region. The situation requires the mobilization of transportation assets. Resource elements are being deployed in accordance with the RESP.

B. Planning Assumptions

1. Planning partners will include public and private organizations.

2. CREPC will not assume any command and control activities.

3. The RESP will promote inter-jurisdictional cooperation and coordination while preserving the unique characteristics and operating procedures of each member municipality.

4. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.

5. Local resources have been depleted.

6. Infrastructure damage and communications disruptions will inhibit efficient coordination of transportation support during the immediate response and post disaster period.

7. The availability of personnel with language skills will be critical. Foreign Language Emergency Response Teams (FLERT) may be used for this mission.

8. A wide range of incidents may occur which will have varying degrees of impact on the regional transportation system.

9. Transportation disruptions will impact the movement of relief supplies throughout the region.

Incidents involving State Emergency Operations Center (SEOC) Activation

1. The State Emergency Operations Center (SEOC) will be activated including the Transportation Resource Management function at the State Armory.
2. The primary responsibility for arranging local evacuation and obtaining transportation resources remains with the municipality with assistance from existing mutual aid partners, CREPC through the RCC, and from the State through the Regional Office.
3. There may be occasions when it is advisable to activate this Regional Emergency Support Plan (RESP) without an official declaration of a civil preparedness emergency at the local level. This partial activation of the RESP could secure and deploy regional resources without becoming fully operational at this point in time.

4. CREPC, in coordination with the DEMHS Regional Office, will provide a platform for coordinating regional planning and response of local, regional, tribal and state resources. The DEMHS Regional Office will promote inter-jurisdictional cooperation and coordination while preserving existing unique characteristics, operating procedures and inter-jurisdictional agreements of municipalities and tribal nations. The DEMHS Regional Office will not assume any command and control activities that are vested in and recognized as the responsibility of the jurisdiction(s) where the emergency event or incident is occurring.
5. The DEMHS Regional Office, in conjunction with CREPC, will coordinate regional resources as necessary when requested by authorized local authorities and/or as is appropriate due to the nature and severity of the incident(s). Current and longstanding mutual aid agreements between cities and towns will first be utilized.
6. Regional municipalities, in accordance with their local EOPs, are responsible for determining overall evacuation transportation requirements, coordinating transportation for Functional Needs Populations, establishing evacuation bus routes and designating staging areas for public transportation dependent populations.
7. If the Governor declares a "State of Emergency in Connecticut", the State will assume some Direction and Control activities. Direction and control is also vested in, and recognized as, the responsibility of the jurisdiction(s) where the incident or event is occurring. Coordination of Direction and Control activities between CREPC, the State and local authorities will be coordinated by the State DEMHS Regional Coordinators as directed by the State EOC.
8. Capabilities and resources differ across the jurisdictions. When local resources, current mutual aid, and regional resources have been depleted, the DEMHS Regional Office will provide additional resources as available to support emergency operations.

IV CONCEPT OF COORDINATION

A. General

1. Upon the threat and/or occurrence of a regional incident, the RESF 1 will be notified through the Regional Integrated Communications System (RICS) or the DEMHS Regional Office.

2. Local municipalities will coordinate and execute their respective authority and program responsibilities including their Emergency Operations Plans (EOPs) during the regional emergency.

3. Support agencies will coordinate and execute their responsibilities as outlined under the RESP.

4. RESF 1 Transportation will establish the ability to collect, analyze, synthesize, and disseminate information concerning regional transportation related issues, in conjunction with RICS.

5. Requests for information regarding transportation issues will be directed to RICS or directly to RESF 5 Emergency Management at the Regional Coordination Center (RCC). As necessary, the SEOC will be contacted through the DEMHS Regional Office.

6. In order to maximize all federal and state benefits, including post-event reimbursements, a local state of emergency must be declared by the local Chief Executive Officer (CEO). If necessary, the DEMHS Regional Coordinator will advise the local authority of this obligation.

7. There may be occasions when it is advisable to activate the Regional Emergency Support Plan (RESP) without an official declaration of a civil preparedness emergency at the local level. This partial activation of the RESP could secure and deploy regional resources without becoming fully operational at this point in time.

B. Scenarios that may require activation of Transportation, RESF-1

1. Natural Disasters
   - Hurricanes
   - Flooding
   - Blizzard
   - Ice Storm
   - Forest Fire

2. Human Made Disasters
   - Conflagration (fire)
   - Nuclear Plant Incident
   - Infrastructure Failure
   - Acts of Terrorism
     - Chemical Release
     - Biological Release
     - Nuclear Bomb Incident
     - Other Explosive

C. Notification

Upon notification by any jurisdiction of a potential or actual regional emergency, RICS will provide a communication platform (or system) to support the coordinated response of the participating agencies. Communications will be made in cooperation with RESF 2 Communications and the DEMHS Regional Office.

<u>The activation of RICS should follow this format:</u>

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific resources or the activation of the RESP where the RCC will anticipate resource needs without a specific request.

- RICS will notify the on call RESF-5 Duty Officer with incident information and contact number.

- After gathering sufficient incident information the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.

- When requested the chair of RESF 1 Transportation will call the RESF 5 duty officer for instructions.

- The Duty Officer for RESF 5 will determine the need to establish a Regional Coordination Center (RCC).

- The chair of RESF 1 shall be responsible for calling/notifying additional members of the emergency support function.

D. Coordination

1. Initial Actions
   Coordinate with other RESF's to share information regarding the regional emergency. Provide periodic situation reports of the affected jurisdictions/agency to RICS (or directly to RESF 5 Emergency Management).

2. Continuing Actions
   Regional support will depend on the severity and duration of the regional evacuation emergency. Evaluate continuing needs.

3. Stand Down
   The demobilization process will follow NIMS/ICS accepted practices

4. After Action Critique
   CREPC, in conjunction with the DEMHS regional office, will coordinate the after action critique effort to include all transportation agencies and supporting RESF's.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 1

A. Transportation, RESF 1 Participating and Supporting Agencies
Transportation partners participating in a regional response will, to the best of their ability, contribute information to RICS as required by the incident and the Regional Support Plan (RESP) policy.

B. Essential Elements of Information (EEI)

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the agencies during emergency situations. RESF 5 Emergency Management is responsible for exchange, analysis, reporting and dissemination of regional information. The RESF 5 annex contains detailed information about the process of information exchange and describes the essential elements of information (EEI), which have been determined as the minimum information to satisfy coordination needs between the RESF's and with RICS. Transportation, RESF-1, has the responsibility to coordinate information on transportation and traffic management issues with Emergency Management, RESF-5.

2. In the event of a regional emergency, RESF-5, local, state, and regional transportation agencies will be able to exchange information, including, but not limited to:
   - Jurisdictions involved
   - Overall priorities of response
   - Actual impacts on the function and/or jurisdiction (social, economic, or political)
   - Assessment of Transportation System- Description of significant disruptions in transportation service delivery
   - Status of communication systems

- Status of Recovery Programs -Short-term and medium-term recovery plans
- Status of resources, emergency management personnel, equipment, supplies and facilities affected by the incident/threat of incident.
- Other RESF's potentially impacted
- Logistical and Resource problems/issues
- Liability issues and concerns
- Recommendations for emergency ingress/egress
- Weather data affecting operations
- Status of critical facilities and distribution systems
- Status of key personnel
- Status of emergency declarations
- Major issues and activities of other RESFs
- Historical and demographic information
- Status of energy and power systems
- Needs and damage assessment
- Status of federal operations

C. Functions Before and During a Regional Emergency

1. Mitigation Phase

During the mitigation phase, all transportation agencies will accomplish the following:

- Train on RESP activation and implementation.
- Train on NIMS/ICS protocols.
- Participate, as determined, in disaster exercise drills.
- Regional equipment needs will be determined and requested.
- Regional evacuation transportation and traffic management needs will be analyzed and planned for.
- Train on the RCC setup, the DEMHS Regional Office setup and the coordination functions of RESF 5 Emergency Management, the communication functions of RESF 2 and RESF-1 Transportation.

2. Preparation Phase

During the preparation phase, all Transportation, RESF-1 personnel and supporting agencies will accomplish the following:

- Train on NIMS/ICS protocols
- Train on the *Regional Evacuation and Shelter Guide* (as annexed to this RESP) activation and implementation.
- Participate, as determined, in disaster exercise drills
- Train on the Regional Office's EOC structure, on the regional emergency communications system setup, and on the coordination function of Transportation, RESF-1 procedures.

3. Emergency/Response phase

During the emergency phase, Transportation RESF 1 will perform all required mission-related activities in the safest manner possible. Coordination efforts will be through the RICS and DEMHS Regional Offices. RESF 1 resources shall be utilized in any function, which will speed the recovery from the emergency incident

within the parameters of their individual training and/or capabilities. Functions may include, but are not limited to, the following:

- Provide leadership in coordinating and integrating the overall regional effort to provide emergency management of transportation resources and traffic management in the areas affected by the incident.
- Coordinate an assessment of emergency management transportation needs
- Determine the need for additional personnel and other resources
- As appropriate, initiate requests through the Regional Office for assistant to supplement local resources.

4. Recovery phase

During the recovery phase, Transportation RESF 1 will continue to perform any associated emergency functions initiated during the emergency phase. Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, will be performed.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 1

Administrative information and supplemental data for RESF 1 operations is contained in the following policies and/or documents:

- Departmental standard operating procedures, standard operating guidelines, training manuals, general orders, and policy directives.
- RICS will be administered by and through CCSU (police department).
- Standard regional guidance concerning decontamination procedures will be utilized by all regional agencies.
- "Plain language" text will be used in all regional communications.
- U. S. Department of Transportation - General Overview Document; Planned Evacuations Using Highways Document; No Notice Evacuation Document; and Planned Evacuations Using other Modes Document.
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenarios
- Universal Task List
- Target Capabilities List (Version 2.0)
- Regional Transportation Resources, found at; www.crcog.org/resf1.pdf
- Highway Diversion Plans, found at; www.crcog.org/homeland_sec/DivPlans.html
- Other RESF 1 documents found at: www.crcog.org/homeland_sec/RESF1.html

Regional Emergency Support Function # 2:
Communications

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Government Communications Organizations	
	Connecticut State Communications Organizations	
	Local Government Communications Jurisdictions	
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VI	Administrative Information for Regional Emergency Support Function 2	

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC) of the Capitol Region Council of Governments (CRCOG)
- Central Connecticut Regional Planning Agency (CCRPA)
- Central Connecticut State University (Police Department)
- Capitol Region Chiefs of Police Association (CRCOPA)
- Capitol Region Fire Chiefs Association

Federal Government Communications Organizations
- Department of Homeland Security
  - – Office of Emergency Communications
  - Federal Emergency Management Agency
  - United States Coast Guard
- Department of Justice, Federal Bureau of Investigation
- Federal Aviation Administration
- Transportation Safety Administration

Connecticut State Communications Organizations
- Connecticut Department of Energy and Environmental Protection DEEP
- Connecticut Department of Transportation
- Connecticut Department of Emergency Services and Public Protection DESPP
  - – Office of Statewide Emergency Telecommunications OSET
  - Division of Emergency Management and Homeland Security
  - CT State Police Communications
- Connecticut Department of Public Health – Office of Emergency Medical Services OEMS

Local Government Communications Jurisdictions
- Tolland County Mutual Aid Fire Service
  - Station TN Emergency Communications
- All CREPC member jurisdictions

Private Organizations
- North Central CMED (Coordinated Medical Emergency Direction)
- Metropolitan District Commission (MDC)
- Newington Amateur Radio League (NARL) Amateur Radio Emergency Services (ARES)
- United Technology – Pratt Whitney and Hamilton Sunstrand
- Wireless/Cellular Service Providers
- Internet Service Providers
- Hardware telephone service providers
- Commercial Ambulance Providers
- Connecticut Hospital Association
- Connecticut Association of Directors of Health (CADH)
- Life Star Communications Center

Foreword

A Regional Emergency Support Function (RESF) outlines the coordinative operational structure to be accessed during an incident whose scope and intensity has exhausted the resources of any one local jurisdiction, or group of jurisdictions linked by mutual aid agreements, to effectively cope.

RESF-2 Communications details the actions to be taken when activating and implementing interoperable communication options such as the Regional Tactical Interoperable Communications Plan (TIC-P) so first responders and organizations can communicate; As needed, on demand, and as authorized; At all levels of government; and Across all disciplines.

I. INTRODUCTION

A. Purpose

The purpose of RESF 2 Communications is:

1) To ensure the coordination and transfer of information during both emergency and health and welfare situations.

2) To coordinate the establishment, use, maintenance, augmentation, coordination and back-up provision for all type of communications devices and systems needed during emergency response operations.

3) Maintain the Region 3 TIC-P, to include review and updating as needed.

Both the hardware and capacity for interoperability of all types of communication equipment is included. RESF 2 is divided into a subcommittee for emergency communications and a subcommittee for health and welfare communications.

RESF 2 facilitates the coordination and communications of information concerning regional actions to be taken to support emergency response elements. RESF 2 covers hardware and technical communications procedures between jurisdictions, agencies, regional emergency support functions, and the Regional Integrated Coordination System (RICS).

B. Scope

1. Coordination with telecommunications industry for preparedness planning and aiding in restoration of telecommunications infrastructure

2. Protection, restoration and maintenance of cyber and IT resources

3. Coordination of communications hardware and technical communications procedures among jurisdictions, agencies, regional emergency support functions, the Regional Coordination Center (RCC) and the State Emergency Operations Center (SEOC). Communications, RESF-2 does not include the development of a message; only the transport and delivery of the message.

4. Coordination of required temporary communications, including activation of the Amateur Radio Emergency Service network, and the restoration of permanent communications.

II. POLICIES

1. RESF 2 Communications will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.

2. The National Incident Management System (NIMS) and the Incident Command System (ICS) will be used.

3. CREPC, in coordination with the DEMHS Regional Coordinator, will facilitate coordination among member organizations to ensure that RESF 2 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Emergency Support Plan (RESP).

4. Essential information will be conveyed through the RICS as required by the incident and in accordance with existing ICS protocols. RICS is available at 860-832-3477 twenty-four hours a day.

5. Communication tools currently in use throughout the region include but are not limited to: Intercity, ICALL/I-TAC (8-Call/8-TAC), RAFS, Regional emergency broadcast messaging system for RESF and RESP notifications, CT State Police Emergency Radio Network (CSPERN), STOCS, Med-Net, Police Department Hot Lines, DEMHS high band radio system, satellite telephones, Internet Services, NAWAS, Mobile Data Terminal (CAPTAIN System), State-wide Fire Network 46.16, Hardwire plain old telephone service (POTS), and wireless service providers.

6. Reverse emergency notification telephone systems.

III. SITUATION

A. Regional Emergency Condition

1. A regional emergency may be of such severity and magnitude as to require communication and coordination among local decision makers in the region to facilitate a synchronized, effective response.

2. RESF 2 Communications will support the transmission of timely and appropriate incident information before, during, and after an incident to support local jurisdictions, RICS, the RCC, and other organizations as required.

3. Commercial communications facilities may sustain widespread damage.

B. Planning Assumptions

1. Planning partners will include public and private organizations.

2. Regional and local officials will focus on coordinating lifesaving activities concurrent with re-establishing control in the disaster area.

3. A local civil preparedness emergency shall be declared by the CEO of the affected jurisdiction before inter-regional or statewide assistance may be provided or before any federal reimbursement or public assistance may be secured.

4. CREPC will not assume any command and control activities.

6. CREPC, in conjunction with the DEMHS Regional Office will provide a platform for coordinating regional planning and response of local, regional, tribal and state resources. The DEMHS Regional Office will promote inter-jurisdictional cooperation and coordination while preserving existing unique characteristics, operating procedures and inter-jurisdictional agreements of municipalities and tribal nations. The DEMHS Regional Office will not assume any command and control activities that are vested in and recognized as the responsibility of the jurisdiction(s) where the emergency event or incident is occurring.

7. The CREPC in coordination with DEMHS Regional Office will coordinate resources within the region as necessary when requested by authorized local authorities and/or as is appropriate due to the nature and severity of the incident(s). Current and longstanding mutual aid agreements between cities and towns will be utilized first.

8. Sharing information during a regional emergency benefits all communities.

9. There are immediate and continuous information needs unique to the jurisdictional decision makers.

10. Initial damage reports may be fragmented and provide an incomplete picture concerning the extent of damage to communications facilities.

11. Mobile communication units will be available to support field operations including the Regional Incident Dispatching Team (RID).

IV CONCEPT OF COORDINATION

A. General

1. If CREPC or any R-3 RESP member agency determines that a regional emergency incident is taking place or may take place, they may activate RESF 2.

2. Local municipalities will coordinate and execute their respective authority and program responsibilities during the regional emergency. They will provide information about the situation through RICS to RESF 5 Emergency Management.

3. RESF 2 will establish a capability to collect, analyze, synthesize, and disseminate regional information concerning regional technical communications, hardware, and communications related issues to the RICS and between all support agencies and RESF's.

4. RESF 2 will create call down lists to foster regional communications in the course of a regional emergency.

5. Through the TIC-P RESF 2 will develop an inventory of technical communications hardware and systems to facilitate communication in the course of a regional emergency.

6. RESF 2 will develop a list of chief technical officers who can provide communications advice and troubleshooting in the event of a regional emergency.

7. If RESF5 determines that an emergency incident requires more resources than they have available, then a request is made to the Region 3 DEMHS Regional Office.

B. Notification

RICS, in coordination with CREPC and the DEMHS Regional Office, will provide a communication platform to support the coordinated response of the participating agencies. RESF 2 will provide the technical expertise and staffing to carry out the requirements of the communication system. RESF 5 Emergency Management provides for the interaction of the multi-directional flow of communications. The notification from RICS may be by radio, phone, Internet, or email. RESF-2 leadership, to include the RID Team, will be notified in any situation which the RESP has been, or may be activated.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific resources or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on call RESF-5 Duty Officer with incident information and contact number.
- After gathering sufficient incident information the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC broadcast emergency messaging system.
- The chair of RESF 2 Communications will call the ESF 5 duty officer and receive instructions.
- The chair of RESF 2 will ensure that the appropriate RESF-2 personnel and resources are immediately notified of the situation/incident. .
- The Duty Officer for RESF 5 will determine the need to establish a Regional Coordination Center (RCC).
- The chair of RESF 2 and the co-chair shall be responsible for calling or notifying additional members of the emergency support function.
- RESF 2 along with RESF 5 and RESF 15 External Affairs will normally be called out for any activation of the RESP.

The radio designation for the chair of RESF 2 Communications is Intercity Car#272.

D. Coordination

1. Initial Actions
   Prior to a regional emergency, RESF 2 Communications, will develop and make accessible any information not normally held within the TIC_P for call down lists and technical communications hardware resources to the RICS/RCC. RESF 2 will make recommendations to the RESF-5 Chair or RCC and associated agencies (including the DEMHS Regional Office) concerning types of technical systems and hardware. This will ensure effective and redundant communications throughout the region.

2. Continuing Actions
   Communications RESF-2's actions last as long as necessary. Over time, the regional communications mission may transition to local jurisdictions.

3. Stand Down
   RESF 2 will scale down its operation as conditions warrant.

4. After Action Critique
   CREPC, in coordination with the DEMHS Regional Coordinator, will coordinate the after action critique effort to include all agencies and supporting R-ESF's.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 2

A. RESF 2 Responsibilities

RESF 2 is responsible for all the elements of communications mission as determined by the emergency incident or the Regional Coordination Center (RCC).

B. Essential Elements of Information

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations.

2. Participating agencies are responsible for providing information on their functional activities to RESF 5 for RCC operations:
   - o Jurisdictions involved
   - o Status of transportation systems
   - o Description of significant service disruptions
   - o Status of communication systems
   - o Access points to the disaster areas
   - o Status of operating facilities
   - o Hazard-specific information
   - o Weather data affecting operations
   - o Seismic or other geophysical information
   - o Status of critical facilities and distribution systems
   - o Status of key personnel
   - o Major issues and activities of RESF's
   - o Resource and logistical issues
   - o Status of technical support capability
   - o Estimates of potential impact
   - o Needs assessment and damage estimates

Mitigation phase
During the mitigation-phase all RESF 2 personnel and supporting agencies will accomplish the following:

- o Train on RESP activation and implementation.
- o Train on NIMS/ICS protocols.
- o Participate, as determined, in disaster exercise drills.
- o Regional equipment needs will be determined and requested.
- o All personnel will be trained on the RCC setup, especially for communications and coordination function of RESF 5.
- o Regional Incident Dispatch (RID) teams will be trained on the operation of all mobile communications vehicles in the region.
- o Technical advisory support will be established.
- o Communications resources will be cataloged and current information maintained through the TIC-P.

Emergency phase
During the emergency phase, RESF 2 Communications will establish all emergency and health and welfare communication links in support of the mission to include the operation of mobile communication units and Regional Incident Dispatch (RID) teams.

Recovery phase
During the recovery phase, RESF 2 Communications will continue to perform coordination functions initiated during the emergency phase. Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, will be performed.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 2

Plain language text will be used in all regional communications.

Administrative information and supplemental data for RESF 2 operations is contained in the following policies and/or documents:

- Region 3 Tactical Interoperable Communications Plan (TIC-P)
- RICS will be administered by and through CCSU (police department)
- Operational guidelines for all mobile communications vehicles
- Operational guidelines for RID teams
- Appropriate RESF call down documents
- The technical communications hardware resources inventory listing
- The regional technical officers inventory listing
- State Tactical on Scene Channel System (STOCCS)
- Government Emergency Telephone System (GETS)
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenarios
- Universal Task List
- Target Capabilities List (Version 2.0)

Regional Emergency Support Function #3
Public Works and Engineering

Participating Organizations		
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	Connecticut State Organizations	
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PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- UCONN T2 Center
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Organizations
- U.S. Department of Homeland Security
  - Federal Emergency Management Agency
  - U. S. Coast Guard
- U.S. Department of Health and Human Services
- U.S. Environmental Protection Agency
- U.S. Geological Survey
- U.S. Army Corps of Engineers

Connecticut State Organizations
- Connecticut Department of Emergency Services and Public Protection
  - Division of Emergency Management and Homeland Security
- Connecticut Department of Public Health
- Connecticut Department of Energy and Environmental Protection
- Connecticut Department of Transportation

Local Organizations
- All local community Public Works Departments

Private Organizations
- Metropolitan District Commission
- Eight District Utilities District – Manchester, CT
- American Public Works Association (Council of Emergency Management)

I. INTRODUCTION

A. Purpose

The purpose of RESF 3 Public Works and Engineering is to develop and implement a system of resources and response capability to handle regional emergencies concerning water supply, wastewater, solid waste, transportation infrastructure, debris management and support of other ESF's during and after a potential or actual regional emergency.

B. Scope

RESF 3 is intended to focus on the communication and coordination related to the following situations:

F. Potential or actual disruptions of critical services that have a regional impact.

G. Coordination of emergency restoration of critical public facilities, including the temporary and permanent restoration of water supplies, wastewater treatment systems, transportation infrastructure, and waste management facilities.

H. Coordination of emergency contracting to support public health and safety, such as providing for potable water, ice, power, and/or other temporary support to public health and safety.

I. Coordination of monitoring, tracking and modeling of water and wastewater events, including debris removal, which may affect the water supply.

II. POLICIES

A. RESF 3 Public Works and Engineering will not usurp or override the policies of any federal agency, state government, tribal government, or local government or other jurisdiction.

B. The National Incident Management System (NIMS) and the Incident Command System (ICS) will be the organizational structure used during a response.

C. CREPC, in coordination with the DEMHS Regional Coordinator, will facilitate coordination among member organizations to ensure that RESF 3 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Support Plan (RESP).

D. Essential information will be conveyed through the Regional Integrated Communication System (RICS), and the DEMHS Regional Office, as required by the incident and in accordance with existing ICS protocols. RICS is available at 860-832-3477 twenty-four hours a day.

E. At the request of a participating organization, RESF 3 convenes agencies and organizations participating in regional emergency support functions to provide technical expertise and information necessary to develop accurate assessment and analysis of a developing or ongoing situation.

F. RESF 3 will share information with appropriate local, state, and federal agencies, utilities, the private sector, and non-profit organizations.

G. Jurisdictions agree to respect the existing contractual arrangements between jurisdictions and their contractors so that there will not be competition for resources that are already under contract to a jurisdiction.

III. SITUATION

A. Regional Emergency Condition

1. A major disaster may be of such severity and magnitude as to require a multi-agency and inter-jurisdictional response effort, including several municipalities, and/or tribal nations and support organizations in one or more DEMHS regions. Typically, these situations may require wide area warning and notification for the public and may include regional mobilization of transportation resources, implementation of traffic control and opening of shelters. History has shown that during major incidents and disaster, the availability and coordination of necessary assets can exceed the capability of the affected local jurisdictions.

2. A regional emergency, or threat of disruption of service, may adversely impact: water supply and water distribution systems; wastewater collection and treatment plants; and solid waste, debris and transportation infrastructure management throughout the region.

3. Regional public emergencies severely impacting all or most of the region, as well as small regional public emergencies would both warrant attention.

B. General Planning Assumptions

1. Planning partners will include public and private organizations.

2. CREPC will not assume any command and control activities.

3. Primary agencies and support agencies under RESF 3 will perform tasks under their own authority, as applicable, in addition to missions required of them under the RESP.

4. There are immediate and continuous information needs unique to the jurisdictional decision makers.

5. RESF 7, Logistics Management Resource Support, in coordination with the CREPC RCC and the DEMHS Region 3 Office, will function as the facilitator of regional or state resources fulfillment of local emergency needs should local and/or mutual aid resources be exhausted.

6. CREPC, in coordination with the DEMHS Regional Office, will coordinate regional planning and response of local, regional, tribal and state resources. CRECPC and the DEMHS Regional Office will promote inter-jurisdictional cooperation and coordination while preserving existing unique characteristics, operating procedures and inter-jurisdictional agreements of municipalities and tribal nations. The DEMHS Regional Office will not assume any command and control activities that are vested in and recognized as the responsibility of the jurisdiction(s) where the emergency event or incident is occurring.

7. Assessment of the emergency will determine critical needs and estimate the potential workload for both state and federal assistance. Early damage assessments will be general and incomplete and may be inaccurate.

8. Basic needs such as water, wastewater, refrigeration, and emergency electrical power needs may not be available with the loss of public services.

9. The water supply, wastewater management, and solid waste, debris and transportation management infrastructure management l activities may be hampered by damaged facilities, equipment, and infrastructure, as well as disrupted communications, transportation, and infrastructure.

10. Access to emergency areas may be dependent upon the reestablishment of ground routes.

11. Local authorities and private organizations are responsible for obtaining required waivers and clearances.

12. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.

C. Water and Wastewater Planning Assumptions

1. There will be increasing and conflicting demands for water for firefighting, potable water, and sanitation which exceed available resources.

2. Due to a need for severe water use restrictions, the public may need to be informed on ways to conserve water. These restrictions will require vigilant enforcement to ensure compliance.

3. Local governments may need to coordinate hygienic measures due to impaired wastewater systems as outlined under RESF-8, Public Health and Medical Services.

4. Emergency water supply points may need to be established and supported for the distribution of potable water.

5. The water supply or wastewater treatment infrastructure may be temporarily or permanently inoperable, causing raw sewage to run into receiving waters, including the Connecticut River.

D. Solid Waste and Debris Management Planning Assumptions

1. Debris management includes the emergency clearance of debris for access in and out of the region and longer-term removal, processing, permits and waivers, handling reduction, sorting, transporting, disposal, and all other associated activities.

2. Debris needs to be cleared to enable reconnaissance of the damaged areas and passage of emergency personnel and equipment. Public Works employees may be exposed to a hazardous environment in the early response phase.

3. Because the right of disposal facilities to refuse acceptance of waste from a disaster may complicate disposal for local governments wishing to preserve their landfill space, plans should address additional or alternative capacities.

4. In a regional emergency where waste/debris results, it may not immediately be known whether the waste is hazardous. This determination is the local responsibility.

IV CONCEPT OF COORDINATION

A. General

1. Both major and minor, potential or actual regional public emergencies, involving water supply, wastewater, transportation infrastructure, solid waste and debris removal, will be cause for activation of RESF 3.

2. RESF 3's function will establish a capability to collect, analyze, synthesize, and disseminate information concerning regional water supply, wastewater management, transportation infrastructure and solid waste and debris management related issues.

3. The supporting regional agencies that comprise RESF 3 will coordinate and execute their program responsibilities during the regional emergency.

4. The RESF 3 representative within the CREPC Regional Coordination Center (RCC), in coordination with DEMHS Regional Office, will handle all information requests regarding emergency regionally related issues.

5. RESF 3 will provide damage information to RESF 5 Emergency Management, for overall damage assessment, the damage situation, and RESF 3 related activities.

B. Notification

Upon notification by any jurisdiction of a potential or actual regional emergency, RICS will provide a communication platform (or system) to support the coordinated response of the participating agencies. Communications will be made in cooperation with RESF 2 Communications and the DEMHS Regional Office.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific resources (for example, 25 medical transport units, 40 additional police officers, 10 engine companies, etc.) or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on call RESF-5 Duty Officer with incident information and contact number.
- After gathering sufficient incident information the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.
- When requested the chair of RESF 3 Public Works and Engineering will call the ESF 5 duty officer and receive instructions.
- The Duty Officer for RESF 5 will determine the need to establish a Regional Coordination Center (RCC).

o The chair of RESF 3 shall be responsible for calling/notifying additional members of the emergency support function.

C. Coordination

General
There will be coordination and likely interaction and support with other regional emergency support functions:

RESF 1 Transportation
- o Fuel Suppliers
- o Transportation facilities - DOT
  Transportation Facilities-Local
- o Transportation contractors

RESF 2 Communications
- o Coordination of the interoperable communication networks

RESF 4 Firefighting
- o Coordination of water supplies for firefighting

RESF 5 Emergency Management
- o Coordination and communication with RICS

RESF 7 Resource Support
- o Coordination of needed resources
  Logistical Assistance and Transportation

RESF 8 Public Health and Medical Services
- o Involvement with first responder safety and health
  Logistical Assistance and Transportation

RESF 9 Search and Rescue
- o Coordination of search and extrication of victims with debris removal operations

RESF 10 Oil and Hazardous Materials Response
- o Coordination of spills involving hazardous materials

ESF 12 Energy (No regional ESF-12, see State of CT State Response Framework)
- o Coordination of energy supplies

RESF 13 Public Safety and Security (Law Enforcement)
- o Perimeter control & traffic management
- o Coordination of evidence collection maintain chain of custody associated with debris removal

Initial Actions

1. Upon detection of a water supply or wastewater incident, any participating agency will first make an internal assessment of the situation. If that organization determines that the event is of regional significance, they will notify RICS to activate the RESP.

2. Based on the nature and extent of the regional emergency, the applicable portions of the RESP will be utilized.

3. The assembled subject matter experts will determine the type and extent of the regional emergency, ongoing actions, responses and public messages, identify the next steps, and discuss any other key regional issues.

Continuing Actions
1. Additional decision making meetings may occur.

2. There will be continuous monitoring, coordination, communication, and response for each incident with information facilitated through RICS and the RCC in coordination with the DEMHS Regional Office.

Stand Down
All applicable subgroups or subcommittees will determine when the regional emergency will be terminated. The local government or governments will issue a formal declaration of termination.

After Action Critique
CREPC, in coordination with the DEMHS Regional Office, will coordinate the after action critique effort to include all public works agencies and support RESF's.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 3

A. RESF 3 responsibilities

RESF 3 supporting agencies will contribute essential elements of information to RICS or to RESF 5 Emergency Management in the RCC.

B. Essential Elements of Information

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations.

2. Participating agencies are responsible for providing information on their essential functional activities to RICS or directly to RESF 5 for RCC operations:

   - Jurisdictions involved
   - Social, economic and political impact
   - Description of significant service disruptions
   - Status of communication systems
   - Access points to the disaster areas
   - Hazard-specific information
   - Status of operating facilities
   - Status of critical facilities and distribution systems
   - Status of key personnel
   - Major issues and activities of RESF 3
   - Resource and logistical issues
   - Estimates of potential impact
   - Other RESF's potentially impacted

- Logistical problems
- Injuries and medical emergencies
- Short, medium, and long range plans for recovery
- Needs assessment and damage estimates
- Status of state or federal operations, if known

Mitigation Phase
During the mitigation phase all RESF personnel and supporting agencies will accomplish the following:

- Train on the RESP activation and implementation
- Train on NIMS/ICS protocols.
- Participate, as determined, in disaster exercise drills.
- Regional equipment needs will be determined and requested.
- All personnel will be trained on the RCC setup and coordination function of RESF 5 Emergency Management and the communication functions of RESF

Emergency phase
During the emergency phase, RESF 3 Public Works and Engineering will perform all required mission related activities in the safest manner.

Recovery phase
During the recovery phase, RESF 3 will continue to perform any functions initiated during the emergency phase. Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, will be performed.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 3

Administrative information and supplemental data for RESF 3 operations is contained in the following policies and/or documents:

- RICS will be administered by and through CCSU (police department).
- "Plain language" text will be used in all regional communications.
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenarios
- Universal Task List
- Target Capabilities List (Version 2.0)
- Map of critical RESF-3 facilities including water supply reservoirs, treatment facilities, wastewater treatment plants, solid waste management facilities resource locations, transportation routes, commodity distribution points, and debris storage areas.

Regional Emergency Support Function #4
Firefighting

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Government Firefighting Organizations	
	Connecticut State Firefighting Organizations	
	Local and Private Organizations	
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III	Situation	
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	Initial Actions	
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V	Execution for Regional Emergency Support Function 4	
	A. RESF 4 Participating and Supporting Agencies	
	B. Essential Elements of Information	
	Mitigation Phase	
	Emergency Phase	
	Recovery Phase	
VI	Administrative Information for Regional Emergency Support Function 4	

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Capitol Region Fire Chiefs Association
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Firefighting / Coordination Organizations
- U. S. Department of Agriculture, Forest Service
- U. S. Department of Homeland Security
  - Federal Emergency Management Agency
- U. S. Department of Defense

Connecticut State Organizations
- State Fire Marshal's Office
- Connecticut Fire Academy
- Connecticut Department of Emergency Services and Public Protection
  - Division of Emergency Management and Homeland Security

Local and Private Organizations
- Hartford County Fire Plan
- All fire departments
- Tolland County Mutual Aid Fire Service (TN- Regional 911)
- North Central Air Disaster Plan
- National Fire Protection Association

I. INTRODUCTION

A. Purpose

The purpose of RESF 4 Firefighting is to provide for the rapid mobilization, deployment, and utilization of regional fire resources during a major disaster in the Capitol Region, DEMHS Region 3.

A more detailed description of firefighting resource mobilization and coordination with the state of Connecticut, including Region 3, can be found in the *Connecticut Fire Service, Fire-Rescue Disaster Response Plan*.

B. Scope

RESF 4 is intended to focus on developing and implementing a regional disaster response capability for fire resources. firefighting: RESF-4 identifies, requests mobilization of, and coordinates the response of specific firefighting resources with DEMHS Region 3.

Whereas catastrophic events may require the use of firefighting resources from the local, state and federal level, coordination of efforts at the regional level during catastrophes is essential. Therefore, the role of the RESF-4 team cannot be overemphasized.

II. POLICIES

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

B. The National Incident Management System (NIMS) and the Incident Command System (ICS) will be the organizational structure used during a response.

C. A local civil preparedness emergency shall be declared by the CEO of the affected jurisdiction before, inter- regional, or statewide assistance may be provided or before any federal reimbursement or public assistance may be secured.

D. CREPC, in conjunction with the DEMHS Regional Office**,** will facilitate coordination among member organizations to ensure that RESF-4 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Support Plan RESP.

E. Essential information will be conveyed through the Regional Integrated Communication System (RICS) and the DEMHS Regional Office as required by the incident and in accordance with existing ICS protocols. RICS is available at 860-832-3477 twenty-four hours a day, seven days a week.

F. At the request of RICS, RESF-5 Emergency Management and/or the DEMHS Region 3 Coordinator, the RESF-4 team will provide technical expertise and the information necessary to develop an accurate assessment of an ongoing situation. The RESF-4 Team will share information with the appropriate private, local, state and federal agencies involved in related activities.

G. CREPC, in coordination with the DEMHS Regional Office, will provide a platform for coordinating regional planning and response of local, regional, tribal and state resources.

The Regional Office will promote inter-jurisdictional cooperation and coordination while preserving existing unique characteristics, operating procedures and inter-jurisdictional agreements of municipalities and tribal nations. The DEMHS Regional Office will not assume any command and control activities that are vested in and recognized as the responsibility of the jurisdiction(s) where the emergency event or incident is occurring.

III. SITUATION

A. Regional Emergency Condition

1. A regional emergency may adversely impact the firefighting infrastructure throughout the region.

2. A major disaster/incident has occurred in the region. The situation requires the mobilization of firefighting resources. Resource elements are being deployed in accordance with the regional and/or statewide disaster plan.

3. A variety of situations may occur that require the coordination of firefighting activities on a regional level, including: large structure fires, wild land fires, urban interface fires, air disasters, large scale flooding events, major storms, or coordinated terrorist events are some examples of situations that may rapidly exceed local firefighting abilities.

4. Events of this type may significantly disrupt transportation, energy and communication networks with the Region, further complicating the process of searching for and rescuing victims.

B. Planning Assumptions

1. Planning partners will include public and private organizations.

2. Firefighting activities are lifesaving and time critical activities; coordination and prioritization of firefighting tasks during regional emergencies is essential.

3. Due to the nature of firefighting activities, the RESF-4 team may play a key role during the initial hours or days following a major event and may require the support of other regional emergency support functions within the DEMHS Regional Office.

4. Sharing information during a regional emergency will benefit all communities. There are immediate and continuous information needs unique to the jurisdictional decision makers.

5. CREPC will not assume any command and control activities.

6. The RESP will promote inter-jurisdictional cooperation and coordination while preserving the unique characteristics and operating procedures of each member municipality.

7. The RESF-4 team will not assume direct command and control over any firefighting activities or organizations.

8. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.

9. Local and standard mutual aid resources have been depleted.

10. Infrastructure damage and communications disruptions will inhibit efficient coordination of firefighting support during the immediate response and post-disaster period.

11. Multi-lingual messages and the availability of personnel with language skills will be critical.

12. A large number of fire service providers may be lost in the incident.

13. Nine (9) operational Mass Decontamination Units exist in the region. These nine units are located at: East Hartford (FD); Bradley Airport (FD); UCONN Health Center (FD); the regional hazmat team (West Hartford FD); New Britain (FD); Vernon (FD); Bristol (FD); Hartford (FD); and Southington (FD).

14. There is one regional foam unit in the region and a total of five in the state.

15. The Capitol Region-Hazardous Materials Response Team (headquartered with West Hartford FD) is available in the region.

16. The Metropolitan Medical Response System (MMRS) has provided Chemical Anti-Nerve Agent kits (Mark 1/Duo-Dotes) to all fire departments that requested them.

17. The fire service had developed a hospital decontamination response plan (dated May 22, 2003) that provides the response of two (2) decontamination units to each of the eleven (11) Acute Care Hospitals in the region.

18. Section 7-313(e) of the Connecticut General Statutes gives command authority to the senior fire officer in-charge, when at an emergency call.

19. During a civil preparedness emergency proclaimed by the Governor under Section 28-9, C. G. S., the Governor may take direct operational control of any or all parts of the civil preparedness forces and functions in the State. Civil preparedness forces shall include all State and local police and fire personnel and any other organized personnel engaged in carrying out civil preparedness functions.

IV. CONCEPT OF COORDINATION

A. General

1. Upon the threat and/or occurrence of a regional incident, the RESF-4 will be notified.

2. Local municipalities will coordinate and execute their respective authority and program responsibilities during the regional emergency.

3. Support agencies will coordinate and execute their responsibilities as outlined under the RESP.

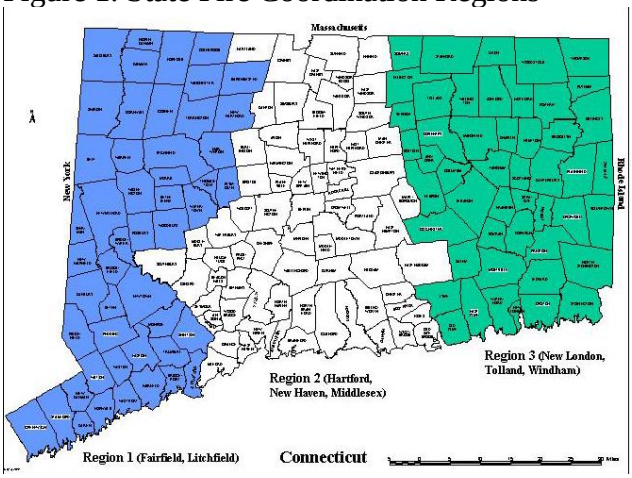
4. RESF-4 Firefighting will establish the ability to collect, analyze, synthesize, and disseminate information concerning regional firefighting related issues, in conjunction with RICS.

5. Requests for information regarding firefighting issues will be directed to RICS or directly to RESF-5 Emergency Management at the Regional Coordination Center (RCC).

B. Connecticut Fire Service, Fire-Rescue Disaster Response Plan

According to the *Connecticut Fire Service, Fire-Rescue Disaster Plan*, established under CGS 7-323 or (7), the state is divided into three large regions for the purposes of fire coordination (see Figure 1). Each of the three regions has a designated Regional Fire Coordinator, tasked with facilitating responses within the region. In addition, each Connecticut county has a designated Fire Coordinator who works on the sub-regional level in support of the Regional Fire Coordinator. Disaster response, is overseen by the State Fire Coordinator, who is responsible for leading State Emergency Support Functions for both Firefighting: SESF-4 and Urban Search & Rescue: SESF-9 upon activation of the State EOC.

Figure 1. State Fire Coordination Regions



Because the DEMHS Region encompasses parts of the State Fire Coordination regions as well as municipalities from Connecticut counties not fully aligned with the DEMHS Region, coordination of resources may require the collaboration of multiple regional and county fire coordinators.

A current list of State, Regional, and County Fire Coordinators (and alternates), including contact information, is included as an attachment to this plan.

B. Notification

Upon notification by any jurisdiction of a potential or actual regional emergency, RICS will provide a communication platform (or system) to support the coordinated response of the participating agencies. Communications will be made in cooperation with RESF-2 Communications and the DEMHS Regional Office.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact numbers.

- After gathering sufficient information, the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.
- The chair of RESF-4 Firefighting will call the ESF 5 Duty Officer for instructions.
- The Duty Officer for RESF 5 will determine the need to establish a Regional Coordination Center (RCC).
- The chair of RESF-4 shall be responsible for calling/notifying additional members of the emergency support function.

C. Coordination

Initial Actions
Firefighting RESF-4 will conduct an assessment of Firefighting related needs and capabilities within the Region, including but not limited to:

- Current requests from local municipalities within the Region. A local civil preparedness emergency shall be declared by the CEO of the affected jurisdiction before any federal reimbursement or public assistance may be secured. However, the CEO may request additional assistance from the DEMHS Regional Office.

- Ability to coordinate intra-regional Firefighting assets based on:
  - Scope of the incident
  - Municipalities directly affected or already involved in the response effort
  - Available resources within the region, based on the Firefighting: RESF-4 inventory list as outline in the *Connecticut Fire Service, Fire-Rescue Disaster Plan*, as well as the DEMHS Resource Typing program initiated in 2008.

- Based on the assessment of intra-regional resources, Firefighting: RESF-4 will determine the need for resources from outside of Region 3. Such resources may include municipal or private agencies from towns outside of the Region, State resources including CT-TF-1 (Urban Search and Rescue), the National Guard, CT State Police, or Federal resources including Firefighting strike teams or task forces.
  - Requests for any resources (local, state or federal) from outside the Region will be made by Firefighting: RESF-4 to the SEOC through the Regional Coordinator.

Coordinate with other RESF's to share information regarding the regional emergency.

Provide periodic situation reports via the Chief Administrative Officers of the affected jurisdictions to RICS (or directly to RESF-5 Emergency Management).

Continuing Actions
Continue information sharing, monitoring and tracking of trends. Evaluate continuing needs.

Stand Down
The demobilization process will follow ICS accepted practices.

After Action Critique
CREPC, in coordination with the DEMHS Regional Office, will coordinate the after action critique effort to include all fire service agencies and supporting RESF's.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 4

A. RESF-4 Participating and Supporting Agencies

Firefighting RESF-4 is responsible for assessment and coordination of firefighting and related activities within Region 3 during catastrophic events.

Fire services regional partners participating in a regional response will, to the best of their ability, contribute discipline-specific information to RICS as required by the incident and the Regional Support Plan (RESP) policy.

B. Essential Elements of Information

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations. RESF 5 Emergency Management is responsible for exchange, analysis, reporting and dissemination of regional information. The RESF-5 annex contains detailed information about the process of information exchange and describes the essential elements of information (EEI), which have been determined as the minimum information to satisfy coordination needs between the RESF's and with RICS.
2. In the event of a regional emergency, local, state, and regional fire service agencies will be able to exchange information, including, but not limited to:
    - Jurisdictions involved
    - Agencies participating in the response
    - Detailed damage reports
    - Intra-regional response capabilities
    - Extra-regional response capabilities and availability
    - Weather or other conditions that may affect the response
    - Overall priorities of response
    - Description of significant disruptions in fire service delivery
    - Status of communication systems
    - Relevant historical and demographic information
    - Short-term and medium-term recovery plans
    - Recommendations on emergency ingress/egress
    - Status of resources, personnel, equipment, and facilities
    - Firefighter safety
    - Radiological/chemical/biological hazards consultation and technical assistance, decontamination of victims and personnel
    - Logistical problems
    - Liability issues and concerns
    - Status of USAR or Hazardous Materials operations
    - Injuries and medical emergencies in coordination with RESF 8
    - RESF 6 Mass Care issues concerning evacuated citizens

C. Functions Before and During a Regional Emergency

<u>Mitigation phase/Prevention Phase</u>

During the mitigation phase all firefighting agencies will accomplish the following:

- RESF-4 will plan and implement a response capability of 100 fire service personnel within fifteen (15) minutes of the request. The plan will also establish the response capability of 400 fire service personnel within one (1) hour of the request.
- All agency personnel will be trained on RESP activation and implementation.
- All agency personnel will be trained on NIMS/ICS protocols.

- Agency personnel will participate, as determined, in disaster exercise drills.
- Regional Incident Dispatch teams (RID) will be trained on the Mobile Command Post communication functions.
- Selected personnel will be trained as team members for incident command overhead teams.
- Regional equipment needs will be determined and requested.
- Assist DEMHS with ensuring that the Resource Typing inventory for the Region is continuously updated

Emergency phase

- During the emergency phase, RESF-4 and all associated resources will be utilized to capacity as needed to control and stabilize the emergency. RESF 4 resources shall be utilized in any function, which will speed the recovery from the emergency incident within the parameters of their individual training and/or capabilities

Recovery phase

During the recovery phase, RESF-4 will continue to perform any associated emergency functions initiated during the emergency phase. Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, will be performed.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 4

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

- Departmental standard operating procedures, standard operating guidelines, training manuals, general orders, and policy directives.
- Emergency medical procedures will conform to guidelines issued by medical control authorities, RESF-8 and public health authorities.
- RICS will be administered by and through CCSU (police department).
- Standard regional guidance concerning decontamination procedures will be utilized by all regional agencies.
- "Plain language" text will be used in all regional communications
- State of Connecticut Mass Decontamination Guidance and Mobilization Plan
- MMRS Protocol - Use and Storage of Nerve Agent Antidote (Mark I) kits.
- State of Connecticut, Consequence Management Guide for Deliberately Caused Incidents Involving Chemical Agents, DEMHS, January 2005.
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenarios
- The National Response Framework
- State of Connecticut, Statewide Fire and Rescue Disaster Plan
- State of Connecticut, Region 3, Regional Emergency Operations Plan
- Universal Task List
- Target Capabilities List (Version 2.0)

Regional Emergency Support Function #5

Emergency Management

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Government Firefighting Organizations	
	Connecticut State Firefighting Organizations	
	Private Organizations	
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	A. Regional Emergency Condition	
	B. Planning Assumptions	
IV	Concept of Coordination	
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	B. Notification	
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	After Action Critique	
V	Execution for Regional Emergency Support Function 5	
	A. RESF 5 responsibilities	
	B. Essential Elements of Information	
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	Emergency Phase	
	Recovery Phase	
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PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC) of the Capitol Region Council of Governments
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Coordinating Organizations
- U.S. Department of Homeland Security
  - FEMA
  - Office of Emergency Preparedness
- National Emergency Training Center (FEMA, Emmetsburg, MD)

Connecticut State Coordinating Organizations
- Connecticut Department of Emergency Services and Public Protection
    - Division of Emergency Management and Homeland Security (DEMHS)
- Connecticut Military Department
- University of Connecticut Health Center
    - John Dempsey Hospital
- Connecticut Department of Public Health
    - Office of Emergency Medical Services
- Connecticut Department of Energy and Environmental Protection
    - State Emergency Response Commission for Hazardous Materials- (SERC)
    - Office of Emergency Statewide Communications (OSET)
- Connecticut Department of Transportation
    - CT Transit

Private Organizations
- Metropolitan District Commission
- Connecticut Hospital Association
- Connecticut State Dental Association
- American Red Cross – Connecticut Chapter
- The Salvation Army – Disaster Services
- United Way of Connecticut
- Amateur Radio Emergency Service (ARES)
- American Medical Response (AMR)
- United States Postal Service (USPS)
- WCCC-AM 1290, Marlin Broadcasting Company
- Connecticut Association of Directors of Health (CADH)
- American Planning Association (Chicago, IL)
- National Weather Service (Disaster Preparedness Office)
- Emergency Management Institute (Sterling, VA)
- National Association of Urban Flood Management Agencies

I. INTRODUCTION

Purpose

The purpose of RESF 5 Emergency Management is to facilitate regional emergency preparedness and response activities of local municipalities, tribal nations, other supporting government and private departments, agencies and districts through the Capitol Region Emergency Planning Committee (CREPC) and the DEMHS Regional Office. RESF 5 role is the collection, processing, and dissemination of information about a potential or actual regional emergency. Additionally, RESF 5 serves as the coordination point for all regional resources and staffs the Regional Coordination Center (RCC).

Scope

RESF 5 is the emergency management element of the regional communication and coordination effort. The function is executed through CREPC the Regional Integrated Communication System (RICS) and the Regional Coordination Center in conjunction with the Connecticut Division of Emergency Management and Homeland Security (DEMHS) Regional Office. This plan facilitates interaction with local Emergency Operations Plans (EOPs), the state-Emergency Operations Plan, and the National Response Framework.

Regional events warranting the use of RICS may include deliberate acts, accidents, incidents, threats, and forecasted events such as snowstorms. Incidents involving problems or disruptions of critical systems are also included.

II SELECTED STATUTORY AUTHORITY AND POLICIES

A. Citations

1. Connecticut General Statutes Title 28.
2. Connecticut Intrastate Mutual Aid System, C.G.S. 28-22a
3. Connecticut General Statutes Section 19a-131, et seq. (Public Health Emergency Response Act).
4. Connecticut General Statutes Section 7-148 cc – Joint Performance of Municipal Functions.

B. Directives

1. RESF 5 Emergency Management will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.

2. The National Incident Management System (NIMS) and Incident Command System (ICS) will be the organizational structure used during a response.

3. CREPC, in conjunction with the DEMHS Regional Office, will facilitate coordination among member organizations to ensure that RESF 5 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Support Plan (RESP).

4. Essential information will be conveyed through the Regional Coordination Center (RCC) and the DEMHS Regional Office, as required by the incident and in accordance with existing ICS protocols. The RICS function will shift to the RCC or a Mobile Communications Vehicle/field unit within one (1) hour depending on scope of the incident.

5. At the request of a participating organization, RESF 5 convenes agencies and organizations participating in regional emergency support functions to provide technical expertise and information necessary to develop accurate assessment and analysis of a developing or ongoing situation.

6. RESF 5 will share information with appropriate local, state, and federal agencies, utilities, the private sector, and non-profit organizations.

III SITUATION

A. Regional Emergency Condition

1. A regional emergency may be of such severity and magnitude as to require a multi-agency and inter-jurisdictional response effort, including one or more DEMHS regions. Typically, these situations may require wide area warning and notification of the public and may include regional mobilization of transportation resources, implementation of traffic control and opening of shelters. History has shown that during major incidents and disasters, the availability and coordination of necessary assets can exceed the capability of the affected local jurisdictions.

2. A regional disaster may require communication and coordination among regional decision makers to facilitate a synchronized, effective response.

3. RESF 5 will support the communication of timely and appropriate incident information before, during, and after an incident to support local jurisdictions and organizations to determine appropriate actions.

4. In the event of a major evacuation in Southeast Connecticut due to a release or potential release of radiation at the Millstone Nuclear Power Plant in Waterford, the State's Radiological Emergency Preparedness Plan (REP Plan) would be executed by the State Emergency Operations Center; such an event is likely to impact the state as a whole as well as neighboring states. RESF-5 will provide support for those communities in Region 3 designated as "Host Communities" as appropriate.

5. Such a regional emergency could produce a large concentration of casualties, injuries, widespread illness, chemical, biological, or radiological contamination and other problems that could overwhelm the region's healthcare community.

6. Extended situations of several days or weeks will increase the risk of disease and injury and pose a growing threat to public health. Specific areas of concern include evacuation, mass care shelters, animal control, vector control, sanitation, potable water, wastewater and solid waste management and debris management.

B. Planning Assumptions

1. CREPC will not assume any command and control activities. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.

2. Planning partners will include public and private organizations. Sharing information on a regional basis will benefit all communities during an emergency.

3. There are immediate and continuous information needs unique to the jurisdictional decision makers.

4. The chairs and co-chairs of each of the ESFs have identified key members of their committee and have a system in place to immediately notify them of pending situations/events.

5. The RESF Teams have identified communication infrastructures as well as key ESF personnel to aid in the coordination of local and regional resources.

6. The CREPC Regional Coordination Center (RCC) coordinates local resources including some that are not considered "civil preparedness" resources by state law.

7. The RCC, in conjunction with the DEMHS Region 3 Office, will coordinate regional resources as necessary when requested by authorized local authorities and/or as is appropriate due to the nature and severity of the incident(s). Current and longstanding mutual aid agreements between cities and towns will first be utilized.

8. Upon activation of this plan a liaison officer may be assigned to the DEMHS Region 3 Office as deemed appropriate by RESF-5 and the DEMHS Region 3 Coordinator.

9. When appropriate, a CREPC liaison may be assigned to the State Emergency Operations Center to represent unique Region 3 resources such as the Metropolitan Medical Response System and the Capitol Region Mobile Ambulatory Care Unit.

11. A local civil preparedness emergency shall be declared by the CEO of the affected jurisdiction before statewide assistance may be provided or before any federal reimbursement or public assistance may be secured.

12. CREPC, through the RCC and in conjunction with the DEMHS Region 3 Office, will provide a platform for coordinating regional planning and response of local, regional, tribal and state resources. CREPC and the DEMHS Regional Office will promote inter-jurisdictional cooperation and coordination while preserving existing unique characteristics, operating procedures and inter-jurisdictional agreements of municipalities and tribal nations.

13. Bioterrorism events are very likely to be "incidents without an address" and therefore be full-scale events before local emergency management personnel are aware of the event. This type of event could originate in public health or hospital settings and
would dictate that public health would be the incident commander.

14. Under CT General Statute 28-22a, mutual aid can be sought by one town from any other town in the state, regardless of whether the towns have a written mutual aid agreement each political subdivision within the state is automatically be a participating member of the compact.

    a. In the event of a serious disaster affecting any political subdivision, the CEO of that political subdivision may declare a local civil preparedness emergency and shall notify the DEMHS Commissioner through the DEMHS Regional Office of such declaration not later than 24 hours after such declaration.

b. Such declaration shall activate the emergency operations plan for that jurisdiction (as established under subsection (a) of section 38-7 of the general statutes, authorizing the request or furnishing of aid and assistance.

c. Any request for assistance made by the CEO who has declared a local civil preparedness emergency shall be made to the CEO of any other participating compact members.

The obligation of a participating political subdivision to provide assistance is subject to:

- An official declaration of local civil preparedness emergency by the affected political subdivision;
- The need to provide reasonable resources to protect its own jurisdiction before providing resources to the requesting entity;
- Recognizing that the personnel of a responding jurisdiction, while continuing under the command and control of their jurisdiction (including emergency medical treatment, standard operating and other protocols), shall be under the *operational* control of the officials within the incident management system of the receiving jurisdiction.

15. Under 28-7(f), "in the event of a serious disaster or of a sudden emergency, then 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 may authorize the temporary use of such civil preparedness forces, including civil preparedness auxiliary police and firemen, as he deems necessary. Personnel of such civil preparedness forces shall be so employed only with their consent."

16. If the Regional Emergency Support Plan (RESP) is activated, the Governor may declare a civil preparedness emergency under Connecticut General Statutes Title 28. The Governor may also declare a public health emergency under the Public Health Emergency Response Act, Conn. Gen. Stat. 19a-131a.

17. If the Governor declares that a state of emergency exists in Connecticut, the Governor may take direct *operational* control of any or all parts of the civil preparedness forces or functions in the state (Conn. Gen. Stat. §28-9). At this point, all local assets become state assets.

    a. Command and control is also vested in and recognized as the responsibility of the jurisdiction(s) where the incident or event is occurring: the Incident Commander remains in charge of the incident.

    b. When the incident increases to the establishment of an Area Command, the local jurisdiction is still in charge of the incident unless command is transferred properly to another authority.

    c. Directing additional (civil preparedness) resources may be initiated, ordered and controlled by the Governor to send help, but the incident is still controlled locally by the parameters within the Incident Command Structure (ICS).

    d. CREPC, through the RCC will coordinate information and resources among affected jurisdictions within the region, and maintain communication with the DEMHS Regional Officer and the State EOC.

18. Any questions or requests for National Guard Civil Support Team 14, the FBI, State Police, or State quarantine questions will be directed to the State EOC.

IV. CONCEPT OF COORDINATION

A. General

1. At the request of the CREPC RESF-5 Duty Officer or the DEMHS Region 3 Coordinator, RESF 5 Emergency Management convenes the appropriate agencies, organizations, ESF committee chairpersons, and ESF sub-committee chairpersons to provide technical expertise and information necessary to develop accurate assessment and analysis of the situation. The chairperson of RESF 5 or the Duty Officer will decide the need for and designate the site of the Regional Coordination Center (RCC).

2. The chair of RESF 5 retains all functional responsibilities in the organizational structure not delegated.

3. Local municipalities will coordinate and execute their respective authority and program responsibilities during the regional emergency. They will provide information about the situation by way of established regional emergency communication networks and protocols to RESF 5.

4. There may be occasions when it is advisable to activate this RESP without an official declaration of a civil preparedness emergency at the local level. This partial activation of the RESP could secure and deploy regional resources without becoming fully operational at this point in time.

5. Support agencies will coordinate and execute their responsibilities, as per the RESP.

6. RESF 5 will provide a gross assessment of regional impacts including the boundaries of the damage area, injuries, type and severity of damages, and the status of critical facilities.

7. RESF 5 will provide a general assessment of the status of government operations in the affected area and validate the status of operating facilities.

8. In circumstances where the situation involves or has the potential to involve state or federal agencies, RESF 5 will facilitate information sharing relationships as necessary.

9. The RESF-5 Chairperson / RCC Manager will establish the ability to collect, analyze, synthesize and disseminate information concerning potential or occurring regional incidents, and provide overall guidance to the RCC in conjunction with the DEMHS Region 3 Office and assist with regional coordination activities. Such information, provided by local jurisdictions, will be maintained by RESF -5 and distributed to appropriate entities by way of regional emergency communication protocols.

    a. Gather and display essential elements of information (EEI's) to facilitate coordinated activities.

i. Critical information will be reported to the RCC as it develops, and reported information will include but not limited to those EEIs outlined in each of the individual ESF Annexes.

b. Gross assessment of regional impacts including the boundaries of the damage area/s, injuries, type and severity of damages, and status of critical facilities

c. General assessment of the status of government operations in the affected area/s and validate the status of operating facilities.

10. RESF 5 will gather and display essential elements of information (EEI's) to facilitate coordinated activities.

    Critical information will be reported to the State EOC as it develops, and reported information will include but not be limited to the essential elements of information outlined in each of the individual ESF Annexes.

11. Essential elements of information support the development of regional strategies for decision-making.

12. The RCC should be activated when an Imminent Threat Alert has been issued by the National Terrorism Advisory System which may impact Region 3.

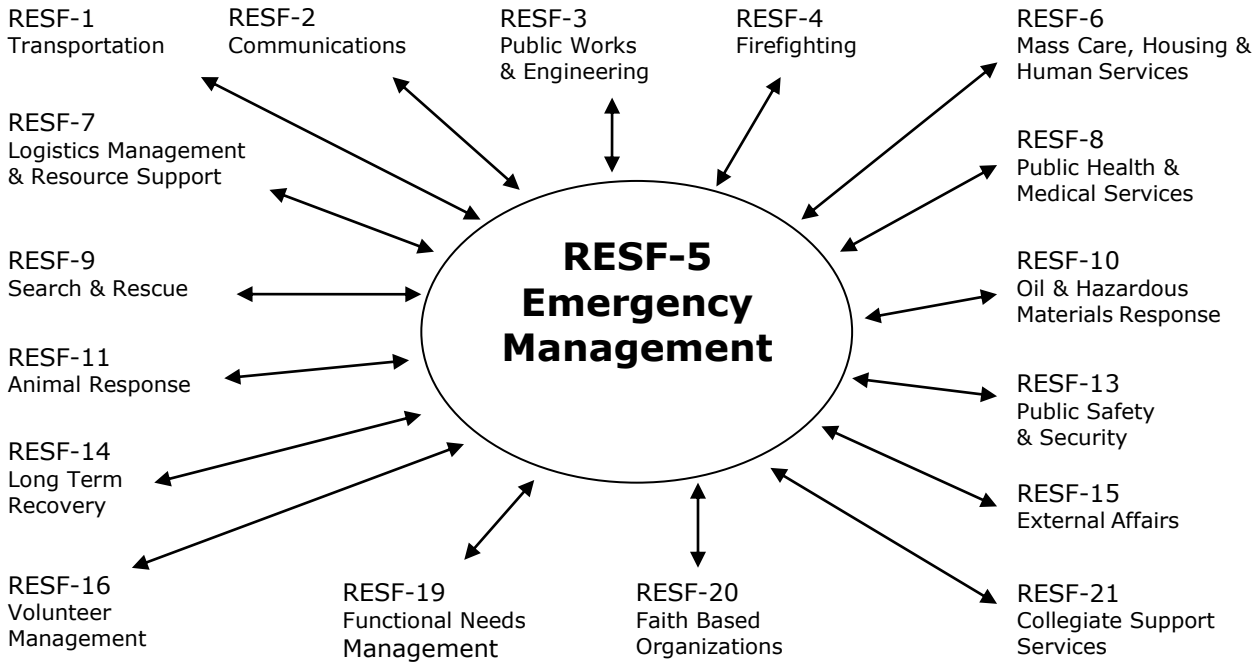
13. To activate RICS call 860-832-3477 anytime twenty-four hours a day.

14. An operational period is the period of time RESF 5 will be engaged in support of regional communication and co-ordination. It is the length of time established to achieve the objectives of RESF 5. Actual duration of operational periods will be determined by the situation.

15. As the following figure suggests, RESF-5 will be interacting with other activated RESF teams in order to coordinate response activities

16. Requests for information regarding RESF-5 Emergency Management issues may be directed to the RCC.

As the following figure suggests, RESF-5 will be interacting with other activated RESF teams in order to coordinate response activities



B. Notification

Upon notification to RICS or the DEMHS Regional Office of a potential or actual regional emergency, RICS and / or the RCC will provide a communication platform (or system) to support the coordinated response of the participating agencies. RESF 5 provides for the interaction of the multi-directional flow of communications among the appropriate RESFs and the affected local jurisdictions and/or tribal nations.

NOTIFICATION - Alerting CREPC RESF 5 Duty Officer via RICS of conditions that may require RESP activation. Notification is a coordinating process and is the first step toward RESP ACTIVATION for CREPC members.

ACTIVATION- Action taken by CREPC RESF 5 to provide resources to a regional emergency situation or alert additional CREPC RESFs of an incident potentially impacting the region.

The notification of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 to provide incident summary and/or request specific resources. RICS will notify the on-call RESF-5 Duty Officer with incident information and incident contact number.
- After gathering sufficient information, the RESF-5 Duty Officer will make notification to the RESFs and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.

- The chair of RESF 5 Emergency Management (or the duty officer) will receive a call from the other RESF chairs and co-chairs asking for immediate instructions on necessary response actions.
- The Duty Officer for RESF 5 (or the RESF 5 Chair) will determine, based on the request and situation, the need to establish a CREPC Regional Coordination Center (RCC). The RCC may be at any one of the pre-designated fixed sites or one of the Regional mobile communication vehicles.
- The chairperson of RESF 5 shall be responsible for calling/notifying additional members of the emergency management emergency support function.
- The RESF chairs shall be responsible for calling/notifying additional members of their particular emergency support function.
- RESF 2 Communications along with RESF 5 and RESF 15 External Affairs normally is called out for any activation of the RESP.
- Should the situation warrant RESF -5 will then contact appropriate agencies and organizations to provide technical expertise and information necessary to develop accurate assessments and analyses of the situation.
- The radio designation for the chairperson of RESF 5 Emergency Management is Unit 275.

C. Coordination

Initial Actions

RESF 5 Emergency Management begins communication and coordination operations at the occurrence of the regional emergencies or upon a pre-incident emergency declaration. In some instances, this could precede the onset of a regional emergency (e.g., hurricane), when RESF 5 would operate a monitoring function.

a. RESF-5 will be activated through direction from the RESF-5 Duty Officer, RESF-5 Chair, the DEMHS Region 3 Coordinator or a pre-designated special event.
b. Information and planning activities begin in the jurisdictions, the CREPC RCC, and the DEMHS Regional Office.
c. Information will be shared through the RCC and the DEMHS regional communications systems.
d. RESP agencies will use the RCC to communicate and coordinate according to their respective emergency management functions.
e. Conference calls and broadcast alert messages will be initiated as required.
f. The DEMHS Region 3 Coordinator will notify the State Emergency Operations Center (SEOC) of RCC activation.

The conditions under which RESF-5 will activate / open the RCC are:

j. Upon notification from the National Terrorism Advisory System of an "Imminent Threat" which effects Region 3
k. Significant weather event pending, or actual which impacts Region 3
l. Request for activation from the DEMHS Region 3 Coordinator, or SEOC
m. Opening of the State EOC to monitor or address Region 3 issues / incidents
n. Request for resource assistance from local designated authority as outlined in the Region 3 RESP
o. Request from RESF or CREPC Chair
p. Duty Officers assessment concludes that resource request from a single incident will impact resource capabilities of the Region
q. A pre-approved planned event
r. A pre-approved planning training and/ or exercise

Continuing Actions

RESF 5‘s actions last as long as necessary. Over time, the regional coordination may down transition to local jurisdictions. This transition does not change the mission of Emergency Management, nor does it affect the basic functions of information gathering, processing, dissemination, and planning. As the tempo of disaster operations slows, the level of effort for RESF 5 and the RCC is gradually reduced, but support will continue as necessary.

a. The focus shifts to the economic impact of the regional emergency, the effectiveness of program delivery, and the identification of recovery issues.
b. The emphasis in planning during the recovery phase shifts from the daily action plan to long-range management plans. RESF 5 will assist in regional coordination and communication related to this planning.
c. Situation reporting and formal briefings should continue through the recovery phase, although the frequency of both should be gradually reduced.

Stand Down

RESF 5 will scale down its operation as conditions warrant, following NIMS/ICS accepted practices.

After Action Critique

CREPC, in conjunction with the DEMHS Regional Office, will coordinate the after action critique effort to include all agencies and supporting RESF’s.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 5

A. RESF 5 responsibilities

RESF 5 Emergency Management is responsible for the exchange, analysis, reporting and dissemination of regional information as required by the incident and the RESP. Regional essential elements of information (EEI) have been determined as the minimum information to satisfy coordination needs between the RESF’s.

B. Essential Elements of Information

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations.

   RESF-5 is responsible for the exchange, analysis, reporting and dissemination of regional information.

2. Participating agencies are responsible for providing information on their functional activities to RESF 5 for RCC operations:
   - Jurisdictions involved
   - Social, economic and political impact
   - Status of transportation systems
   - Description of significant service disruptions
   - Status of communication systems
   - Access points to the disaster areas (emergency ingress and egress)
   - Status of operating facilities

- Hazard-specific information
- Weather data affecting operations
- Seismic or other geophysical information
- Status of critical facilities and distribution systems
- Status of key personnel
- Status of disaster or emergency declaration
- Major issues and activities of other RESFs
- Resource and logistical issues
- Donations
- Historical and demographic information
- Status of energy systems
- Estimates of potential impact
- Actual impacts on the function and/or jurisdiction (social, economic, or political).
- Status of recovery programs, short-term and medium-term (human services, infrastructure, etc.)
- Needs assessment and damage estimates
- Status of state or federal operations, if known

Mitigation phase

During the mitigation phase, all RESF personnel and supporting agencies will accomplish the following:

- Train on the RESP activation and implementation.
- Train on NIMS/ICS protocols.
- Participate, as determined, in disaster exercise drills.
- Regional equipment needs will be determined and requested.
- Train on the regional coordination center (RCC) setup and coordination function of RESF 5.
- Regional Incident Dispatch teams (RID) will be trained on the operation of all Command Posts.
- Train on pertinent DEMHS Regional Office operations, and the regional emergency communications system for those assigned liaisons.

Emergency phase

During the emergency phase, RESF 5 Emergency Management will establish the RCC and perform the information, planning, and coordination role described in the purpose section of this annex.

Coordination efforts will be through the RCC in conjunction with the DEMHS Region 3 Office, using the regional emergency communications system.

Functions include, but are not limited to, the following:

a. Work in conjunction with the DEMHS Region 3 Office in coordinating and integrating overall regional emergency management activities.
b. Assure integrated and timely information to those areas affected by the incident.
c. Coordinate an assessment of emergency management needs.
d. Determine the need for additional personnel and other resources.
e. As appropriate, initiate requests through the DEMHS Region 3 Office for assistance to supplement regional/local resources.

Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, will be performed.

Recovery phase
During the recovery phase, RESF 5 will continue to perform any associated coordination functions initiated during the emergency phase. In addition, concurrent or follow-up operations/missions that complement emergency operations will be instituted.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 5

Administrative information and supplemental data for RESF 5 operations is contained in the following policies and/or documents:

- RICS will be administered by and maintained through the Central Connecticut State University CCSU (police department).
- Regional Incident Dispatch teams (RID) will be developed and coordinated by RESF 2 Communications.
- If activated, the Governor's Emergency Communications Team at the SEOC will, for the most part, handle public information and media relations and will support regional communication efforts.
- "Plain language" text will be used in all regional communications
- Support agency policy and procedures manual
- Capitol Region Emergency Response Team Program Guidance Manual.
- The FEMA Strategic Plan, fiscal years 2009-2012. .
- National Response Framework
- A National Strategy for The Physical Protection of Critical Infrastructures and Key Assets dated February 2003.
- The National Strategy to Combat Weapons of Mass Destruction, dated December 2011.
- The Homeland Security Act of 2002 (November 2002).
- The National Strategy for Homeland Security dated July 2002.
- The State of Connecticut Response Framework
- The State of Connecticut Consequence Management Guide for Deliberately Caused Incidents Involving Chemical Agents dated October 2002.
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenario
- Universal Task List
- US DHS – FEMA Target Capabilities List
- Connecticut Guide to Emergency Preparedness, Connecticut Department of Public Health and the Department of Emergency Management and Homeland Security.
- National Disaster Recovery Framework

Regional Emergency Support Function #6

Mass Care, Emergency Assistance, Housing, and Human Services

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Mass Care Organizations	
	Connecticut Mass Care Organizations	
	Private Relief Organizations	
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PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC) of the Capitol Region
- Council of Governments
- Central Connecticut Regional Planning Agency (CCRPA)
  Federal Mass Care Organizations
- The American Red Cross (ARC) – Connecticut Chapter

Connecticut Mass Care Organizations
- Disaster Services Unit of the Connecticut Chapter Greater Hartford Chapter of ARC
- The Voluntary Organizations Active in Disaster (VOAD): a collaboration of non-profit, government agencies and businesses organized to aid during times of disaster.
- Foodshare
- Connecticut Food Bank
- Connecticut Department of Emergency Services and Public Protection
    - Division of Emergency Management and Home Land Security

Private Relief Organizations
- American Red Cross – Connecticut Region
- The Salvation Army
- The Seventh-Day Adventists

I. INTRODUCTION
A. Purpose

1. The purpose of the RESF 6 Mass Care is to coordinate efforts on a regional scale to support local jurisdictions on sheltering, feeding, and emergency first aid following a catastrophic disaster or other event. RESF 6 is also responsible for operating a Disaster Welfare Information (DWI) System to collect, receive and report information about the status of victims and assist with family reunification within the disaster area.

   In addition, RESF 6 coordinates with the State Emergency Operations Center, SEOC and may assist RESF-7 Logistics Support and Resource Management with coordination of donations and bulk distribution of emergency relief supplies. RESF-6 may also assist with providing support to the critical mission of providing emergency food services to both citizens and emergency responders during a major disaster in the capitol region.

2. Mass care, Housing and Human Services, RESF-6, coordination may include but is not limited to, the following: Work with sheltering agencies to monitor the status, capacity, and needs of shelters within DEMHS Region 3.

- Receive and act on (or route) requests for support from shelters (or agencies administering shelters, i.e. ARC) operating in DEMHS Region 3
- Upon activation of the Regional Emergency Support Plan (RESP), collaborate with other RESFs (e.g., Resource Support, RESF-7 and Transportation, RESF-1) and shelter administering agencies to facilitate the timely distribution of supplies to shelters operating in DEMHS Region 3
- Identification of local points of distribution (PODs).
- Facilitate transportation of supplies from state-wide staging to PODs.
- Support sheltering agencies (ARC) in the establishment and maintenance of the Disaster Welfare Information system; facilitate the timely transfer of DWI information to the DEMHS Regional Office and SEOC.
- Identification and support of Regional shelter facilities for response and recovery personnel.
- Identification of needs, organization of resource support for "shelter in place" situations
- This includes support for facilities not able to evacuate, particularly requests from agencies who house special populations

3. The process of coordination may involve, but is not limited to, the following:

- Incident Commander
- Local Emergency Operations Center (LEOC)
- CREPC Regional Coordination Center (RCC)
- DEMHS Regional Office
- State Emergency Operations Center (SEOC)
- Connecticut Department of Public Health (DPH)
- Connecticut Department of Mental Retardation (DMR)
- Department of Mental Health and Addiction Services (DMHAS)

- Department of Children and Families (DCF)
- Office of Protection and Advocacy for Individuals with Disabilities
- American Red Cross
- Salvation Army
- Other private organizations.

B. Scope

RESF 6 Mass Care, Housing and Human Services is an organizational structure designed to monitor, coordinate and support providers of mass care services. Such providers include, but are not limited to the American Red Cross and government agencies, federal, state, tribal or local. RESF 6 should not be thought of as a direct provider of mass care services. RESF 6 is an organizational structure which monitors the activities of organizations providing mass care and attempts to coordinate those activities through RESF 5 Emergency Management to ensure that redundant services are not being provided and that essential mass care services are being provided. RESF 6 supports mass care providers by procuring resources and personnel necessary to sustain or augment the operations of mass care providers active in the disaster area. RESF 6 Mass Care is intended to focus on the development and implementation of a food distribution system. The scope of this system would be to plan and organize pre-event, event, and post-event requirements. Mission support teams (emergency response teams) will be established that are both local and regionally oriented under the Citizen Corps Council concept.

RESF-6 also acts as a conduit for DWI, facilitating the flow of DWI to appropriate agencies.

II. POLICIES

1. RESF 6 Mass Care will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.

2. The Capitol Region Emergency Planning Committee (CREPC), in conjunction with the DEMHS Regional Office, will facilitate coordination among member organizations to ensure that RESF 6 procedures are appropriately followed and are in concert with the stated missions and objectives of the RESP**.**

3. The National Incident Management System (NIMS) and the Incident Command System (ICS) will be the organizational structure used during a response.

4. Essential information will be conveyed through the Regional Integrated Communication System (RICS) as required by the incident. To activate RICS call 860-832-3477 anytime twenty-four hours a day.

III. SITUATION

A. Regional Emergency Condition

1. The regional mass care community will experience disruptions in the delivery of routine services.
2. A major disaster/incident has occurred somewhere in the region. The situation requires the mobilization of mass care resources. Resource elements are being deployed in accordance with the regional and/or statewide disaster plan.

3. A regional emergency could produce a large concentration of disaster victims with mass care needs.
4. Extended situations of several days or weeks will complicate issues regarding relocation, shelters, food and vehicles.
5. Local jurisdictions are unable to provide adequate resources for the sheltering operation due to the scope of the incident, local resource disruption, the extended time frame of the sheltering operation, or the amount of individuals requiring shelter.

B. Planning Assumptions

1. The primary organization for providing mass care in a major disaster is the American Red Cross (ARC). The ARC is mandated by Congress to respond to all disasters.
    - The ARC, will facilitate but does not provide functional needs shelter care
    - The ARC does not provide animal sheltering (except for service animals)
    - The ARC does not provide shelters for rescue and recovery personnel
    - Depending on the scope of the disaster, the ARC may request logistical or operational support from the local emergency management officials.
2. Planning partners will include public and private organizations.
3. The RESP will promote inter- and intra-jurisdictional cooperation and coordination.
4. The associated stress of the incident may result in the region's mass care system becoming overwhelmed, producing urgent need for Regional Shelters shelter and food.
5. Mass care services provided by the ARC generally include serving of prepared meals, shelter accommodations, limited medical assistance, and either distribution of bulk food commodities, or issuing vouchers for food and other essential needs.
6. Local authorities and local ARC Chapters will generally be expected to meet mass care needs of disaster victims for the first 72 hours following a catastrophic disaster.
7. DEMHS issued *Universal Access Guidance for Municipalities* in 2007. The concept of universal access sheltering requires that existing community shelters should strive to be accessible and usable by as many members of the community as safely and reasonably possible. This document is included in Appendix B of the Regional Evacuation and Shelter Guide. *FEMA has also promulgated shelter guidance for operators of shelters explaining the laws that require individuals with Functional Needs be accepted in any general population shelter. The shelter operators must meet the functional needs of this segment of the population. To accomplish this, shelter operators should develop relationships with various partners who can provide durable medical equipment and personal care services needed.*
8. In a catastrophic disaster, the ARC will conduct a major relief operation initially relying upon Red Cross personnel and resources from ARC Area's within the state supported after a short time by other ARC resources mobilized through the ARC Regional and National organizations.
9. Multi-lingual messages and the availability of personnel with language skills will be critical.
10. Establish and train a designated number of emergency response shelter teams.
11. The Connecticut State Animal Response Team (SART) has identified a Regional animal sheltering coordinator who will facilitate sheltering of animals in Region 3.
12. DWI will be collected and managed by the ARC, except for DWI collected from non-ARC shelters. RESF 6, in conjunction with the DEMHS Regional Office will facilitate the flow of DWI among regional municipalities and the SEOC.

IV. CONCEPT OF COORDINATION
A. General

1. Upon the threat and/or occurrence of a regional incident, the R-ESF 6 Mass Care may be activated.
2. Private relief organizations shall direct requests for mass care assistance to the American Red Cross relief operation, which shall forward such requests to the RESF 5 in the CREPC Regional Coordination Center (RCC).
3. The RESF 5 shall review such requests. If the request is consistent with state response priorities, or should otherwise be accorded a high priority, RESF 5 shall attempt to coordinate the provision of the requested mass care assistance through available regional agencies.
4. If assistance is not available through assets of regional agencies, then the RESF 5 in conjunction with the American Red Cross shall consider a request for state mass care assistance. The RESF 5 Chairperson will then request assistance from State Emergency Operations Center.
5. Support agencies will coordinate and execute their responsibilities as outlined under the RESP.
6. RESF 6 will establish the ability to collect, analyze, synthesize, and disseminate information concerning mass care.

B. American Red Cross Concept of Operations

1. The American Red Cross and Shelter Operation

   Since 1905, the ARC has been chartered by Congress to respond to all disasters and be the lead agency for mass care needs in times of catastrophe. While local jurisdictions across the country are responsible for the public health and mass care needs of their residents, the ARC acts as a partner during times of crisis to assist municipalities in meeting their mass care needs. After more than a century of providing disaster services, the ARC has developed a substantial amount of experience, resources, and capacity to provide disaster services. The American Red Cross is also a federal signatory of the National Response Plan and the lead agency for Mass Care, Housing & Human Services, and RESF-6.

2. American Red Cross Organization

   At the local level, ARC services are provided by an ARC Chapter. The size and capability of a local chapter can vary, depending on local circumstances. The ARC has organized regional Chapters throughout the country that oversees local chapters in their region. ARC regions may include multiple states. If a region is experiencing demands beyond its capacity, the ARC region can request assistance from other regions through the ARC national office.

3. The ARC in Connecticut

   The ARC in Connecticut has developed a State Relations Disaster Liaison Team in order to ensure a smooth integration of disaster services with local and state emergency management operations. The ARC has identified liaisons at both the state and regional level, based on the DEMHS regional model.

   A map defining the ARC Chapters in Connecticut is included as an attachment to this appendix and can also be found at www.ctredcross.org.

4. ARC Shelter Operations

a. Routine Local Incidents

The ARC in Connecticut responds to hundreds of disaster assistance requests each year. In most cases, these requests are handled efficiently at the local level. Most commonly, accommodations are required for a limited number of people (one or two families) after a house fire, localized flooding, or other limited scope incidents. In these situations, the ARC frequently will provide temporary accommodations and financial assistance for emergency needs such as clothing or food.

In cases where a larger number of people are affected, the ARC may temporarily establish a shelter in a municipal or other facility in order to gather information and arrange for more long-term accommodations. Again, most often this is a short-term (hours) operation during which the ARC will make arrangements based on existing MOUs with hotel and food providers.

b. Larger Scale Incidents and Municipal Shelters

In some situations, the actual or threatened scope of an incident is large enough that shelter and mass care programs can quickly require more aggressive management than that previously described.

Typically, as large-scope incidents evolve, municipalities will open "municipal" shelters for their residents.

For example, as a hurricane approaches, a municipality might anticipate widespread power outages and flooding in their town. The CEO may elect to open a local shelter (community center, school, etc.) for residents of the town. In many cases, the municipal shelter will be "staffed" by the public works department or local emergency management officials. Most often, a few residents will come to the shelter to weather the storm, and return to their homes after a few hours.

If damage is significant, the shelter may remain in operation for hours to days, but primarily serve as a place of temporary services and information while providing some refuge and sleeping quarters rather than a primary place of residence. In other words, residents of the town may be temporarily displaced to a shelter, stop by the shelter periodically throughout the day to get information on the status of repairs, to get a meal, or to take a shower. Under these circumstances, the local jurisdiction may be capable of maintaining shelter operations without outside agency assistance. If, however, residents require a more robust shelter (multiple families require a primary residence for an extended duration), the municipality may decide to request ARC assistance. At this point the municipal shelter may become a "Red Cross" shelter.

5. Types of Red Cross Shelters

Shelter operations are provided by a complex blend of personnel, resources, and facilities. As such, there can often be a blurry distinction between what constitutes a "Red Cross Shelter" from a "Independent Shelter." Red Cross chapters provide a variety of services, resources, and expertise before, during, and after a disaster. Exactly what form a shelter takes is entirely dependent on the resources utilized during an event.

a. Red Cross Surveyed Shelters

During the process of disaster planning, municipal and/or Red Cross planners may conduct an assessment of possible shelter facilities. Upon request, Red Cross staff may survey possible shelter sites to evaluate the site's potential to be an effective shelter. The ARC has developed a "Shelter Facility Survey" to guide this process (see attachments). The ARC survey prompts evaluation of site accessibility, gives capacity guidelines, assesses utilities available, and addresses lavatory and food service capacity, as well as other important considerations.

It is important to note, however, that a shelter identified as "Red Cross Surveyed" does not mean the shelter will be operated by the Red Cross. For instance, a municipality may request that a site be surveyed by the ARC for appropriateness prior to a disaster. During a disaster, a shelter may be opened at that site but staffed and managed by the municipality or another private organization. Therefore, the shelter would not be a "Red Cross" shelter, but may be "Red Cross Surveyed."

b. Red Cross Collaborative Shelters

In many cases, shelters may be operated with some level of ARC assistance while not being "managed" by the Red Cross. In these cases, the shelters are managed by municipalities (typically) or other organizations in collaboration with the ARC. For instance, a municipality may open a shelter which it intends to run as a municipal asset.

However, the municipality may request ARC assistance in the initial start-up of the shelter. The ARC may send a shelter expert to the municipality to assist with set-up, floor plan, registration process, or other aspects of the shelter operation. Once functioning, the municipality continues the operation, and the ARC expert returns to the chapter to provide other needed functions. Under the Incident Command System, ARC may become part of the Operations Section of the shelter, as well as the Planning Section.

Another example would be a situation where a municipal shelter is operated by the local jurisdiction, but receives supplies (cots, shelter kits, etc.) from the ARC. The ARC is a fundamental part of the shelter's success, but the municipality retains operational control and responsibility for the shelter.

c. Community Partner Shelters

The ARC is continuously seeking partner organizations that are willing to provide shelters as a service to their communities, but are not specifically "Red Cross" shelters. The net effect is an overall increase in local (or regional) shelter capacity while mitigating demands on Red Cross resources during a disaster.

For example, if a local church has a strong commitment to community service, they might decide to provide a shelter during disasters. The ARC could survey their facility, train the members in shelter management, and provide guidance regarding staffing patterns, equipment storage, and other logistics. During a disaster, the church group is now able to establish and run a shelter, without real-time support or involvement of the ARC.

As a result of all of these possible scenarios, it is difficult to describe exactly what form a shelter will take, or who is responsible for what aspect of a shelter's

operation. It is most likely that shelters operating in support of a particular incident will be a hybrid of ARC, municipal, and/or private resources.

In theory, shelter operations are supported by the agency administering the shelter. In other words, if a municipal shelter requires bottled water, the shelter should request water from the municipal EOC, and the EOC should provide the water. An ARC shelter with a similar request would channel that request to its local ARC chapter, who in turn would provide the water. In the same way, a private shelter would make requests to their parent organization. In reality, shelters are supported by multiple organizations.

During limited scope disasters, requests for assistance are addressed by both the municipality and the ARC in collaboration with one another. More widespread disasters will likely require pooling of resources and regional allocation to ensure that the needs of all shelters are met. In this scenario, the RESF-6 team plays a vital role by providing a central location where municipal, private, and ARC representatives can organize shelter support.

d. Regional Sheltering

By ARC policy, Red Cross shelters do not restrict access to shelters by residence status. Conversely, shelters operated by municipal authorities can exercise the right to restrict access to local residents only. Therefore, any ARC shelter could be viewed as a "regional" shelter. Whereas most disasters are of limited scope, the distinction between local and regional shelters is seldom of concern.

During a catastrophic regional event, however, this distinction may have more relevance. During the initial stages of a catastrophic event, it is likely that each municipality will open shelters under local municipal control. As the population seeking shelter increases, or the duration of sheltering activities continues into days or weeks, it is also likely that many of these municipalities will request ARC assistance.

It is reasonable to expect that the CT ARC will not have the resources to staff and equip shelters in every municipality in the region. More so, from a logistical perspective, it is more reasonable to create a large regional shelter than to maintain supply and staffing resources for multiple local shelters.

In the event of a wide-spread disaster where multiple jurisdictions are requesting ARC assistance for sheltering, the ARC may elect to consolidate multiple municipal shelters into regional shelters. Local jurisdictions may continue to operate local shelters, but may do so at the risk of not having ARC support.

The RESF-6 Mass Care team should be prepared to assist the ARC with the logistical support required to operate large regional public shelters. Additionally, the CT-ARC should be aware of municipal shelters that will continue operations locally, and anticipate increased support requests from these shelters if the ARC is consolidating its resources in support of regional shelters.

6. Disaster Welfare Information

The ARC facilitates welfare information flow during disasters. ARC's Welfare Information Center processes requests for information during an event. During the summer of 2005, the ARC fundamentally changed the design of its welfare information system from an "outside – inside" approach to an "inside –outside" approach. Functionally, this means that the ARC promotes the flow of welfare information from those affected by the disaster to those not affected.

The ARC focuses its welfare information efforts on making communication available to evacuees and other disaster victims, so that they may contact concerned relatives outside of the affected area. This process is coordinated through available telecommunications equipment, such as telephone and internet communications. As such, ARC encourages local shelter planners to emphasize the availability of these resources when choosing shelter locations.

The local Red Cross Chapter will handle "outside-in" requests, but only cases that involve medical or mental health emergencies. Examples of welfare information requests that would qualify for routing through the welfare information center include requests about the welfare of individuals who are:

- Insulin dependent diabetic
- Oxygen dependent
- On dialysis
- Blind or seeing impaired
- Recent heart attack or stroke victims
- In a wheelchair
- Broken leg / foot / ankle
- Bed ridden / paralyzed

Upon entering a Red Cross shelter, individuals must register with the shelter reception staff. Residents complete a "Shelter Registration Form" (attached) which is kept on file at the shelter office. Shelter population data is routinely reported to the supervising ARC Chapter, which in turn supplies population data to the ARC regional office. The State Relations Disaster Liaison Team provides shelter data, upon request, to the SEOC and Regional Office.

Many municipal shelters utilize a similar system of shelter information management, with population data being shared with the local EOC, who in turn furnishes appropriate information to the Regional Office. Local shelter operation protocols are available in their respective LEOP.

B. Notification

Upon notification by any jurisdiction or proper authority of a potential or actual regional emergency, RESF 2 Communications will provide a communication platform to support the coordinated response of the participating agencies. RESF 5 Emergency Management provides for the multi-directional flow of communications. Communications will be made in cooperation with RESF 2 Communications and the DEMHS Regional Office.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific resources (for example, 25 medical transport units, 40 additional police officers, 10 engine

companies, etc.) or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact numbers.
- After gathering sufficient incident information, the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.
- The chair and co-chairs of RESF 6 Food Service will call the ESF 5 Duty Officer for instructions.
- The Duty Officer for RESF 5 will determine, based on the request and situation, the need to establish a Regional Coordination Center (RCC).
- The chair of RESF 6 shall be responsible for calling/notifying additional members of the emergency support function.

C. Coordination

Initial Actions
RESF 6 Mass Care will be activated through the RESF 5 Emergency Management at the RCC, or through the DEMHS Regional Office.

Mobilization of ARC resources and personnel will follow their standard operating procedures.

Additional actions may include:
- Performing an assessment of the current shelter operations within the region, including but not limited to:
  - Number and capacity of ARC shelters in operation or being placed into operation
  - Number and capacity of municipal shelters in operation or being placed into operation
- Assess the status availability and contact with organizations that may be able to assist with shelter operations.
- Identify predicted needs of the regional shelter operations. Some considerations include:
  - Length shelter operations are expected to continue
  - Extent of infrastructure damage as it relates to supporting shelter activities
  - Availability of local, regional, state and federal resources to support shelter operations
  - Predicted changes in population shelter needs over the next hours/days

Continuing Actions
RESF 6 activities will last as long as necessary. Additional mass care activities may be initiated dealing with the support of first responders.

Regional status assessments should be performed at regular intervals based on the incident management operational period schedule. Regional status assessments should include the following:
- Current number of shelters in operation
- Agencies operating shelters within the region
- Pending requests for assistance
- Animal shelters in operation
- Populations sheltered in place

- Agencies providing assistance to shelter operations and the nature of their support.
- Up to date DWI summaries

Stand Down
RESF 6 will scale down its operation as conditions warrant. The demobilization process will follow ICS accepted practices.

After Action Critique
CREPC, in conjunction with the DEMHS Regional Office, will coordinate the after action critique effort to include all agencies and supporting RESF's.

V. EXECUTION FOR EMERGENCY SUPPORT FUNCTION 6

A. RESF 6 Responsibilities

RESF 6 Mass Care services regional partners participating in a regional response and will, to the best of their ability, contribute information to RICS as required by the incident and the RESP policy.

B. Essential Elements of Information (EEI)

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the signatory agencies during emergency situations. RESF 5 Emergency Management is responsible for exchange, analysis, reporting and dissemination of regional information.

2. RESF 6 Mass Care is responsible for providing essential elements of information (EEI) on their functional activities through RICS to RESF 5 for RCC operations:

- Jurisdictions involved
- Shelters
  - Number and capacity of ARC shelters in operation
  - Number and capacity of municipal shelters in operation
- Identification of populations within the region who are sheltering in place
- Soup Kitchens
- Mobile Canteens
- Food Supply
- Availability of local, regional, state and federal resources to support shelter operations
- Mass Care issues concerning schools, children, family assistance centers, family reunification centers, and foster care
- Status of their communications systems
- Status of key personnel at ARC
- Resource and logistical issues
- Status of operating facilities
- Status of the emergency response shelter teams
- Status of Responding Canteen Units
- Logistical problems
- Public Health Inspection needs

Mitigation phase
During the mitigation-phase all RESF 6 personnel and supporting agencies will accomplish the following:

- Train on RESP activation and implementation.
- Train on NIMS/ICS protocols.

- Train on the RCC setup and coordination function of RESF 5
- Establish and train emergency shelter response teams.
- Pre-planning focused on sheltering needs for identified functional needs populations
- When available, storage and maintenance of regional sheltering supplies
- Public education regarding emergency preparedness and personal actions in the event of a sheltering emergency.

Emergency phase
During the emergency phase, RESF 6 Mass Care will establish/supervise efforts to provide sheltering, feeding, disaster welfare information, and bulk distribution of emergency relief supplies.

- Pre-staging of sheltering supplies and staff
- Preparation of shelter facilities
- Establishment of communication with shelters and supporting agencies
- Monitoring of regional conditions that may impact the ability or need to perform shelter operations
- Establish protocol for flow of DWI with shelters

Recovery phase
During the recovery phase, RESF 6 will continue to perform mission essential functions initiated during the emergency phase. Additionally, support activities for first responders may begin during this phase.

VI. ADMINISTRATIVE INFORMATION FOR EMERGENCY SUPPORT FUNCTION 6

Plain language text will be used in all regional communications. Administrative information and supplemental data for RESF 6 operations is contained in the following policies and/or documents:

- RICS will be administered by and through CCSU (police department).
- Internal ARC policies and procedures will be followed.
- Local officials shall make appropriate facilities available for mass care operations.
- Local officials shall notify utility company liaisons of mass care facilities without emergency power that should be prioritized for power restoration.
- The American Red Cross will work with other agencies to coordinate the resources necessary to respond to the mass care needs of the community, including CREPC.
- Requests for assistance will be coordinated through the American Red Cross.
- The American Red Cross and the Salvation Army will coordinate to increase all resources with the help of their National Organization within 72 hours.
- Whenever possible, shelters will be set up in facilities already designated within the Capitol Region Planning Committee area.
- The Salvation Army has facilities available for shelter. Use of shelters will be coordinated through the RCC.
- The lead support agency will work with all voluntary agencies to coordinate needed manpower for a regional response. It is important to note that the number of volunteers consistently fluctuates in all voluntary agencies. Therefore there is an increased need for coordination between agencies.

- The Salvation Army and the American Red Cross both have agreement with merchants within the local community. They will be utilizing these agreements for initial response. Second Harvest and CREPC will also help to coordinate food needs as necessary.
- The ARC has 3 national and 4 local mass care vehicles located in the state to be used for response. They have several others available within a two-hour time period.
- The Salvation Army has six canteen trucks located in the CT/RI region. The availability of vehicles for both agencies is dependent on the extent of disasters.
- Capitol Region Emergency Response Team Program Guidance Manual.
- Humanitarian Charter and minimum standards in disaster response. Geneva: The Sphere Project 2004 www.sphereproject.org/handbook/index.htm
- Field Operations guide for disaster assessment and response. Washington, D.C: Office of Foreign Disaster Assistance, 1994 www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/resources/pdf/fog_v3
- Presidential Policy Directive 8: National Preparedness Goal
- State of Connecticut Natural Disaster Plan
- State of Connecticut Radiological Emergency Plan
- The 15 National Planning Scenarios
- Universal Task List
- Target Capabilities List (Version 2.0)

Regional Emergency Support Function #7
Logistics Management and Resource Support

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PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC) of the Capitol Region Council of Governments
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Resource Support Organizations
- U. S. Department of Transportation
- Department of Homeland Security
  - Federal Emergency Management Agency
- Department of Defense
- General Services Administration

Connecticut State Resource Support Organizations
- Connecticut Department of Emergency Services and Public Protection
  - Division of Emergency Management and Homeland Security
- Connecticut Department of the Military
- Connecticut Department of Transportation
  - CT Transit
- Connecticut Department of Energy and Environmental Protection
- Connecticut Department of Public Health
- Bradley International Airport

Local and Private Sector Organizations
- All local governmental jurisdictions
- All local volunteer support organizations
- Capitol Region Medical Reserve Corps
- Commercial Bus Services
- Railroad Companies
- Trucking and Hauling Associations
- Salvation Army (Southern New England Division – CT and RI)
- United States Postal Service

I. INTRODUCTION

A. Purpose

The purpose of RESF 7 – Logistics Management & Resource Support is to facilitate communication and coordination through the collection, processing, and dissemination of information among regional jurisdictions, agencies and organizations concerning emergency resource support, and logistics management issues and activities during any major disaster in Region 3.

Coordination among DEMHS Regions, regional jurisdictions, local municipalities, and agencies concerning emergency resource & logistics management issues, particularly regarding transportation and sheltering resources, and activities during a major disaster in the Capitol Region is critical to a successful execution of a large-scale evacuation of people within the DEMHS Region 3, though out the State and/or to states contiguous with Connecticut.

B. Scope

RESF 7 is designed to provide a framework for incidents that require inter-jurisdictional coordination and information sharing regarding resources during large-scale events and specifically Evacuation and Sheltering in a major emergency.

II. POLICIES

1. RESF 7 Resource Support will not usurp or override the policies of any Federal agency, state government, or local government or jurisdiction.
2. The National Incident Management System (NIMS) and the Incident Command System (ICS) will be the organizational structure used during a response.
3. CREPC, in coordination with the DEMHS Regional Coordinator, will facilitate coordination among member organizations to ensure that RESF 7 procedures are appropriately followed and are in concert with the stated missions and objectives of the RESP.
4. Essential information will be conveyed through the Regional Integrated Communication System (RICS), and the DEMHS Regional Office, as required by the incident and in accordance with existing ICS protocols. RICS is available at 860-832-3477 twenty-four hours a day.

III SITUATION

A. Regional Emergency Condition

1. A Statewide or regional emergency may adversely impact the availability of resources throughout the region, especially transportation resources including bus transportation, ambulances, wheel chair vans and passenger rail.
2. A major disaster, or incident of sufficient magnitude, has occurred in the region which requires the mobilization of multiple resources from multiple jurisdictions, organizations, or regions.
3. A major disaster/incident requiring a large-scale evacuation and sheltering of the population has occurred or is likely to occur in the region or somewhere in the State. The situation requires warning and notification to the public, the mobilization of resources (including transportation), implementation of traffic control and the

opening, staffing and stocking of shelters. Resource elements are being deployed in accordance with the regional and/or statewide disaster plan.

4. A significant segment of the population, particularly in large urban areas, is public transportation-dependent. Transportation resources will need to be provided and coordinated for the safe and expeditious evacuation of this population.
5. A significant portion of the affected population will require specialized evacuation transportation, shelters that are wheelchair accessible and/or capable of accommodating service animals, English or sign-language translators, culture-specific dietary needs and other important considerations when planning for evacuation and sheltering. Henceforth, this Plan will refer to such persons as populations with functional needs.

B. Planning Assumptions

1. Planning partners will include public and private organizations. Sharing information on a regional basis will benefit all communities during an emergency.
2. A local civil preparedness emergency shall be declared by the CEO of the affected jurisdiction before inter-jurisdictional, regional, or statewide assistance may be provided or before any federal reimbursement or public assistance may be secured.
3. For the State of Connecticut through DEMHS, the primary relationships of the Regional Offices are always with the Chief Executive Officers (CEOs) and Emergency Management Directors (EMDs) of all political subdivisions within their respective DEMHS Regions.
4. CREPC, in conjunction with the DEMHS Region 3 Office, will provide a platform for regional planning and response of local, regional, tribal and state resources. The DEMHS Regional Office will promote inter-jurisdictional cooperation and coordination while preserving existing unique characteristics, operating procedures and inter-jurisdictional agreements of municipalities and tribal nations. The DEMHS Regional Office will not assume any command and control activities that are vested in and recognized as the responsibility of the jurisdiction(s) where the emergency event or incident is occurring.
5. CREPC will not assume any command and control activities.
6. The RESP will promote inter-jurisdictional cooperation and coordination while preserving the unique characteristics and operating procedures of each member municipality.
7. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.
8. CREPC, in conjunction with the DEMHS Region 3 Office will coordinate regional resources as necessary when requested by authorized local authorities and/or as is appropriate due to the nature and severity of the incident(s). Current and longstanding mutual aid agreements between cities and towns will first be utilized.

9. Under Public Act No. 07-56, mutual aid can be sought by one town from any other town in the state, regardless of whether the towns have a written mutual aid agreement. Effective October 1, 2007, each political subdivision within the state shall automatically be a participating member of the compact.

    a. In the event of a serious disaster affecting any political subdivision, the CEO of that political subdivision may declare a local civil preparedness emergency and shall notify the DEMHS Commissioner through the DEMHS Regional Office of such declaration not later than 24 hours after such declaration.

b. Such declaration shall activate the emergency operations plan for that jurisdiction (as established under subsection (a) of section 38-7 of the general statutes, authorizing the request or furnishing of aid and assistance.

c. Any request for assistance made by the municipal CEO who has declared a local civil preparedness emergency shall be made to the CEO of any other participating compact members. Requests may be oral or in writing and shall be reported to the DESPP Deputy Commissioner for DEMHS, via the DEMHS Regional Office, not later than 24 hours after the request. Oral requests shall be reduced to writing not later than 48 hours after the request.

d. The obligation of a participating political subdivision to provide assistance is subject to:

   i. An official declaration of local civil preparedness emergency by the affected political subdivision;

   ii. The need to provide reasonable resources to protect its own jurisdiction before providing resources to the requesting entity;

   iii. Recognizing that the personnel of a responding jurisdiction, while continuing under the command and control of their jurisdiction (including emergency medical treatment, standard operating and other protocols), shall be under the *operational* control of the officials within the incident management system of the receiving jurisdiction.

10. Under 28-7(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 DESPP Commissioner or designee may authorize the temporary use of such civil preparedness forces, including civil preparedness auxiliary police and firemen, as he deems necessary. Personnel of such civil preparedness forces shall be so employed only with their consent."

11. If the Regional Emergency Support Plan (RESP) is activated, the Governor may declare a civil preparedness emergency under Connecticut General Statutes Title 28. The Governor may also declare a public health emergency under the Public Health Emergency Response Act, Conn. Gen. Stat. §19a-131a.

12. If the Governor declares that a state of emergency exists in Connecticut, the Governor may take direct *operational* control of any or all parts of the civil preparedness forces or functions in the state (Conn. Gen. Stat. §28-9). At this point, all local assets become state assets.

    a. Command and control is also vested in and recognized as the responsibility of the jurisdiction(s) where the incident or event is occurring: the Incident Commander remains in charge of the incident.

    b. When the incident increases to the establishment of an Area Command, the local jurisdiction is still in charge of the incident unless command is transferred properly to another authority.

    c. Directing additional (civil preparedness) resources may be initiated, ordered and controlled by the Governor to send help, but the incident is still controlled locally by the parameters within the National Incident Management System and the Incident Command System (ICS).

d. Coordinating information and resources among affected jurisdictions within the region, and maintaining communication with the State EOC on resource needs and activities, remains a primary function of the DEMHS Regional Office.

13. Local resources have been depleted. Capabilities and resources differ across the jurisdictions.
14. Jurisdictions have different contracting capabilities.
15. Resource sharing and taking advantage of CRCOG's cooperative purchasing programs, provides the ability to leverage capabilities and pricing across the region.
16. Infrastructure damage and communications disruptions will inhibit efficient coordination of resource support during the immediate response and post-disaster period.
17. The availability of personnel with language skills will be critical.
18. A wide range of incidents may occur which will have varying degrees of impact on the regional resource support system.

IV. CONCEPT OF COORDINATION

A. General

1. Upon the threat or occurrence of a regional incident, the RESF 7 will be notified.
2. Resource and information details will be determined by the Logistics Management & Resource Support, RESF-7 in consultation with the DEMHS Regional Office.
3. Local municipalities will coordinate and execute their respective authority and program responsibilities during the regional emergency.
4. Each jurisdiction/agency will implement its emergency contracting and procurement activities as necessary.
5. Support agencies will coordinate and execute their responsibilities as outlined under the RESP.
6. RESF 7 Resource Support will establish the ability to collect, analyze, synthesize, and disseminate information concerning regional resource related issues, in conjunction with RICS.
7. Requests for information regarding transportation issues will be directed to RICS or directly to RESF 5 Emergency Management at the Regional Coordination Center (RCC).

B. Notification

Upon notification by any jurisdiction of a potential or actual regional emergency, RESF-2 Communications will provide a communication platform (or system) to support the coordinated response of the participating agencies. Communications will be made in cooperation with RESF 2 Communications and the DEMHS Regional Office.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific resources (for example, 25 medical transport units, 40 additional police officers, 10 engine companies, etc.) or the activation of the RESP where the RCC will anticipate resource needs without a specific request.

- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact numbers.
- After gathering sufficient incident information, the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.
- The chair of RESF 7 Resource Support will call the ESF 5 Duty Officer and receive instructions.
- The Duty Officer RESF 5 will determine, based on the request and situation, the need to establish a Regional Coordination Center (RCC).
- The chair of RESF 7 shall be responsible for calling/notifying additional members of the emergency support function.

C. Coordination

Initial Actions

1. Coordinate with jurisdictions, agencies, organizations, or other RESFs regarding the regional emergency gathering essential information critical to the request and coordination of resources and logistics management needs.
2. Depending upon the type, severity and duration of the regional emergency, the Plan's resource inventory may be activated to deploy resources appropriate for the emergency.
3. Depending upon the type, severity, and duration of the regional emergency, the Plan's resource inventory may be activated to deploy resources appropriate for the evacuation and shelter needs of the affected population, including persons with functional needs. Resources include but are not limited to:
   - Transportation vehicles (including those for functional needs populations), routes, traffic and crowd control managers
   - Shelter sites, staff and provisions within and external to the region
   - Health and Medical services
   - Communications
   - Donations
   - Volunteers
   - Evacuee support services
   - Resources available from the State and/or neighboring states should shortfalls occur
4. Activate regional emergency communications protocols with impacted municipalities and the SEOC, through the DEMHS Regional Coordinator, to assure unobstructed channels and participation of pivotal off-site contact personnel.
5. Activate and maintain the resource management function, as well as designate the core cadre of the RESF-7 Team performing it. Additional facilities and teams may be designated at this point, e.g., donations receiving areas, checkpoints and warehouses, coordination with volunteer agencies, etc.
6. This Team may be further divided into Needs, Supply and Distribution Teams, depending upon the nature and extent of the emergency. Figure 1 follows this process and should be regarded as a fluid representation of all components seamlessly interacting with one another while acknowledging that one decision-maker will be managing the process:

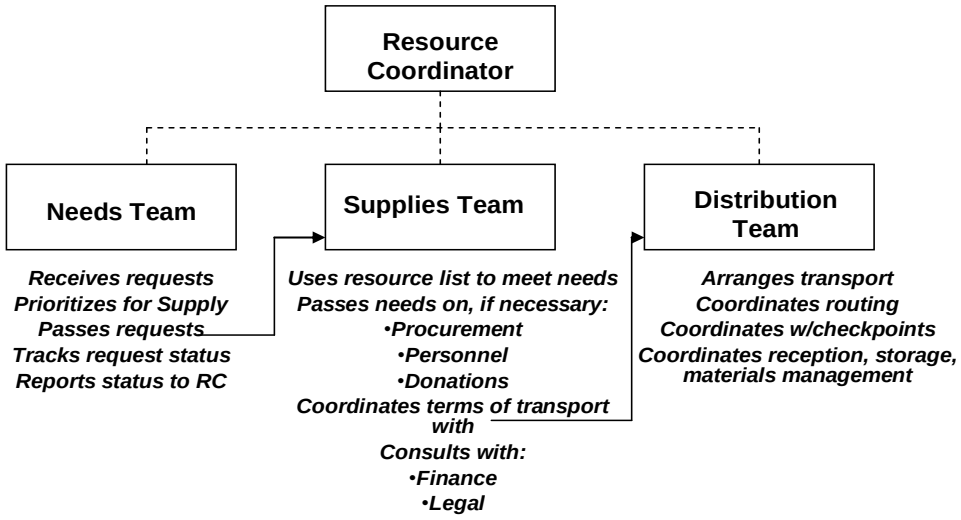

Fig. 1

7. Activate the Point of Distribution (POD) plan for DEMHS Region 3 (as specified in *Attachment A* to this RESF) to prepare for the distribution of needed commodities from storage to staging to destination. Planning factors to consider include but are not limited to:
    - Shelter requirements, generally 3 pallets water, 1 pallet ice, I pallet Meals Ready to Eat (MRE) per 500-person facility.
    - Commodity-specific allocations:
        - Ice: 8 lbs (1 bag) / person / day (for medical purposes only)
        - Water: 3 liters or 1 gal / person
        - MREs: 2 MREs / person / day
        - Tarps: 1 20' x 25'
    - Distribution point planning assumptions:
        - Victims will drive through a distribution point and be served without leaving vehicle
    - Each car represents average family of 3
    - Each vehicle passing through point will receiving 2-3 bags of ice, 1 case water, 6 MREs, 1 tarp
    - Distribution points will be open to the public 12 hours per day
    - Resupply of distribution points will occur at night
    - One distribution point with one lane of traffic and 3 loading points can service 140 cars/hour. Assuming the 12-hour day, about 1,680 vehicles or 1,680 x 3 = 5,000 persons can be served.
    - Establish resource allocation priorities, including, but not limited to:
    - sustainability of response agencies during the first 24 hours of the emergency

8. Establish resource allocation priorities, including, but not limited to:
    - sustainability of response agencies during the first 24 hours of the emergency identification and availability of resources for extended duration of the emergency.
    - supplier of last resort, i.e., local service agencies in impact area should exhaust their own and mutual aid resources before drawing upon the regional resource management function
    - Distribution of goods and services

9. Information sharing
    - Coordinate with other RESF's to share information regarding the regional emergency.
    - Provide periodic situation reports of the affected jurisdictions/agency to RICS (or directly to RESF 5).

Continuing Actions

1. Regional resource support will depend on the severity and duration of the regional emergency. The RESF 7 Team will provide an ongoing needs assessment, as well as regular resource availability, tracking and status updates to the RCC, RESF 5, DEMHS Region Coordinator and other appropriate agencies by way of regional emergency communications protocols. Such activities will include, but not be limited to:
    - Notification of suppliers: availability should be validated and key items reserved
    - Checking requests against known supplies
    - Deploying supplies, including transportation, donations, warehousing
    - Notifying and activating distribution team
    - Notifying requesters of supply deployment
    - Maintaining financial and legal accountability

2. CREPC, in coordination with the DEMHS Regional Coordinator, will assure ongoing traffic control to assure priority of evacuee transport, as well as rapid dispatch of needed resources from staging areas and resource suppliers to shelters and other destinations.

Stand Down

Once the crisis subsides and needs have largely been met, the DEMHS Regional Coordinator in coordination with the CREPC RCC will direct the RESF-7 Team to address the following areas:

1. Deactivation of all facilities and staff as soon as feasible, with all reports / documentation filed.
2. Disposal of excess stocks:
    - Loaned equipment must be returned to owners

- Surplus property managed via SOPS
- Warehouse space may be needed for excess donations; donations coordination would then be deployed to find takers
- Financial settlement with private property owners, vendors and public inter-jurisdictional entities
- Acknowledgements out to suppliers and donors, public officials, etc.

The demobilization process will follow ICS accepted practices

After Action Critique

CREPC, in conjunction with the DEMHS Regional Office, will coordinate the after action critique effort to include all transportation agencies and supporting RESF's.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 7

A. RESF 7 Participating and Supporting Agencies

All resource support agencies participating in a regional response will, to the best of their ability, contribute information to RICS as required by the incident and the RESP.

B. Essential Elements of Information (EEI)

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the agencies during emergency situations. RESF 5 Emergency Management is responsible for exchange, analysis, reporting and dissemination of regional information. The RESF 5 annex contains detailed information about the process of information exchange and describes the essential elements of information (EEI), which have been determined as the minimum information to satisfy coordination needs between the R-ESF's and with RICS.

2. In the event of a regional emergency, local, state, and regional transportation agencies will be able to exchange information, including, but not limited to:
    - Jurisdictions involved
    - Status of transportation systems
    - Overall priorities of response
    - Status of communication systems
    - Ongoing status of Needs, Supply and Distribution Teams
    - Short-term and medium-term recovery plans
    - Status of resources, personnel, equipment, and facilities
    - Other RESF's potentially impacted
    - Logistical problems
    - Liability issues and concerns
    - Recommendations for emergency ingress/egress for responders
    - Resource availability
    - Overall priorities for response
    - Status of upcoming events and requirements
    - Status of the RESF 18 Donations Management program

C. Functions Before and During a Regional Emergency

Mitigation phase
During the mitigation phase all resource support agencies will accomplish the following:

- Train on RESP activation and implementation.
- Ongoing assessment and refinement of this Plan as needed.
- Maintenance and updated inventory of regional mass evacuation, sheltering, emergency relief and personnel resources
- Monitoring of evolving regional changes that will be impacted by a critical incident requiring evacuation and/or shelter, for example:
  - An increase in aging and/or access and functional needs populations requiring more care than can be accommodated by American Red Cross-approved shelters or, indeed, by standard public transportation vehicles
  - Decertification of formerly approved shelters due to violations, changes in ownership or management; identification of shelter sites deemed unusable during hurricanes and/or flood emergencies, etc.
  - Demographic shifts in ethnicity resulting I more multi-lingual, culturally-specific needs of populations to be evacuated and/or sheltered.

Preparedness Phase
During the preparedness phase, CREPC, the DEMHS Regional Coordinator and the RESF-7 Team will execute activities that will include, but not be limited to:

- Training on implementation of resource management that will be critical to an incident requiring the activation of the Regional Evacuation and Sheltering Guide
- Train on NIMS/ICS protocols.
- Participate, as determined, in disaster exercise drills.
- Regional equipment needs will be determined and requested.
- Participation in and/or coordination of the resource & logistics management component on a regional evacuation and shelter drill.
- Train on the RCC setup and coordination function of RESF 5 Emergency
- Management and the communication functions of RESF 2

Emergency phase
During the emergency phase, RESF 7 will be utilized to capacity as needed to stabilize the resource shortfalls. RESF 7 resources shall be utilized in any function, which will speed the recovery from the emergency.

The RESF 7 Team will be working closely with RESF-1, 5 and 6 to coordinate acquisition and efficient deployment of needed transportation, sheltering, feeding, disaster welfare information and bulk distribution of emergency relief supplies.

The following activities might be designated to be executed as follows by the RCC in coordination with the DEMHS Regional Office; these are action highlights and by no means all-inclusive:

Resource Coordinator

- Coordinates with the Emergency Management: RESF-5 Team regarding needs and priorities for meeting needs
- Directs the activities of the Needs, Supply and Distribution teams
- Determines the needs for and directs activation of facilities necessary for the coordinated reception, storage and physical distribution of resources

Needs Team

- Receives requests and reports on status of fulfilling requests
- During multiple scene emergencies, monitors resource demands from Incident Command Logistics Officers and maintains list of all staging area resources, itemized by incident location
- Prioritizes needs for Supply Team, with concurrence of Resource Coordinator

Supply Team

- Deploys previously-identified resources appropriate to the emergency. This can include donation sites, transport vehicles, functional needs resources, personnel (skilled and volunteer), food, blankets and other emergency relief supplies
- Keeps Needs Team informed of action taken on requests
- Keeps Distribution Team informed of expected movement of resources, along with the priority designation for these resources
- Requests transportation from Distribution Team (with concurrence of Resource Coordinator)

Depending upon emergency scope and duration, this team may also designate members to administer:

- Donations
- Procurement specialties (e.g., seeing eye dogs, translators, generators)
- Personnel
- Financial and/or legal issues

Distribution Team

- When multiple scene emergencies occur, establishes liaison with all Incident Command Staging Officers to monitor location, passage and inventory of resources
- Monitors and continuously reports on location, passage and inventory of resources
- Advises Resource Coordinator of potential shortfalls in resources in order to request additional resources from the RCC to avoid actual shortfalls.

Recovery phase
During the recovery phase, RESF 7 will continue to perform any associated emergency functions initiated during the emergency phase. Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, will be performed.

D. Implementation of Evacuation Transportation Support

The primary purpose of the Regional Evacuation and Sheltering Plan RESF-7 Resource Appendix is to provide guidance on how supplemental transportation resources will be obtained and utilized to support regional evacuation. This applies to bus transportation, ambulances, wheelchair vans and other available transportation. The sequence of access to transportation resources follows:

1. Municipal Transportation Responsibilities
    - Use of Local Resources. Every municipality has the primary responsibility for executing local evacuation and providing transportation resources to Functional needs Residents and public transportation-dependent residents through local sources utilizing existing agreements with transportation providers or transportation resources under local control. This would include school buses or other available forms of transportation. Municipalities should have written agreements with transportation providers to cover requirements in evacuation scenarios.
    - Use of Pre-existing Mutual aid Agreements. After local transportation agreements are exhausted, municipalities will utilize transportation resources that may be available under existing mutual aid agreements with surrounding towns to the extent possible. (In a large scale regional emergency, transportation mutual aid may not be available; neighboring municipalities may need all available transportation).

2. Coordination at the Regional Level – The RESF-7 Team will coordinate and manage available supplemental transportation resources to Region 3 municipalities as follows:
    - Available Municipal-Controlled Resources. In the event that some municipalities in Region 3 have excess uncommitted transportation resources available, the RESF-7 Team will inform the municipalities that these will be designated "stand-by" and reported as such to the RCC Resource Manager.
    - State Transportation Resources. These are State-controlled resources such as rail transportation, transit buses and other types of transportation available through the SEOC Resource Manager. When the RCC anticipates a shortfall, it will ask the DEMHS Regional Office to obtain the needed resources. The DEMHS Regional Office will then request these resources from the SEOC, who will then deploy them appropriately, advising the Region 3DEMHS Regional Office.
        - Emergency Medical Transportation. This includes ambulances, wheelchair vans and other transportation coordinated by the Department of Public Health (DPH) Office of Emergency Medical Services (OEMS) through the SEOC. The Regional RESF-7 Team will coordinate with the Regional RESF-8 team in making requests to the RCC and allocating these resources to communities as necessary.
        - Private Bus Transportation Resources from Providers that have agreed to support State emergency transportation needs. A large number of private

bus transportation providers have entered into Letters of Agreement with the State to provide available resources and drivers during emergencies. These resources will be either managed through the SEOC Resource Manager or control of the resources located within Regions or may be allocated directly to the Regional RESF-7 Team when emergencies are confined to a particular Region. In either case, requests from Regional municipalities will be coordinated by the DEMHS Regional Office RESF-7 Team.

- Regional Transportation Coordination Procedures. The RESF-7 Team will expeditiously manage and coordinate needs from municipalities with assets available locally or through the SEOC Resource Manager. This function will require close coordination with Local Resource Managers. The following forms will be used for this purpose:
  - *Regional Emergency Transportation Request* (Attachment D).
  - *Transportation Resource Availability Sheet* (Attachment E).

VI. ADMINISTRATIVE INFORMATION FOR RESF-7

Administrative information and supplemental data for RESF-7 operations is contained in the following policies and/or documents:

- SEOC Resource Manager standard operating procedures.
- Jurisdictional EOP Resource Annexes.
- State of Connecticut NIMS Implementation Plan
- National Response Framework
- Agency standard operating procedures.
- RICS will be administered by and through CCSU (police department).
- Jurisdictional emergency procurement procedures.
- "Plain language" text will be used in all regional communications.
- Capitol Region Emergency Response Team Program Guidance Manual.
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenarios
- Universal Task List
- Target Capabilities List (September 2007).

VII ATTACHMENTS (TBD)

A. Region 3 State-Controlled Transit Bus and Passenger Rail Resources

B. DEMHS TSA Bus Resources

C. Regional Emergency Transportation Request Form

D. Regional Transportation Resource Availability

Regional Emergency Support Function #8
Public Health and Medical Services

Participating Organizations		
	Regional Coordinating Organizations	
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	Connecticut Health, Mental Health, and Medical Services Organizations	
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PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC) of the Capitol Region Council of Governments
- Medical Reserve Corps – Region 3
- North Central Connecticut EMS
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Health, Mental Health and Medical Services Organizations
- U. S. Department of Health and Human Services
- National Institutes of Health
- Centers for Disease Control and Prevention
- Food and Drug Administration
- Health Resources and Services Administration (HRSA)
- U.S. Department of Homeland Security
    - Metropolitan Medical Response System (MMRS)
    - FEMA
    - Office of Emergency Preparedness
- U.S. Department of Defense
- U. S. Veterans Administration

Connecticut Health, Mental Health, and Medical Services Organizations
- Connecticut Department of Emergency Services and Public Protection
  Division of Emergency Management and Homeland Security
- Connecticut Department of Mental Health and Addiction Services
- Connecticut Department of Public Health
- UCONN Health Center – John Dempsey Hospital
- Connecticut Military Department
- Connecticut Office of the Chief Medical Examiner

Local and Private Organizations
- Region 3 Local Public Health Departments/Districts
- Acute Care Hospitals – Region 3
- Fire Service providers
- Law Enforcement providers
- Volunteer and Commercial Emergency Medical Service providers
- Connecticut Association of Directors of Health (CADH)
- Hartford Hospital – Center of Excellence
- Capitol Region Metropolitan Medical Response System
- Center for Mental Health-Studies of Emergencies (Rockville, MD)
- National Disaster Medical System (Rockville, MD)
- Community Emergency Response Teams (CERT)
- Long Term Care Facilities – Region 3 (Skill Nursing Facilities)
- CT Association of Not for Profit Providers For Aging (CANPFA)

I. INTRODUCTION

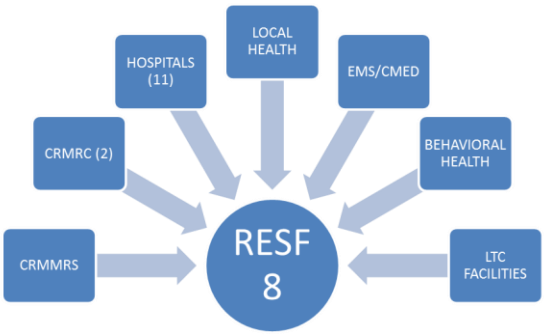
A. Purpose of RESF 8

The purpose of RESF 8 Public Health and Medical Services is to facilitate communication, cooperation, and coordination among local municipalities and supporting agencies concerning regional health and medical services issues and activities in relation to a regional emergency.

B. Scope of Work

RESF 8 Public Health and Medical Services focuses on information regarding disruptions of health and medical services with local impact requiring inter-municipality coordination. RESF 8 is currently composed of seven (7) major elements. These elements are diagramed in Figure 1. The Metropolitan Medical Response System (MMRS) facilitates and enhances planning for regional response to mass care incidents and public health emergencies. Additionally, RESF 8 coordinates the interaction of the North Central Connecticut Medical Emergency Dispatch (CMED) system with components of RESF 8. The Capitol Region Medical Reserve Corps functions under RESF 8 for operational purposes and under RESF 16 Volunteer Management for administrative purposes.

Figure 1.



II. RESF 8 Concept of Coordination

1. RESF 8 Public Health and Medical Services will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction Upon the threat and/or occurrence of a regional public health or medical incident, the RESF 8 will be activated
2. Local municipalities will coordinate and execute their respective health and medical service authority and program responsibilities during the regional emergency
3. Support agencies will coordinate and execute their responsibilities as outlined under the Regional Emergency Support Plan (RESP) RESF 8 will establish and maintain the ability to collect, analyze, synthesize, and disseminate information concerning regional health, behavioral health, and medically related issues, including disease surveillance

4. CREPC, in conjunction with the DEMHS Regional Office and the CT Department of Public Health, facilitates coordination among member organizations to ensure that RESF 8 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Emergency Support Plan (RESP)
5. Essential information is conveyed through the Regional Integrated Coordination System (RICS) as required by the incident; to activate RICS call 860-832-3477 anytime twenty-four hours a day

III. SITUATION

A. Regional Emergency Condition

Any or all of these conditions may be present creating a Regional Emergency Condition:

1. A major disaster/incident has occurred somewhere in the region. The situation requires the mobilization of the Region's hospital, public health, and/or emergency medical resources.
2. The regional health and medical community is experiencing disruptions in the delivery of routine services. Traditional mutual aid resources have been depleted. Resource elements are being deployed in accordance with regional and/or statewide disaster plans.
3. A regional emergency may produce a large concentration of specialized injuries or illness, mass casualties, mass fatalities, or other problems that overwhelm the healthcare community.
4. If aberrancies are noticed by the jurisdictions through their bio-surveillance systems, preventive actions may be undertaken by RESF 8 to reduce the impact on the region.
5. Any or all of these events could cause a Medical Surge, defined as an event that exceeds the management capacity of the local or regional healthcare system.
6. Prolonged incidents of several days or weeks surely will complicate issues related to environmental public health concerns such as: relocation, shelters, food safety, vector control, potable water, and wastewater and solid waste management.

B. Planning Assumptions

1. The National Incident Management System (NIMS) and the Incident Command System (ICS) will be the organizational structure used during a regional response.
2. Planning partners will include public and private organizations. Local and standard mutual aid resources will have been depleted.
3. Command and control is vested in and is recognized as the responsibility of the jurisdiction(s) where the incident or event is occurring. RESF 8 Public Health and Medical Services will not assume any command and control activities.
4. The Regional Emergency Support Plan (RESP) will promote inter-jurisdictional cooperation and coordination while preserving the unique characteristics and operating procedures of each member municipality.
5. RESF 8 will be capable of coordinating the regional response to a mass casualty incident (MCI) of 500 non-ambulatory and 1000 ambulatory patients.
6. Early surveillance by the CT Department of Public Health (DPH), as well as monitoring by the DEMHS Regional Coordinator and RESF 8, will result in shared information that will be quickly communicated to all hospitals in the region when a multiple casualty event has occurred or is anticipated.

7. Regional hospitals can usually manage an influx of 500-600 patients. But many people who arrive at the hospitals may be better served elsewhere.
8. The constraint on adequate hospital expansion to meet a surge of patients is available staffing, not equipment and supplies.
9. Hospitals have agreements or understandings with community clinics and other locations where ambulatory patients can be referred for outpatient care, reassurance and/or education.
10. If the state has declared a public health emergency, one or more hospitals in the region, or a state mobile hospital facility, may be designated to manage only patients "from the event."
11. The Capitol Region MMRS (CRMMRS) maintains a pharmaceutical stockpile that provides chemical antidote protection for regional first responders, and antibiotic protection for up to 10,000 victims.
12. Mass Decontamination guidance and a statewide hazmat mobilization plan have been developed to decontaminate approximately 1,000 persons an hour.
13. Immunization procedures capable of medicating 50,000 citizens in each Mass Dispensing Area (MDA) have been developed.
14. Local Public Health Departments/Districts may be required to enact Quarantine and Isolation restrictions.
15. The region's behavioral health system may become overwhelmed, producing an urgent need for mental health crisis counseling for emergency victims, response personnel, and the general public.
16. Multi-lingual and multi-cultural communications will be critical.
17. Persons with Functional Needs may not have been identified prior to the event, and may not "present themselves" until a disaster or catastrophic event occurs.
18. A large number of medical service providers may be lost in the incident.

IV COMMUNICATIONS

Notification and Activation

Upon notification by any jurisdiction of a potential or actual regional emergency, RESF-2 Communications will provide a communication platform to support the coordinated response of the participating agencies. RESF 5 Emergency Management facilitates the multidirectional flow of communications in cooperation with RESF-2 Communications and the DEMHS Regional Office.

The activation of the Regional Emergency Support Plan (RESP)is accomplished through the following format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific resources (for example, 25 medical transport units, 40 additional police officers, 10 engine companies, etc.), or the authority may simply request the activation of the RESP, allowing the RCC to anticipate resource needs without a specific request.
- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact numbers.
- After gathering sufficient information, the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS.
- The chairperson of each RESF will call the ESF 5 Duty Officer and request instructions.

- The Duty Officer for RESF 5 will determine, based on the request and situation, the need to establish a Regional Coordination Center (RCC).
- The chairperson of RESF 8 shall be responsible for calling/notifying the co-chairs of RESF 8 and any additional members of RESF 8 deemed necessary for the response.

Region 3 RESF 8 Communications Messaging Plan

Communications within RESF 8 and with its external partners follows this format:

1. Message Definitions:

- Regional Notification-only Advisory: No Action Required – This notice *requires no action* on the part of regional partners; it is an informational statement only, sent to notify RESF 8 partners of a local event that may or may not require a regional response. This is a "heads up" message that may not be issued in every incident
- Regional Stand-by Advisory: Action Required - This notice *requires action* on the part of RESF 8 partners. RESF 8 Section Leaders shall increase awareness in the operational posture of their organizations, and shall be prepared to supply resources to support a regional response to an incident
    - Upon receipt of this notice, RESF 8 Section Leaders shall institute an inventory of their available resources, both equipment and personnel, and submit the results to the RESF 8 Duty Officer by e-mail
- Regional Response Preparation Notice: Action Required - This notice *requires action* on the part of RESF 8 partners, in that they need to prepare specific resources, as designated by the RESF 8 Duty Officer or the Regional Coordination Center, for deployment to an incident site
- Regional Response Activation Notice: Action Required - This notice *requires action* on the part of RESF 8 partners, in that the partners will deploy the requested resources to a designated incident site
- Regional Response Stand-down Notice: Action Required – This notice *requires action* on the part of RESF 8 partners, and will specify the steps needed to identify inventory and resources to be prepared for stand-down and recovery

V. INITIAL ACTIONS

Public Health Section– There are seventeen (17) public health agencies in CT Region 3. The Public Health component of RESF 8 functions as the advisory to the local incident commander or to the Regional Coordination Center (RCC) for any event involving a response from the public health or medical community. Local Public Health may play the lead role in responding to any bio-terrorist event or incident involving infectious diseases. Local health directors may provide liaison to the RCC or to the CR-MMRS Medical Advisory Team. Local public health directors serve as lead planners in developing policies and procedures for the prophylaxis and immunization of residents.

Hospitals Section– The eleven (11) acute care hospitals in the region will mobilize staff and implement internal policy and procedures for the reception of large numbers of casualties. The acute care hospitals in Region 3 are: Bristol Hospital; Connecticut Children's Medical Center in Hartford; Hartford Hospital; Hospital of Central CT- (Bradley Memorial) in Southington; Hospital of Central CT-(New Britain General), John Dempsey Hospital in Farmington; Johnson Memorial Hospital in Stafford; Manchester Memorial Hospital; Rockville General Hospital in Vernon; and Saint Francis Hospital and Medical Center in Hartford.

Collectively these facilities provide an average daily census of 1,037 adult patients and 94 pediatric patients for a total of 1,130 patients. The number of staffed beds in the region is 1,864. The difference provides an average daily vacancy of 737 beds. Pharmaceutical stockpiles for both chemical and biological events have been pre-positioned at designated locations. Medical control for first responders, emergency air transportation, patient decontamination, and forward movement of patients will be accomplished as necessary.

Emergency Medical Services and CMED Section – EMS assumes the leadership role in field operations involving mass casualty incidents (MCI) or at any event involving the delivery of emergency medical services or transportation of patients. North Central CT Coordinated Medical Emergency Direction (NCC-CMED) serves as a second echelon radio communication system that manages and coordinates the transport of patients by emergency medical services personnel in Region 3.

Behavioral Health Section – The Behavioral Health component assesses the impact and stress of any given incident and can deploy behavioral health professionals to assist both the victims and the rescuers. Stress analysis will be continuous throughout the length of the incident and may continue for a recommended post-event period.

Metropolitan Medical Response System Section – The Capitol Region Metropolitan Medical Response System (CR-MMRS) program is the cornerstone of medical response preparation in the region. Components of the CR-MMRS include planning, logistics, response structure, training, pharmaceuticals, integration of health services, and forward movement of patients planning including an EMS Mobilization Plan, and mass decontamination and burn casualty protocols. The CR-MMRS has pre-positioned a pharmaceutical stockpile for the protection of first responders and their families. At the direction of ESF 5 Emergency Management, a CR-MMRS Medical Assistance Team (MAT) may be activated for any regional emergency.

Medical Reserve Corps Section – The Capitol Region MRC is the operational component of Capitol Region-MMRS, and is mobilized as necessary in direct support of the Capitol Region Mobile Ambulatory Care Unit (CR-MACU), or when Public Health Points of Dispensing (POD) have been activated, or in support of other regional medical operations. The MRC is composed of a commander, deputy commander, and several sub-elements, each with a team leader. The Middletown MRC is composed of a commander, deputy commander and approximately 60 personnel and can be mobilized in direct mission support of the State of Connecticut Mobile Hospital and Public Health Points of Distribution (POD). The MRC's function operationally under RESF 8, while administration is a function of RESF 16 Volunteer Management.

VI. Continuing Actions

Each component section of RESF 8 shall perform its operational mission, information sharing, monitoring and tracking of developing situations until advised to stand down.

VII. Stand Down

The demobilization process for each of the RESF 8 sections will follow ICS accepted practices as determined by RESF 5.

VIII. After Action Review

CREPC, in coordination with the DEMHS Regional Office, shall develop the RESF 8 after action review to include all health and medical services agencies and supporting RESF's.

IX. Execution of RESF 8

A. RESF 8 Participation by Supporting Agencies

To the best of their ability, regional healthcare partners participating in a regional response will contribute information to RICS or to the RCC as required by the incident and by the terms of the Regional Emergency Support Plan (RESP).

B. Essential Elements of Information

1. One of the primary purposes of the RESP Plan is to facilitate the exchange of information among various responding agencies during emergency situations. RESF 5 Emergency Management is responsible for exchanging, analyzing, reporting and disseminating regional information. RESF 5 protocols contains detailed information about the process of information exchange, and describes the essential elements of information (EEI), the minimum information required to coordinate the response by RESF's, the DEMHS Regional Office, and the RICS.2. In the event of a regional emergency, RESF 8 can exchange accurate and timely information with local, regional and state agencies. Information may include but is not limited to:
    - Jurisdictions involved
    - Status of health and medical service personnel, resources, equipment, supplies and facilities impacted by the incident or the threat of incident
    - Actual impacts on the function and/or jurisdiction (social, economic, or political)
    - Health surveillance, including infectious disease surveillance
    - Short-term and medium-term recovery plans
    - Recommendations on emergency ingress/egress
    - Assessment of health/medical needs, including in-patient capacity
    - Patient identification, tracking and evacuation requirements
    - In-hospital care
    - Food/drug/medical device safety
    - Worker health safety
    - Radiological/chemical/biological hazards consultation and technical assistance
    - Decontamination of victims and personnel
    - Behavioral health care for victims and emergency personnel
    - Public health information and risk communications
    - Vector control
    - Potable water/wastewater and solid waste disposal testing
    - Veterinary services and animal control
    - Victim identification
    - Credentialing requirements
    - Liability issues and concerns
    - RESF 6 Mass Care issues concerning schools, children, family assistance centers, family reunification centers, and foster care
    - Status and activation of the MMRS pharmaceutical stockpile
    - Reception of the Strategic National Stockpile
    - Location and distribution of medications and other medical supplies
    - Security services at health and medical services facilities

C. Mitigation phase

During the mitigation phase, all RESF 8 personnel and supporting agencies shall accomplish the following:

- Train on the RESP activation and implementation
- Train on NIMS/ICS protocols
- Participate in disaster exercise drills

All RESF 8 personnel with Regional coordination responsibilities will be trained on the RCC setup and coordination function of RESF 5 Emergency Management, and the communications functions of RESF 2

During mitigation, each RESF 8 section will accomplish but is not limited to the following:

1. Public Health Section
   - Develop and train on a health surveillance system for the region
   - Determine the procedures for mass immunization locally and in the region
   - Develop standards for infection control and security of public health emergency operations
   - Periodically review local public health resource typing competencies

2. Hospital Section
   - Train on and adopt the Hospital Incident Command System (HICS)
   - Develop procedures for storage of the MMRS pharmaceutical stockpile
   - Develop procedures for quick identification of in-patient capacity
   - Develop procedures to accommodate a surge of patients from an incident
   - Develop procedures for the forward movement of patients
   - Develop standards for lockdown and security of hospital operations
   - Train on internal hospital decontamination procedures

3. Emergency Medical Services Section
   - Train on regional mass casualty incident protocols and procedures, including the Region 3 MCI Protocol and the statewide Forward Movement of Patients Plan
   - Develop and train on an ambulance and equipment relocation policy for the region based on the statewide EMS Mobilization Plan
   - Train on the statewide burn patient management protocol
   - Develop and train on a system for patient identification and tracking
   - Train on field decontamination procedures

4. Behavioral Health Section
   - Establish the behavioral health support component of RESF 8
   - Train first responders in stress assessment procedures for field operations
   - Establish policy for coordinating crisis intervention procedures among the various agencies

5. Metropolitan Medical Response System Section
   - Develop training requirements for all RESF 8 components
   - Develop pharmaceutical protection procedures for first responders, their families, and for victims of chemical or biological incidents
   - Develop standards for activation and deployment of the MMRS pharmaceutical stockpile

- Assist in developing standards for field and hospital decontamination procedures
- Develop activation and deployment procedures for a Medical Advisory Team (MAT)

6. Capitol Region Medical Reserve Corps Section
   - Train and orient leaders and members of the units
   - Establish policy and procedure for field operation
   - Establish deployment procedures under the auspices of ESF 5 Emergency Management

7. Coordinated Medical Emergency Dispatch Section
   - Coordinate radio traffic at the second echelon level in the region
   - Maintain "surge capacity" and bed availability status on all regional hospitals
   - Train on the statewide Forward Movement of Patients Plan and the Region 3 MCI Protocol

D. Emergency phase

During the emergency phase, RESF 8 performs all required mission-related activities in the safest manner in coordination with RESF 5, RICS and the RCC, and in conjunction with the DEMHS Regional Office.

E. Recovery phase

During the recovery phase, RESF 8 continues to perform any associated mission functions initiated during the emergency phase. In addition, concurrent or follow-on operations/missions may be instituted during this phase to complement emergency operations.

X. RESF 8 ADMINISTRATIVE INFORMATION

Administrative information and supplemental data for RESF 8 operations is contained in the following policies and/or documents:

- RICS shall be administered by the Central CT State University (CCSU) Police Department
- "Plain language" text will be used in all regional communications.

Support agency policy and procedures documents include but are not limited to:

- State of Connecticut-The Forward Movement of Patients Plan (Final Draft November 2008)
- Appendix A – The Statewide EMS Mobilization Plan
- Appendix B-The State of CT Protocol for the Pre-Hospital Management of Multiple Burn Victims
- Capitol Region Medical Reserve Corps Annex (CR-MRC)
- Capitol Region MMRS Rapid Mass Decontamination Guidance appendix
- Middletown Medical Reserve Corps Annex (M-MRC)
- Connecticut Department of Public Health Pandemic Influenza Preparedness Plan
- U. S. Department of Health and Human Services Pandemic Influenza Plan (revised 2007)
- The National Response Framework
- Homeland Security Presidential Directive 8: National Preparedness
- The 15 National Planning Scenarios
- The Universal Task List
- National Target Capabilities List (Version 2.0)

Regional Emergency Support Function #9
Search and Rescue

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Government Urban Search and Rescue Organizations	
	Connecticut State Urban Search and Rescue Organizations	
	Trained and Certified Local Search and Rescue Volunteers Private Organizations	
I	Introduction	
	A. Purpose	
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	A. Regional Emergency Condition	
	B. Planning Assumptions	
IV	Concept of Coordination	
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V	Execution for Regional Emergency Support Function 9	
	A. RESF 9 Participating and Supporting Agencies	
	B. Essential Elements of Information	
	Mitigation Phase	
	Emergency Phase	
	Recovery Phase	
VI	Administrative Information for Regional Emergency Support Function 9	

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Capitol Region Fire Chiefs Association
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Urban Search and Rescue Organizations
- U. S. Fire Administration
- U.S. Department of Homeland Security
  - FEMA
  - United States Coast Guard

Connecticut State Urban Search and Rescue Organizations
- Connecticut Fire Academy

USAR
- Connecticut Department Emergency Services and Public Protection
  - Division of Emergency Management and Homeland Security
- Connecticut Department of the Military

Local and Private Organizations
- Local fire department technical rescue teams
- Area animal rescue teams
- National Association for Search and Rescue
- Local trained and certified volunteer Search and Rescue Teams
- International Police Work Dog Association (IPWDA)

I. INTRODUCTION

A. Purpose
The purpose of RESF 9 Search and Rescue (SAR) is to facilitate communication and coordination concerning search and rescue capabilities during an emergency or disaster in the Capitol Region, DEMHS Region 3.

B. Scope
RESF 9 is intended to focus on developing and implementing a regional disaster response capability for SAR resources.

The primary components and services of Search and Rescue include

- Structural Collapse (Urban) Search and Rescue (US&R)
- Waterborne Search and Rescue
- Inland/Wilderness Search and Rescue
- Aeronautical Search and Rescue
- Cadaver Search and Rescue / Recovery

SAR services include the performance of distress monitoring, communications, location of distressed personnel, coordination, and execution of rescue operations including extrication or evacuation along with the provisioning of medical assistance and civilian services through the use of public and private resources to assist persons and property in potential or actual distress

The RESF-9 team provides for the strategic collaboration of search and rescue efforts, and does not exert any direct operational control over Search and Rescue resources.

II. POLICIES

1. RESF 9 Search and Rescue will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.
2. RESF 9 will support the Connecticut State USAR program and Search and Rescue.
3. The National Incident Management System (NIMS) and the Incident Command System (ICS) are the organizational structure used during a response.
4. CREPC, in conjunction with DEMHS, will facilitate coordination among member organizations to ensure that RESF 9 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Emergency Support Plan, RESP.
5. Essential information will be conveyed through the Regional Integrated Communication System (RICS) as required by the incident and in accordance with existing ICS protocols. RICS is available at 860-832-3477 twenty-four hours a day.
6. RESF 9 will function within its training parameters. Technical rescues include structural collapse, confined space incidents, trench rescue situations, surface water operations, dive operations, rope rescues, inland/wilderness rescue, aeronautical rescue, and ice rescue operations.

III SITUATION

A. Regional Emergency Condition

1. A regional emergency may adversely impact the search and rescue infrastructure throughout the region.
2. A major disaster/incident has occurred in the region. The situation requires the mobilization of Search and Rescue resources. Resource elements are being deployed in accordance with the regional and/or statewide response plan.
3. Additionally, events of this type may significantly disrupt transportation, energy and communications networks within the Region, further complicating the process of searching for and rescuing victims.
4. A lost or missing person is considered an emergency and should be managed as such.

B. Planning Assumptions

1. Planning partners will include public and private organizations.
2. CREPC will not assume any command and control activities.
3. Search & Rescue RESF 9 will not assume direct command and control over any search and rescue activities or organizations.
4. The RESP will promote inter-jurisdictional cooperation.
5. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.
6. Local and standard mutual aid resources have been depleted.
7. Infrastructure damage and communications disruptions will inhibit efficient coordination of Search and Rescue operations during the immediate response and post-disaster period.
8. The availability of personnel with language skills will be critical.
9. A large number of fire service providers may be lost in the incident.
10. Search and Rescue operations may impact the movement of relief supplies throughout the region.
11. The state emergency operation center (SEOC) and/or RESF 5 Emergency Management at the regional coordination center (RCC) will be the point of contact for the purposes of coordinating Search and Rescue operations.
12. Search and rescue activities are life-saving and time critical activities and coordination and prioritization of SAR tasks during regional emergencies is essential.
13. Due to the nature of the search and rescue activities, SAR RESF 9 may play a key role during the initial hours or days following a major event and may require the support of other regional emergency support functions.

IV. CONCEPT OF COORDINATION

A. General

1. Upon the threat and/or occurrence of a regional incident, the RESF 9 will be notified.
2. Local municipalities will coordinate and execute their respective authority and program responsibilities during the regional emergency.
3. Support agencies will coordinate and execute their responsibilities as outlined under the RESP.
4. RESF 9 SAR will establish the ability to collect, analyze, synthesize, and disseminate information concerning regional firefighting related issues, in conjunction with RICS or directly to RESF 5 Emergency Management at the Regional Coordination Center (RCC).

B. Notification

Upon notification by any jurisdiction of a potential or actual regional emergency, RESF-2 Communications will provide a communication platform (or system) to support the coordinated response of the participating agencies. RESF 5 Emergency Management provides for the interaction of the
multi-directional flow of communications, in coordination with RESF-2 Communications and the DEMHS Regional Office.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific resources (for example, K-9 Search Teams, 25 medical transport units, 40 additional police officers, 10 engine companies, etc.) or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact numbers.
- After gathering sufficient incident information, the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.
- The chair of RESF 9 Search and Rescue will call the ESF 5 Duty Officer and as for instructions.
- The Duty Officer for RESF 5 will determine the need to establish a Regional Coordination Center (RCC).
- The chair of RESF 9 shall be responsible for calling/notifying additional members of the emergency support function.

C. Coordination

Initial Actions
Coordinate with other RESF's to share information regarding the regional emergency. Provide periodic situation reports to RICS or directly to RESF 5 Emergency Management in the RCC.

Based on the assessment of intra-regional resources, the RESF-9 team will determine the need for resources that are not available within the Region 3.

Requests for resources (local, state, federal) from outside the Region will be made to the SEOC through the DEMHS Regional emergency communication system protocols.

Continuing Actions
Continue information sharing. Evaluate continuing needs. RESF 9 SAR will coordinate with RESF 4 Firefighting and RESF 2 Communications for communication and coordination issues regarding regional energy needs, including fuel.

RESF 9 will participate in development of an ongoing regional emergency specific Regional Action Plan, as required by law 29 CFR 1910.120 (Q) 2.

Stand Down
The demobilization process will follow NIMS/ICS accepted practices

After Action Critique
CREPC, in conjunction with the DEMHS Regional Office, will coordinate the after action critique effort to include all ~~U~~SAR, first responder agencies and supporting RESF's.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 9

A. RESF 9 Participating and Supporting Agencies

Search and Rescue regional partners participating in a regional response will, to the best of their ability, contribute information to RICS as required by the incident and the Regional Emergency Support Plan (RESP) policy.

B. Essential Elements of Information

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations. RESF 5 Emergency Management is responsible for exchange, analysis, reporting and dissemination of regional information. The RESF 5 annex contains detailed information about the process of information exchange and describes the essential elements of information (EEI), which have been determined as the minimum information to satisfy coordination needs between the RESF's and with RICS.

2. In the event of a regional emergency, local, state, and regional SAR/fire service agencies will be able to exchange information, including, but not limited to:
   - Jurisdictions involved
   - Agencies participating in the response
   - Overall priorities of response
   - Intra-regional response capabilities
   - Extra-regional response capabilities and availability
   - Access points to emergency areas
   - Security procedures
   - Initial and continuing assessment of situation
   - Accountability procedures
   - Major issues affecting SAR
   - Weather or other conditions that may affect the response
   - Resource shortfalls
   - Status of communication systems
   - Detailed damage reports
   - Short-term and medium-term recovery plans
   - Status of resources, personnel, equipment, and facilities
   - Safety concerns
   - Radiological/chemical/biological hazards consultation and technical assistance, decontamination of victims and personnel
   - Logistical problems
   - Liability issues and concerns
   - Status of SAR operations
   - Injuries and medical emergencies in coordination with RESF 8

Mitigation phase

During the mitigation phase all SAR personnel will accomplish the following:
- Train on RESP activation and implementation.
- Train on NIMS/ICS protocols.
- Participate, as determined, in disaster exercise drills.

- Regional capabilities will be assessed.
- Assist agencies within the DEMHS Region to develop Search and Rescue capabilities as opportunities present.
- Regional equipment needs will be determined and requested.

Emergency phase
During the emergency phase, RESF 9 and all associated resources will be utilized to capacity as needed to control and stabilize the emergency. RESF 9 resources shall be utilized in any function, which will speed the recovery from the emergency incident within the parameters of their individual training and/or capabilities

Recovery phase
During the recovery phase, RESF 9 will continue to perform any associated emergency functions initiated during the emergency phase. Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, will be performed.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 9

Administrative information and supplemental data for RESF 9 operations is contained in the following policies and/or documents:

- Departmental standard operating procedures, standard operating guidelines, training manuals, general orders, and policy directives.
- Emergency medical procedures will conform to guidelines issued by medical control authorities, RESF 8 guidance, the Metropolitan Medical Response System (MMRS), hospital authorities, and public health authorities.
- RICS will be administered by and through CCSU (police department).
- Capitol Region MMRS Rapid Access Decontamination Protocol.
- Capitol Region MMRS Protocol for the Use of Nerve Agent Antidote Kits.
- "Plain language" text will be used in all regional communications.
- Presidential Policy Directive 8: National Preparedness Goal
- National Response Framework
- State of Connecticut, Statewide Fire and Rescue Disaster Plan
- The 15 National Planning Scenarios
- Universal Task List
- Target Capabilities List (Version 2.0)

Regional Emergency Support Function #10

Oil and Hazardous Material Response

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Government Hazardous Materials Organizations	
	Connecticut State Hazardous Materials Organizations	
	Local	
I	Introduction	
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II	Policies	
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	B. Planning Assumptions	
IV	Concept of Coordination	
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	After Action Critique	
V	Execution for Regional Emergency Support Function 10	
	A. RESF 10 Participating and Supporting Agencies	
	B. Essential Elements of Information	
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	Emergency Phase	
	Recovery Phase	
VI	Administrative Information for Regional Emergency Support Function 10	

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Capitol Region Fire Chiefs Association
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Hazardous Materials Organizations
- U. S. Department of Homeland Security
  - US Coast Guard
  - FEMA
- U. S. Department of Agriculture, Forest Service
- U. S. Fire Administration
- Department of Defense
- Department of Justice
  - Federal Bureau of Investigation
  - Bureau of Alcohol, Tobacco, Firearms and Explosives

Connecticut State Hazardous Materials Organizations
- Connecticut Department of the Military
  - CT National Guard – 14th Civil Support Team
- State Fire Marshal's Office
- Connecticut Fire Academy
- Connecticut Department of Energy and Environmental Protection
- State Emergency Response Commission for Hazardous Materials (SERC)
- Connecticut Department of Emergency Services and Public Protection (DESPP)
  - Division of Emergency Management and Homeland Security (DEMHS)

Local
- Capitol Region Hazardous Materials Response Team
- Local Emergency Planning Committees for the 12 communities not using CREPC (For their LEPC)
- Advisory Committee on Nonmilitary Radiation Emergencies (Chicago, Ill)
- American Association of Railroads
- American Petroleum Institute
- Chemical Manufacturers Association
- Chlorine Institute
- Hazard Management Group (P. O. Box X, Oak Ridge, IN 37831)
- Hazardous Materials Advisory Council
- National Agricultural Chemicals Association
- Nuclear Regulatory Commission
- American Trucking Association (Hazmat)

I. INTRODUCTION

A. Purpose

The purpose of RESF 10 Oil & Hazardous Materials is to provide for the rapid mobilization, deployment, and utilization of regional hazardous materials resources during a major disaster in DEMHS Region 3, the Capitol Region.

B. Scope

RESF 10 is intended to focus on developing and implementing a regional hazardous materials response capability through the fire service. The system developed will be a component of the Regional Emergency Support Plan (RESP).

II. POLICIES

1. RESF 10 Oil & Hazardous Materials will not usurp or override the policies of any federal agency, state government, tribal government or local government or jurisdiction.
2. The Capitol Region Hazardous Materials response team will be composed of a minimum of 60 personnel selected on the basis of interest, training, education, and availability for the assignment.
3. The regional HAZMAT team is available for use anywhere in the State of Connecticut through coordination with the DEMHS and/or DEEP.
4. The Incident Command System (ICS) component of The National Incident Management System (NIMS) will be the organizational structure used during a response.
5. CREPC, in conjunction with the DEMHS Regional Office, will facilitate coordination among member organizations to ensure that RESF 10 procedures are appropriately followed and are in concert with the stated missions and objectives of the RESP.
6. Essential information will be conveyed through the Regional Integrated Coordination System (RICS), and the DEMHS Regional Office, as required by the incident and in accordance with existing ICS protocols. To activate RICS call 860-832-3477 anytime twenty-four hours a day.

III. SITUATION

A. Regional Emergency Condition

1. A regional emergency may adversely impact the hazardous materials capability throughout the region.
2. A major disaster/incident has occurred somewhere in the region. The situation requires the mobilization of or the stand-by status of the regional hazardous materials response team.

B. Planning Assumptions

1. The regional hazardous materials team members will include public and private organizations.
2. The DEMHS Regional Office will not assume any command and control activities but till work closely with RESF 5 and serve as a conduit for meeting region-wide needs with SEOC resources under their direction.
3. CREPC will not assume any command and control activities.
4. Use of the response team will constitute a level three event based on the incident/event status levels.

5. The RESP will promote inter-jurisdictional cooperation and coordination while preserving the unique characteristics and operating procedures of each member municipality.
6. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.
7. A large number of fire service providers may be lost in the incident.

IV. CONCEPT OF COORDINATION

A. General

1. In the event of a regional incident, RESF 10 will be notified.
2. Local municipalities will coordinate and execute their respective authority and program responsibilities during the regional emergency.
3. Support agencies will coordinate and execute their responsibilities as outlined under the RESP.
4. RESF 10 will establish the ability to collect, analyze, synthesize, and disseminate information concerning regional hazardous materials related issues, in conjunction with RICS and/or RESF 5 Emergency Management.
5. Requests for information regarding hazardous materials issues will be directed to RICS or directly to RESF 5 Emergency Management.

B. Notification

- Upon notification by any jurisdiction of a potential or actual regional hazardous materials emergency, RESF-2 Communications will be notified to provide a communication platform to support the coordinated response of the participating agencies. RESF 5 Emergency Management provides for the interaction of the multi-directional flow of communications.

The notification of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific resources (for example, fire units are on scene of an identified chemical spilled with injuries to occupants) or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact number.
- After gathering sufficient information the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.
- When requested the chair of RESF 10 Hazardous Materials will call the ESF 5 Duty Officer and request instructions. The Duty Officer of RESF 5 will determine the need to establish a Regional Coordination Center (RCC).
- The chair of RESF 10 shall be responsible for calling/notifying any other members of the emergency support function.

C. Coordination

Initial Actions

Coordinate with other RESF's to share information regarding the regional emergency.

Provide periodic situation reports via the Incident Commander (IC) of the affected jurisdictions through the RICS.

Continuing Actions
Continue information sharing, monitoring and tracking of trends. Evaluate continuing needs.

Stand Down
The demobilization process will follow IMS/ICS accepted practices.

After Action Critique
CREPC, in coordination with the DEMHS Regional Office, will coordinate the after action critique effort to include all fire service agencies and supporting RESFs.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 10

A. RESF 10 Participating and Supporting Agencies
Fire services regional partners participating in a regional hazardous materials response will, to the best of their ability, contribute information to RICS as required by the incident and the Regional Emergency Support Plan, RESP.

B. Essential Elements of Information
1. One of the primary purposes of the RESP is to facilitate the exchange of information among the signatory agencies during emergency situations.
2. In the event of a regional hazardous materials emergency, local, state, and regional fire service agencies will be able to exchange information, including, but not limited to:
    - Jurisdictions involved
    - Overall priorities of response
    - Products involved and stabilization plan
    - Description of significant disruptions in fire service delivery
    - Status of communication systems
    - Decontamination procedures
    - Hospital notification
    - Relevant demographic information
    - Recommendations on emergency ingress/egress
    - Status of resources, personnel, equipment, and facilities
    - Firefighter safety
    - Radiological/chemical/biological hazards consultation and technical assistance, decontamination of victims and personnel
    - Logistical problems
    - Liability issues and concerns
    - Status of hazardous materials operations
    - Injuries and medical emergencies in coordination with RESF 8

Mitigation phase
During the mitigation phase the RESF-10 will accomplish the following:
- Plan and build a hazardous materials response capability through the Capitol Region Hazardous Materials Response Team.
- All personnel will be trained on RESP activation and implementation.
- All team members will be trained on NIMS/ICS protocols.
- Participate, as determined, in disaster exercise drills.
- All personnel will be cross-trained to function in any deployment role at the scene of a hazardous materials incident.
- Selected personnel will be trained as team members for incident command overhead teams.
- Regional equipment needs will be determined and requested.

Emergency phase
During the emergency phase, RESF 10 will stabilize the hazardous materials event. RESF 10 resources shall be maintained strictly for use in a nuclear, chemical, radiological, or biological event, including decontamination operations. They will accomplish this through a measured response based on the type of request from the jurisdiction to include, but not limited to, 4 personnel as a survey team to 13 personnel for a Level A entry.

Recovery phase
During the recovery phase, the regional hazardous materials team will continue to be a restricted use resource and in accordance with any specific hazard response dictum.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 10

Administrative information and supplemental data for RESF 10 operations is contained in the following policies and/or documents:

- Departmental standard operating procedures, standard operating guidelines, training manuals, general orders, and policy directives.
- Emergency medical procedures will conform to guidelines issued by medical control authorities, hospital authorities, and public health authorities.
- Standard regional hazardous materials training documents or manuals.
- Regional response team standard operating guidelines.
- National Fire Protection Association standards.
- OSHA regulations and guidance.
- Standard regional guidance concerning decontamination procedures will be utilized by all regional agencies.
- "Plain language" text will be used in all regional communications
- The Regional Hazardous Materials Analysis - 2003.
- Regional Local Emergency Planning Committee documents.
- State of Connecticut Mass Decontamination Guidance and Mobilization Plan .
- Capitol Region MMRS Protocol for the Use of Nerve Agent Antidote Kits.
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenarios
- Universal Task List
- Target Capabilities List (Version 2.0).
- Consequence Management Guide for Deliberately Caused Incidents Involving Chemical Agents, DEMHS, January 2005.
- Connecticut General Statutes, Section 22a-601 (b), 603, 607, 608 (c), 609, 610, and 611.
- Title 42, Section 11001 (c), 11003 (a-e, and g), 11004 (a), 11022, 11044 and 11046.
- 29 CFR 1910.120 (1) (2) and (8)

Regional Emergency Support Function #11

Agriculture and Natural Resources will be handled at the State level

Animal Response

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Government Animal Protection Support Organizations	
	Connecticut State Animal Support Organizations	
	Local	
	Private	
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V	Execution for Regional Emergency Support Function 11	
	A. RESF 11 Participating and Supporting Agencies	
	B. Essential Elements of Information	
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	Recovery Phase	
VII	Administrative Information for Regional Emergency Support Function 11	

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC) of the Capitol Region Council of Governments (CRCOG)
- Connecticut State Animal Response Team Steering Committee
  Federal Government Animal Protection Support Organizations
- U. S. Department of Homeland Security
- U. S. Department of Agriculture
- National Veterinary Response Teams

Connecticut State Animal Protection Support Organizati**ons**
- Connecticut Department of Agriculture, Animal Control Division
- Connecticut Department of Emergency Services and Public Protection
  - Division of Emergency Management and Homeland Security
- Connecticut Department of the Military
- Connecticut Department of Energy and Environmental Protection
  - DEEP Wildlife Division

Local
- Community Emergency Response Teams (CERT)
- Connecticut Association of Directors of Health (CADH)
- Region 3 Animal Response Team (R3ART)

Private
- American Red Cross –Connecticut Region
- American Veterinary Medical Association's Veterinary Medical Response Teams
- Connecticut State Animal Response Team
- Connecticut Veterinary Medical Association
- Connecticut Veterinary Medical Foundation
- Salvation Army
- Faith Based Organizations

I. INTRODUCTION

A. Purpose

The purpose of RESF 11 Animal Protection is to provide emergency animal protection services during a major disaster in the Capitol Region. Additionally, this document explains the roles and responsibilities of the Region 3 Animal Response Team (R3ART) during an actual emergency.

B. Scope

RESF 11 Animal Protection is intended to focus on the development and implementation of the animal response and evacuation system. The scope of this system would be to plan and organize pre-event, event, and post-event requirements. Mission support teams (emergency response teams) will be established that are regionally oriented under the Citizen Corps Council concept. Actions of R3ART may include retrieval, shelter, control, feeding, preventative immunization of animals and emergency veterinary care. Given their propensity to flee under most circumstances and the risk of injury to humans and animals, wildlife should be left to their own survival and escape instincts.

II POLICIES

1. RESF 11 Animal Protection will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.

2. The National Incident Management System (NIMS) and the Incident Command System (ICS) will be the organizational structure used during a response.

3. The Capitol Region Emergency Planning Committee (CREPC), in coordination with the DEMHS Regional Coordinator, will facilitate coordination among member organizations to ensure the RESF 11 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Emergency Support Plan.

4. Essential information will be conveyed through the Regional Integrated Communication System (RICS), and the DEMHS Regional Office, as required by the incident and in accordance with existing ICS protocols. To activate RICS call 860-832-3477 any time twenty-four hours a day.

III. SITUATION

A. Regional Emergency Condition

A regional incident has occurred that requires extensive animal response or protection services to citizens and/or emergency response personnel in ~~the Capitol~~ Region 3.

B. Planning Assumptions

1. The region can provide emergency animal response teams (ARTs) to assist with animal response operations.
2. CREPC will not assume any command and control activities.
3. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.

4. The owners of pets and livestock, when notified of an impending emergency, will take reasonable steps to shelter and protect their animals.
5. The region will plan for emergency events and carry out the response and recovery operations using local resources.
6. Plans shall include the anticipated sheltering of animals according to CGS 07-11.
7. Public information about the care and protection of animals will be provided to ESF 5 Emergency Management for dissemination.

IV. CONCEPT OF COORDINATION

A. General

1. In the event of a regional incident, RESF 11 will be notified.
2. Support agencies will coordinate and execute their responsibilities as outlined under the RESP.
3. Animal Response operations will be conducted under the ICS system.
4. Requests for information regarding animal response operations will be directed to RICS or directly to RESF 5 Emergency Management.

B. Notification

Upon notification by any jurisdiction of a potential or actual regional incident involving prolonged evacuation or animal response activities, RESF 2 Communications will provide a communication platform to support the coordinated response of the participating agencies. RESF 5 Emergency Management provides for the interaction of the multi-directional flow of communication.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 and requests specific resources or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on call RESF-5 Duty Officer with incident information and contact number.
- After gathering sufficient incident information the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.
- When notified the chair of RESF 11 Animal Protection will call the ESF 5 Duty Officer and ask for instructions.
- The Duty Officer for RESF 5 will determine the need to establish a Regional Coordination Center (RCC).
- The chair of RESF 11 shall be responsible for calling/notifying additional members of the emergency function.

C. Coordination

Initial Actions

Coordinate with other RESFs to share information regarding the regional emergency. Provide periodic situation reports via the incident commander (IC) of the affected jurisdictions through the RICS. The R3 ART will function with response units that include: Small Animal Shelter Unit and Large Animal Response Unit.

Continuing Actions
Continue information sharing, monitoring and tracking of trends in animal response requirements. Evaluate continuing needs. Continue to provide ongoing care for animals under RESF 11 control. Facilitate return of animals to owners as soon as possible.

Stand Down
The demobilization process will follow NIMS/ICS accepted practices. Unclaimed animals to be managed consistent with Connecticut state law and exigencies of current situation.

After Action Critique
CREPC, in conjunction with the DEMHS Regional Coordinator, will coordinate the after action critique effort to include all animal response teams, supporting agencies and supporting RESFs.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 11

A. RESF 11 Animal Protection Participating and Supporting Agencies

Animal response regional partners participating in a regional animal emergency or evacuation event will, to the best of their ability, contribute information to RICS as required by the incident and the RESP policy. R3ART will coordinate animal response operations under the direction of the Incident Commander or as a support operation under the direction of the Regional Coordination Center.

B. Essential Elements of Information

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations.
2. In the event of a regional emergency or evacuation event involving animals, local, state, and regional support agencies will be able to exchange information, including, but not limited to:
    - Jurisdictions involved
    - Status of emergency response trailers
    - Status of food/water supplies
    - Status of emergency animal response teams assisting in the operation
    - Status of communication systems
    - Logistical problems
    - Public Health inspection needs
    - Animal shelter operations
    - Status of functional needs service animals
    - Status of the Governor’s First Horse Guard Militia Company

Mitigation Phase

During the mitigation phase, RESF 11 leadership, teams, and support agencies will accomplish the following:

- All personnel will be trained on the RESP activation and implementation.
- All emergency animal response teams (ARTs) and supporting agencies will be trained on NIMS/ICS protocols.

Emergency Phase
During the emergency phase, RESF 11 will provide animal response and evacuation services to the extent that the mission requires

Recovery Phase
During the recovery phase, RESF 11 will continue to provide services initiated in the emergency phase. Additional animal shelter services may be initiated during the recovery phase.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 11

Administrative information and supplemental data for RESF 11 operations is contained in the following policies and/or documents:

- o RICS will be administered by and through CCSU (police department).
- o "Plain language" text will be used in all regional communications.
- o Target Capabilities List (Version 2.0)
- o R3ART Operations Manual

Regional Emergency Support Function #13
Public Safety and Security

Participating Organizations	
	Regional Coordinating Organizations
	Capitol Region Public Safety Council
	Federal Law Enforcement Organizations
	Connecticut Law Enforcement Organizations
I	Introduction
	A. Purpose
	B. Scope
II	Policies
III	Situation
	A. Regional Emergency Condition
	B. Planning Assumptions
IV	Concept of Coordination
	A. General
	B. Notification
	C. Coordination
	Initial Actions
	Continuing Actions
	Stand down
	After Action Critique
V	Execution for Regional Emergency Support Function 13
	A. RESF 13 Participating and Supporting Agencies
	B. Essential Elements of Information
	Mitigation Phase
	Emergency Phase
	Recovery Phase
VI	Administrative Information for Regional Emergency Support Function 13

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Capitol Region Chiefs' of Police Association
- Capitol Region Public Safety Council
- Capitol Region Training Committee
- Capitol Region Intelligence Committee
- Capitol Region RAFS Committee
- Capitol Region Investigative Support Team
- Capitol Region Legislative Committee
- Capitol Region Mobile Data Technical Review Committee

Federal Law Enforcement Organizations
- US Department of Justice
  - Federal Bureau of Investigation
    - Joint Terrorism Task Force
  - US Marshals Service
  - Drug Enforcement Administration
  - Bureau of Alcohol, Tobacco, Firearms, and Explosives
- US Department of Homeland Security

Connecticut State Law Enforcement Organizations
- Connecticut Department of Emergency Services and Public Protection
  - Division of Connecticut State Police
  - Division of Emergency Management and Homeland Security
- Statewide Narcotics Task Force

I. INTRODUCTION

A. Purpose
The purpose of R-ESF 13 Public Safety and Security is to enforce the law, control traffic, protect the citizens, and provide for the safety and well-being of the public during a major disaster in Region 3, the Capitol Region.

B. Scope
R-ESF 13 has developed and implemented a regional disaster response capability to mobilize law enforcement personnel. The system developed is a component of the Regional Emergency Support Plan (RESP) as well as facilitates interaction with the State Response Framework and the Federal Response Framework. The Capitol Region Chiefs' of Police Association (CRCOPA) is staffed by the Capitol Region Council of Governments and currently utilizes a Region wide mutual aid compact (CRCOPA Mutual Aid or Blue Plan)and resource directory[2]. This agreement affects 33 municipalities in the Capitol Region. The directory denotes the law enforcement resources available to member towns and cities for both preplanned major events and emergency/disaster incidents.

II. POLICIES
1. RESF 13 will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.
2. CREPC, in conjunction with the Capitol Region Chiefs of Police Association, will facilitate coordination among member organizations to ensure that RESF 13 procedures are appropriately followed and are in concert with the stated missions and objectives of the RESP. Essential information will be conveyed through the Regional Integrated Communication System (RICS) and the DEMHS Regional Office, as required by the incident. To activate RICS call 860-832-3477 anytime twenty-four hours a day.

III SITUATION

A. Regional Emergency Condition
1. The first officer at the scene of an emergency condition shall notify the shift supervisor of the scope of the condition and the resources required.
2. The regional law enforcement community will experience disruptions in the delivery of routine services.
3. A major disaster/incident has occurred somewhere in the region. The situation requires the mobilization of law enforcement personnel in mass to deal with the unfolding incident. Resource elements are being deployed in accordance with the regional plan and/or the mutual aid compact and/or statewide disaster plans.
4. A regional emergency could produce a large disruption of public order and traffic conditions and could compromise the safety and security of those involved.
5. Extended situations of several days or weeks will complicate issues regarding public order and the safety and security of individuals may be an issue.

B. Planning Assumptions
1. Planning partners include public and private organizations.

[2] These documents are law enforcement sensitive and are available upon request to proper authorities and jurisdictions.

2. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring. Command will vest with the local incident commander.
3. The RESP will promote inter-jurisdictional cooperation and coordination while preserving the unique characteristics and operating procedures of each member municipality.
4. The National Incident Management System (NIMS) and the Incident Command System (ICS) will be the organizational structure used during a response.
5. Local resources have been depleted or stressed.
6. The regional emergency disaster plan allows for the activation of specialized response teams. These teams may include, but would not be limited to, SWAT teams, Dive/SCUBA teams, Bomb Squad, or K-9 units.
7. The CRCOPA Mutual Aid Compact can provide a response of approximately 114 officers during the day, 85 in the evening and 59 on the night shift. With Prior notice, 266 officers can be deployed.
8. Procedures for the request of assistance are defined in the CRCOPA (Police) Mutual Aid Compact.
9. Law enforcement personnel will support the transportation function by controlling key access points.
10. A terrorist release of WMD may lead to toxic water/air/land environments that threaten surviving populations and response personnel, including exposure to hazardous chemicals, biological agents, radiological substances, and contaminated water supplies and food products.
11. Multi-lingual messages and the availability of police and dispatchers with language skills will be critical.
12. A large number of law enforcement personnel may be lost in the incident.

IV. CONCEPT OF COORDINATION

A. General

1. Upon the threat and/or occurrence of a regional incident, the RESF 13 and CRCOPA Mutual Aid Compact will be activated and all applicable regional personnel will also be called upon.
2. Local municipalities will coordinate and execute their respective law enforcement authority during the regional emergency.
3. Support agencies will coordinate and execute their responsibilities as outlined under the RESP.
4. R-ESF 13 will establish the ability to collect, analyze, synthesize, and disseminate information concerning regional law enforcement issues. This intelligence function will be coordinated through the Capitol Region Intelligence Committee
5. In accordance with the CRCOPA Mutual Aid Compact, localities requiring the support of outside law enforcement agencies, regardless of the immediacy of the incident, should direct their request to the Officer in Charge of the respective law enforcement agency.

B. Notification

Upon notification by any jurisdiction of a potential or actual regional emergency, RICS will provide a communication platform to support the coordinated response of the participating agencies. RESF 2 Communications in conjunction with the DEMHS Regional Office provides for the multi-directional flow of communications.

C. Coordination

Initial Actions
The agency requesting assistance will provide the following information to the assisting agencies:

- Specific personnel resources requested
- Specific asset resources requested
- Identification of a staging area

Continuing Actions
During the active period of the emergency each element of RESF 13 Public Safety and Security (Law Enforcement) will perform its operational mission.

Stand Down
The demobilization process for each of the RESF 13 elements will follow ICS accepted practices.

After Action Critique
CREPC, in conjunction with the DEMHS Regional Office, will coordinate the after action critique effort to include all law enforcement agencies and supporting RESF's.

V. EXECUTION FOR EMERGENCY SUPPORT FUNCTION 13 PUBLIC SAFETY AND SECURITY (LAW ENFORCEMENT)

A. RESF 13 Participating and Supporting Agencies
Law enforcement regional partners participating in a regional response will, to the best of their ability, contribute information to RICS as required by the incident and the RESP policy.

B. Essential Elements of Information (EEI)

1. One of the primary purposes of the RESP is to facilitate the exchange of information among agencies during emergency situations. R-ESF 5 Emergency Management is responsible for exchange, analysis, reporting and dissemination of regional information. RESF 5 contains detailed information about the process of information exchange and describes the essential elements of information (EEI), which have been determined as the minimum essential information categories to satisfy coordination needs between the RESF's, RICS and the DEMHHS Regional Office.
2. In the event of a regional emergency, RESF 13, state, local, and regional agencies will be able to exchange information, including, but not limited to:
    - Jurisdictions involved
    - Status of law enforcement personnel, resources, vehicles, equipment, citizens and facilities impacted by the incident/threat of incident
    - Actual impacts on the function and/or jurisdiction (social, economic, or political)
    - Relevant historical and demographic information
    - Short-term and medium-term recovery plans

Mitigation phase
During the mitigation phase all RESF 13 personnel and supporting agencies will accomplish the following:

- Train on the CRCOP Mutual Aid Compact

- Train on the RESP activation and implementation.
- Train on IMS/ICS protocols.
- Participate, as determined, in disaster exercise drills.
- RESF-13 appointed personnel will be trained on the RCC setup and coordination function of RESF 5 Emergency Management and the communication functions of RESF 2.

Emergency phase

- Additional resources may be obtained via the mutual aid compact.
- The requesting municipality should designate a staging area for outside agencies.
- The requesting agency will designate an officer to coordinate the assignments of outside agencies.

Recovery phase

Assisting agency personnel will report back to the staging area for debriefing at the conclusion of the event. As the situation deescalates, outside resources should be returned to their respective agencies as soon as possible.

VI. ADMINISTRATIVE INFORMATION FOR EMERGENCY SUPPORT FUNCTION 13

The Capitol Region Council of Governments staffs the Capitol Region Chiefs of Police Association. All records and information regarding the Police Mutual Aid Compact are stored in CRCOG offices. The plan is updated regularly.

Administrative information and supplemental data for RESF 13 operations is contained in the following policies and/or documents:

- RICS will be administered by through CCSU (police department).
- "Plain language" text will be used in all regional communications.
- Support agency policies and procedures manuals
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenarios
- Universal Task List
- Target Capabilities List (Version 2.0)

Regional Emergency Support Function #14

Long Term Community Recovery

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Government Coordinating Jurisdictions	
	Connecticut State Coordinating Organizations	
	Regional Organizations	
	Private Organizations	
I	Introduction	
	A. Purpose	
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IV	Concept of Coordination	
	A. General	
	B. Notification	
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	Initial Actions	
	Continuing Actions	
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	After Action Critique	
V.	Execution for Regional Emergency Support Function 14 Long Term Recovery	
	A. RESF 14 Responsibilities	
	B. Essential Elements of Information (EEI)	
	Mitigation Phase	
	Emergency Phase	
	Recovery Phase	
VI	Administrative Information for Regional Emergency Support Function 14	

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Coordinating Organizations
- US Department of Homeland Security
  - FEMA
- Small Business Administration
- Department of Commerce

Connecticut State Coordinating Organizations
- Connecticut Department Emergency Services and Public Protection (DESPP)
  – Division of Emergency Management and Homeland Security (DEMHS)
- Connecticut Department of Transportation
- Connecticut Department of Consumer Protection
- Connecticut Department of Energy and Environmental Protection

Regional Organizations
- Capitol Region Citizen Corps Council – ESF-5 Emergency Management

Private Organizations
- Hartford Metro Alliance
- CT Chapter of Association of Contingency Planners
- Security Communication Access Network (SCAN)
- American Red Cross –Connecticut Region
- The Salvation Army – Disaster Services
- United Way of Connecticut

I. INTRODUCTION

A. Purpose
The purpose of RESF 14 Long Term Community Recovery is to provide a mechanism for coordination of information and resources among the private sector and the state, regional, and local stakeholders.

B. Scope
RESF 14 Long Term Community Recovery is the point of contact for the private sector to Regional recovery efforts. The function is executed through RESF 2 Communications and the Regional Integrated Communication System (RICS), or the Regional Coordination Center (RCC).

Regional events warranting the use of RICS may include deliberate acts, accidents, incidents, threats, and forecasted events such as snowstorms. Incidents involving problems or disruptions of critical systems are also included. RESF-14 support and activities will vary depending on the magnitude and type of incident.

II POLICIES
1. RESF 14 Long Term Community Recovery will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.
2. The National Incident Management System (NIMS) and Incident Command System (ICS) will be the organizational structure used during a response.
3. CREPC, in conjunction with the DEMHS Regional Office, will facilitate coordination among member organizations to ensure that RESF 20 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Support Plan (RESP).
4. Essential information will be conveyed through the Regional Integrated Communication System (RICS) and the DEMHS Regional Office, as required by the incident and in accordance with existing ICS protocols. The RICS function may shift to a mobile field operation based on the scope of the incident.
5. At the request of a participating organization, RESF 14 will gather data from identified private sector planning and response partners participating in regional emergency support functions to provide information necessary to develop accurate assessment and analysis of a developing or ongoing situation.
6. RESF 14 will share information with the private sector, appropriate local, state, and federal agencies, utilities, and non-profit organizations.

III SITUATION

A. Regional Emergency Condition

1. A regional emergency may be of such severity and magnitude as to require communication and coordination among regional decision makers to facilitate a synchronized, effective response.
2. RESF 14 will support the communication of timely and appropriate incident information before, during, and after an incident to support local jurisdictions and organizations to determine appropriate actions.

B. Planning Assumptions

1. CREPC will not assume any command and control activities. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.
2. Sharing information during a regional emergency will benefit all communities.
3. There are immediate and continuous information needs unique to the jurisdictional decision makers.
4. RESF-14 has identified emergency response team (ERT) needs and support teams as appropriate.
5. The chair of RESF-14 has identified key members of the committee and has a system in place to immediately notify them of pending situations/events.

IV. CONCEPT OF COORDINATION

A. General

1. RESF 14 will provide a general assessment of the status of community and private sector partners and seek guidance to long term recovery efforts.
2. In circumstances where the situation involves or has the potential to involve state or federal agencies, RESF 14 will facilitate information sharing relationships as necessary.
3. RESF 14 will gather and display essential elements of information (EEI's) to facilitate coordinated activities. Critical information will be reported to the RICS as it develops, and reported information will include but not be limited to the essential elements of information outlined in each of the individual RESF Annexes.
4. Information provided by RESF 14 supports the development of regional strategies for decision-making and private sector integration into response and recovery efforts.
5. To activate RICS call 860-832-3477 (24 hour operation).
6. An operational period is the period of time RESF 14 will be engaged in support of regional functional needs coordination. Actual duration of operational periods will be determined by the situation.

B. Notification

RESF 2 Communications will provide a communication platform (or system) to support the coordinated response of the participating agencies. Communications will be made in cooperation with RESF 2 Communications and the DEMHS Regional Office.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 and requests specific resources or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact numbers.
- After gathering sufficient information, the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS
- When notified the chair of RESF 14 Long Term Community Recovery will call the ESF 5 Duty Officer for instructions.
- The chairperson of RESF 14 shall be responsible for calling/notifying additional members to provide information and planning emergency support function.

C. Coordination

Initial Actions
Coordinate with other RESF's to share information regarding the regional emergency. Provide periodic situation reports to RESF 5 Emergency Management. Assist in the formation of the incident action plan.

Continuing Actions
RESF 14's actions last as long as necessary. Over time, the regional coordination may down transition to local jurisdictions. This transition should ease the burden on faith based organizations as shelter and feeding operations are consolidated.

Stand Down
RESF 14 will scale down its operation as conditions warrant.

After Action Critique
CREPC will coordinate the after action critique effort to include all fire service agencies and supporting RESF's.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 14 Long Term Community Recovery

A. RESF 14 responsibilities
RESF 14 is responsible for the exchange, analysis, reporting and dissemination of regional information concerning its operational and logistical support for community response and recovery efforts in place. Essential elements of information (EEI) concerning all areas of functional needs operations will be assembled and provided to the RCC.

B. Essential Elements of Information

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations.
2. Participating agencies are responsible for providing information on their functional activities through RICS to RESF 5 for RCC operations:
    - Jurisdictions involved
    - Status of transportation systems
    - Private sector resource availability
    - Description of significant service disruptions
    - Status of communication systems
    - Access points to the disaster areas
    - Status of critical facilities and distribution systems
    - Status of key personnel
    - Resource and logistical issues
    - Needs assessment

Mitigation phase

During the mitigation phase, all RESF personnel and supporting agencies will accomplish the following:

- o Train on RESP activation and implementation.
- o Train on NIMS/ICS protocols.
- o Participate, as determined, in disaster exercise drills.
- o Regional equipment needs will be determined and requested.
- o Train on the regional coordination center (RCC) setup and coordination function of RESF 5 as appropriate.

Emergency phase

During the emergency phase, RESF 14 will advise and support the RCC by supplying information, planning assistance, and coordination.

Recovery phase

During the recovery phase, RESF 14 will continue to perform any associated coordination functions initiated during the emergency phase. Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, may be performed.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 14

Administrative information and supplemental data for RESF 20 operations is contained in the following policies and/or documents:

- o RICS will be administered by and through CCSU (police department).
- o "Plain language" text will be used in all regional communications
- o Capitol Region Emergency Response Team Program Guidance Manual.
- o A Nation Prepared, FEMA Strategic Plan, fiscal years 2003-2008.
- o The Homeland Security Act of 2002 (November 2002).
- o The National Strategy for Homeland Security dated July 2002.
- o National Response Framework (2008)
- o Natural Disaster Plan, State of Connecticut DEMHS, (2005)
- o Presidential Policy Directive 8: National Preparedness Goal
- o The 15 National Planning Scenarios
- o Universal Task List
- o Target Capabilities Listing (2005)

Regional Emergency Support Function #15
External Affairs (Media)

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Government Support Organizations	
	Connecticut State Coordinating Organizations	
	Local Municipal Coordinating Organizations	
	Private Organizations	
I	Introduction	
	A. Purpose	
	B. Scope	
II	Policies	
III	Situation	
	A. Regional Emergency Condition	
	B. Planning Assumptions	
IV	Concept of Coordination	
	A. General	
	B. Notification	
	C. Coordination	
	Initial Actions	
	Continuing Actions	
V	Execution for Regional Emergency Support Function 15	
	A. RESF 15 Responsibilities	
	B. Essential Elements of Information (EEI)	
	Mitigation Phase	
	Emergency Phase	
	Recovery Phase	
VI	Administrative Information for Regional Emergency Support Function 15	

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Central Connecticut Regional Planning Agency (CCRPA)
- Region 3 Incident Management Team

Federal Government Coordinating Organizations
- U. S. Department of Homeland Security
- Federal agency public information officers

Connecticut State Coordinating Organizations
- Connecticut Department of Emergency Services and Public Protection
  - Division of Emergency Management and Homeland Security
- Connecticut Department of the Military
- State Emergency Response Commission for Hazardous Materials (SERC)
- Governor's Communication Team
  - State agency public information officers

Local Municipal Coordinating Organizations
- Chief Elected / Administrative Officers
  - All participating municipalities
- Local agency public information officers
- Local school boards and districts
- Utility public affairs officers

Private Organizations
- American Red Cross –Connecticut Region
- The Salvation Army
- Amateur Radio (NARL)
- Security Communications Access Network (SCAN)
- Connecticut State Animal Response Team

I. INTRODUCTION
A. Purpose

The purpose of RESF 15 External Affairs (Media) is to provide accurate, authoritative and timely information to the news media and public both before and after a potential or actual regional emergency. External Affairs focuses on coordination with local municipalities regarding the communication of regional information to the public through the media, employers, schools, and community organizations. Essential service information will be delivered before and during an event in the region. The information will be about issues away from what is happening at the site of an emergency.

B. Scope

RESF 15 External Affairs (Media) develops and implements the policies, responsibilities, and concept of operation for the RESF 15 elements before, during, and after a regional emergency. The media function is executed through the regional coordination center (RCC), in coordination with the DEMHS Regional Office, during an actual emergency. The RCC is a component of the Regional Emergency Support Plan RESP and facilitates interaction with the state disaster plan, and Federal Response Framework. RESF 15 is a support function for both the RESP and the chief administrative officers from the municipalities directly affected by the emergency or the regional experts in the other emergency support functions.

The mission of RESF 15 is to contribute to the well-being of the regional area before, during, and after a public emergency by providing accurate, consistent, and easy-to-understand information as well as coordinating communication among affected agencies. Specific objectives include:

- Coordinate regional information and message development between involved agencies, the RCC **and the DEMHS Regional Office.**
- Convey the nature of the regional incident to the public.
- Provide critical information to the media and public about the regional response capability.
- Provide critical information about public support activities such as shelter, transportation, and recovery assistance.
- Minimize rumors through accurate authoritative regional information.

II. POLICIES

1. RESF 15 External Affairs (media) will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.
2. The National Incident Management System (NIMS) and the Incident Command System (ICS) will be used.
3. CREPC, in conjunction with the DEMHS Regional Office, will facilitate coordination among member organizations to ensure that RESF 15 procedures are appropriately followed and are in concert with the stated missions and objectives of the RESP.
4. Essential information will be conveyed through the Regional Integrated Communication System (RICS) and the DEMHS Regional Office, as required by the incident and in accordance with existing ICS protocols.
5. At the request of RESF 5 Emergency Management, RESF 15 will staff the RCC and participate in regional emergency decisions concerning the release of public information.

6. RESF 15 will share information with appropriate local, state, and federal agencies, utilities, schools, employers, and non-profit organizations.

III. SITUATION
A. Regional Emergency Condition

There are several different levels of regional incidents and regional emergencies that may require different types of coordination and communications. Three condition levels are described below:

In a Major Regional Incident (MRI) or emergency, significant disruptions will be experienced in multiple essential services. This type of event is normally life threatening to some extent. Normal means of communicating in the affected municipalities may be destroyed or disrupted. RESF 15 will be activated for the RCC by means of RICS, phone, or other communication methods. RESF 15 personnel will assist the chief administrative officer or the Incident Commander of the affected municipalities where possible, and may function as the PIO for a specific incident commander if so requested.

In a Disruptive Regional Incident (DRI) or emergency there may not necessarily be life threatening events occurring in regards to the general public. Communications are probably functional. RESF 15 will be activated for use in the RCC. Mobility, public safety, and health may be affected. Early release of employees or school children may occur.

In a Standard Regional Incident (SRI) or emergency, essential service problems may be occurring, but they are definable or limited in impact. This type of event may be life threatening, but on a very limited scale.

B. Planning Assumptions

1. The regional coordination center (RCC) will not assume any command and control activities. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.
2. Sharing information during a regional incident will benefit all communities.
3. Accurate and timely information is critical to the region.
4. There will be a frontline PIO at the incident functioning under their incident commander.
5. The informational focus of RESF 15 will be on regional impacts, in depth analysis, expert opinions, and media monitoring ability.
6. RESF 15 may work directly with the chief administrative officers from any given municipality.
7. The RCC will be the point-of-contact for local municipalities for the purpose of information coordination about regional concerns and problems.
8. RESF 15 will work in coordination with state and federal media efforts.
9. In the event of an emergency, some information may be controlled or highly sensitive law enforcement data. This information is to be protected and released by the proper authorities.

IV. CONCEPT OF COORDINATION
A. General

1. RESF 15 will provide support to chief administrative officers, chairpersons of other emergency support functions, CREPC, CRCOG, or regional experts in functional areas of the RESFs. The primary responsibility of RESF 15 is to coordinate information among local jurisdictions in a timely manner. Requests for information

regarding a regional emergency will be coordinated through the RCC or the PIO of the affected municipality.

2. In situations where the incident or emergency occurs within one jurisdiction, the lead PIO for the incident will be the affected municipality representative.
3. In situations where a regional emergency occurs that impacts multiple municipalities, a designated Public Information Officer, from RESF 15, will be located at the RCC. By mutual agreement, "all jurisdictions and agencies involved in the incident have acknowledged that RESF 15 will assume the additional responsibility for coordinating reports from each agency. This will create an accurate and useful vision of the incident that can be transmitted to the public through timely release to the media. Upon being approached by the media, the individual agencies have agreed to refer all questions to the RCC (RESF 15) in order to ensure accurate and consistent public messages."

B. Notification

RESF 15 External Affairs (media) will be notified in the initial alert or request or support notification. At RESF 5's request or the establishment of an RCC, RESF 15 will respond to the designated location.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific resources or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact number.
- After gathering sufficient information the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.
- The chair of RESF 15 External Affairs (media) will call the ESF 5 Duty Officer and request instructions.
- The Duty Officer for RESF 5 will determine the need to establish a Regional Coordination Center (RCC).
- When requested the chair of RESF 15 shall be responsible for calling/notifying additional members of the emergency support function.
- Additionally, upon notification, RESF 15 will establish a contact with state and federal agencies that may be involved.

C. Coordination

Initial Actions

Before, during, and after a regional incident or emergency, RESF 15 will be responsible for coordinating with the region's chief administrative officers and public information officers of the various agencies to deliver accurate news information to the media and to develop an appropriate message, analysis, and background material in a timely manner to accompany the news. This will include notification of the media regarding the event, and notification that the region is working together. RESF 15 will supplement and complement the incident municipality's PIO by providing regional information and regional analysis. Additionally, RESF-15 representatives may be assigned to municipal PIO activities if deemed necessary, and with consensus of RESF-5, by the responsible municipal Chief Executive Officer, or the Incident Commander.

RESF 15 is responsible for participating in planning meetings, conferences, and decision making sessions of the subject-matter experts. The chief administrative officers from each jurisdiction will provide information about the region's emergency response efforts and work with elected officials to develop a unified message.

Based on the nature and the extent of the situation, the DEMHS Regional Office, CREPC or any participating organization, agency, or municipality may request a message development meeting to discuss the emergency. RESF 15 will facilitate the coordination of a common message.

RESF 15 is responsible for developing talking points on regional information/ messages for the municipalities' chief executive officers, and chief administrative officers.

RESF 15 is responsible for providing overviews, regional information coordination, information on regional issues, coordination of PIO mutual aid, media tracking, background analysis, and analysis of regional effects. Information dissemination regarding non-regional issues is the responsibility of the local municipality.
RESF 15 is responsible for conducting additional in-depth analysis to complement the messages delivered. Additionally, RESF 15 will monitor media coverage for the region.

RESF 15 will be responsible for establishing and directing a regional information operation for employers, community organizations, schools, and universities.

Continuing Actions
RESF 15 External Affairs (media) will coordinate information related issues. Additionally, RESF 15 will:

- Provide information to all affected agencies and municipalities.
- Maintain contact with and exchange information with region-wide umbrella organizations.
- Be responsible for providing news briefings or regional issues as needed.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 15

A. RESF 15 responsibilities

RESF 5 Emergency Management is responsible for the exchange, analysis, reporting and dissemination of regional information. Regional essential elements of information (EEI) have been determined as the minimum information to satisfy coordination needs among the RESFs.

B. Essential Elements of Information

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations.
2. RESF 15 is responsible for providing information on their functional activities through RICS to RESF 5 for RCC operations. Essential elements of information include:
    - Jurisdictions involved
    - Media on scene
    - Status of press releases
    - Information on evacuation, sheltering, and food supply
    - Social, economic and political impact
    - Status of communication system
    - Estimates of potential impact
    - Status of recovery programs

- Needs assessment and damage estimates
- Status of state or federal operations, if known
- Response needs and priorities
- Major issues/activities of RESFs
- Overall priorities for response
- School closures
- Citizen assistance requests

Essential Elements of Information -EEI activities include, but are not limited to those itemized in the Table below:

INCIDENT TIME	INCIDENT ACTIVITY	ACTIONS
First Hour	• Incident occurs • First official reports • Unconfirmed facts and rumors • First media reports • Potential live TV reports • Public has immediate need for information and possible health & safety instructions • Media has immediate need for facts, information and subject matter experts • Witness media reports • Victim family reports • Unconfirmed casualty reports • Potential voluntary or directed evacuations	• Notify SEOC of an incident • Activate Regional EOP / Office • Initiate communications path contacts, including contact with incident site • Prepare initial release for Region or State release • Determine whether Emergency Alert System is activated and at what level. • Consider appropriateness of using Weather communications systems to issue warning information • Determine initial strategy for incident communications with the public; focus on incident response, protective measures, and reassurance • Regional Coordinator or State EOC senior officials make first formal announcements • Regional Coordinator acts as lead incident site communications while State EOC focuses on support to affected area and statewide issues • Subject-matter experts identified to media • Status announcement issued from Regional Coordinator and/or State EOC PIO when appropriate
First Day	• Continuing heavy media coverage • Media questions on the Alert Status (if changed) and safety of region, state, citizenry • Response and recovery continues • Potential rumors • Continuing victim and family coverage in media • Search and rescue operations • Possible decontamination issues • Distribution of medicines, as appropriate (PODs) • Arrival of supporting State, federal resources • Activation of donations and resource centers • Questions from media on why the incident happened, relevance to potential incidents	• Continue to focus on regional/State incident response, protective measures, and reassurance; messaging includes deterrent measures, preparedness, and disaster assistance • Determine any change in Alert level and incorporate protective measures in public incident communications • Continue close coordination with State EOC • Continue to coordinate resources for incident communications with the public • Establish daily briefing routine in coordination with Regional, State, and local authorities • Prepare releases for issuance by Regional Coordinator / State EOC • Prepare instructional messaging for issuance to public on potential medical or health safety issues. • Coordinate preparation of State or nationally televised public service and health advisories

INCIDENT TIME	INCIDENT ACTIVITY	ACTIONS
	elsewhere in state	• Update, coordinate and link State and other Web pages • Prepare and distribute statistical information, graphics, video, and photos as appropriate • Contact subject-matter experts with regard to public information and/or message content availability • Prepare to manage potential VIP visits to incident
First Week	• Response and recovery continues • Potential diminishing media coverage • Continuing victim and family coverage • Search and rescue operations • Possible decontamination issue • Disaster recovery, assistance support, and effectiveness of government and responder efforts • Delivery of medicines, as appropriate • Continued deployment and progress of supporting Federal resources, including medical, • incident response, law enforcement, and incident communications with the public	• Continue to focus on Regional / State incident response, protective measures, and reassurance; messaging includes deterrent measures, preparedness, and disaster assistance • Continue daily briefing routine in coordination with all local and State authorities • Continue close coordination with SEOC • Continue resource coordination • Coordinate preparation of nationally televised public service and health advisories • State and other Web pages updated, coordinated, and linked • Prepare and distribute statistical information, graphics, video, and photos as appropriate • Continue to make subject-matter experts available • Continue to manage potential VIP visits to incident
Recovery	• Media coverage greatly diminished • Potential formal investigations • Emphasis on victims, cause of the incident, and effectiveness of • response and recovery effort • Identification of personal stories and special situations • Impact of incident on the non-affected populations in region and/or Statewide	• Federal interagency effort focuses on plan recovery, and support and assistance to victims and affected populations • Continue resource coordination • Preparedness measures and readiness to manage follow-on incidents • Continue to provide briefings with State, regional and local teams to support recovery plan • Continue to document and release information on plan execution, recovery efforts, and disaster recovery assistance • Identify responders for recognition

Mitigation phase
During the mitigation phase, all RESF personnel and supporting agencies will accomplish the following:

- Train on the RESP activation and implementation.
- Train on NIMS/ICS protocols.
- Participate, as determined, in disaster exercise drills.
- Train on the regional coordination center (RCC) setup and coordination function of RESF 15 as appropriate.

Emergency phase

When activated during the emergency phase, RESF 15 External Affairs (media) will assemble at the designated RCC and perform the information and coordination role described in the purpose section of this annex.

Recovery phase
During the recovery phase, RESF 15 will continue to perform any associated coordination and information related functions initiated during the emergency phase.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 15

Administrative information and supplemental data for RESF 15 operations is contained in the following policies and/or documents:

- RICS will be administered by and through CCSU (police department)
- "Plain language" text will be used in all regional communications
- Metropolitan Medical Response System (MMRS) Plan.
- Local Emergency Operation Plans
- State of Connecticut Emergency Response Plan
- National Response Plan
- The Regional Hazardous Materials Analysis
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenarios
- Universal Task List
- Target Capabilities List (Version 2.0)

Regional Emergency Support Function #16
Volunteer Management

Participating Organizations		
	Regional Coordinating Organizations	
	Local Coordinating Jurisdictions	
	State Coordinating Agency	
	Federal Coordinating Agency	
	Private and Volunteer Organizations	
I	Introduction	
	A. Purpose	
	B. Scope	
II	Policies	
III	Situation	
	A. Regional Emergency Condition	
	B. Planning Assumptions	
IV	Concept of Coordination	
	A. General	
	B. Organization	
	C. Notifications	
V	Execution for Regional Emergency Support Function 16	
	A. RESF 16 Responsibilities	
	B. Essential Elements of Information (EEI)	
	Mitigation Phase	
	Emergency Phase	
	Recovery Phase	
VI	Administrative Information for Regional Emergency Support Function 16	

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organization
- Capitol Region Council of Governments
- Capitol Region Emergency Planning Committee (CREPC)
- Central Connecticut Regional Planning Agency (CCRPA)
- Capitol Region Citizen Corps Council (ESF 16 Volunteer Management)

State Coordinating Agency
- Connecticut Department of Emergency Services and Public Protection
  - Division of Emergency Management and Homeland Security
- Connecticut Statewide Citizens Corps Council Advisory Committee
- Connecticut Department of the Military
- Connecticut Department of Public Health

Federal Coordinating Agency
- U. S. Department of Homeland Security
  - FEMA

Local Coordinating Jurisdictions
- All member towns and cities of CREPC

Private and Volunteer Organizations
- The American Red Cross – Connecticut Region
- The Salvation Army
- Faith based organizations
- United Way
- Area Chambers of Commerce
- Service based organizations
- Amateur Radio Relay League
- American Legion
- ESPN, Inc.
- Mohegan Sun
- Connecticut State Animal Response Team
- National Voluntary Organizations Active in Disasters

I. INTRODUCTION

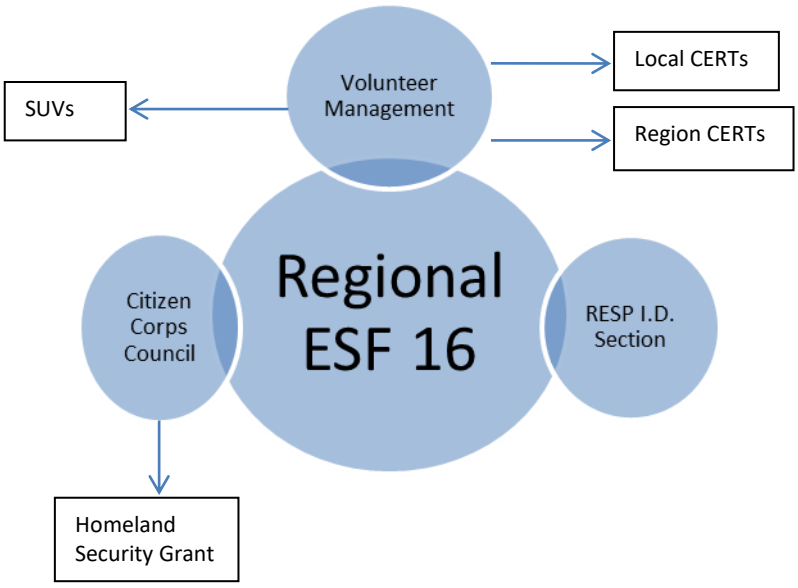
A. Purpose

The purpose of Regional Emergency Support Function (RESF) 16 – Volunteer Management is to facilitate communication and coordination among regional jurisdictions regarding the need for volunteer services before, during, and after a regional emergency. Full-time volunteers serving in an on-going capacity for an emergency support function are not included under RESF 16. For example, volunteer firefighters, fire-police programs, and fire or police cadet programs.

B. Scope

RESF 16 focuses on activities in response to the disruption of resource availability and ensuring that assets are available both on a regional scale and to individual member communities. RESF 16 shall have the specific responsibilities outlined below:

1. The coordination of volunteer organizations, CERT teams, citizen corps elements, and spontaneous unsolicited volunteer (SUV) resources. Conceptually RESF 16 is responsible for several major functions involving governance, functioning as the Regional Citizen Corps Council and accountability and credentialing of citizen corps elements. Additionally, RESF 16 is responsible for volunteer management, both planned (local CERTs and region CERTs) and unplanned, such as SUV's that occur at a specific incident or event.



2. The development of a strategic plan to meet regional volunteer management needs. This plan becomes an annex to the Regional Emergency Support Plan (RESP) and shall include public education, training opportunities, volunteer

programs, and in collaboration with RESF-19 Functional Needs Management, collect potential volunteer requirements for at risk populations. Additionally, RESF 16 will coordinate and implement the statewide strategic plan for CERT.

3. Develop regional recruiting initiatives for all elements of the Citizen Corps. Included is the responsibility for marketing activities and promotional programs in conjunction with RESF 15 External Affairs (media).

4. Establish a tracking system for accountability purposes for all elements and individuals of the citizen corps. Included in this responsibility is the issuing of identification and credentialing of all citizen corps elements.

5. Foster an increased collaboration between first responders and volunteer groups.

6. Utilize, where possible and appropriate, citizens in all aspects of crime prevention, mitigation, preparedness, disaster response and recovery, and public health activities.

7. Recruit regional training teams to administer the applicable CERT training programs.

8. Work within existing channels of communications to provide efficient and effective response to all emergencies.

II. POLICIES

1. RESF 16 Volunteer Management will not usurp or override the policies of any federal, state, or local governmental jurisdiction.
2. RESF 16 will not usurp or override any official memoranda of understanding (MOU's) that exist between an organization and any entity of government.
3. Jurisdictions will respect existing contractual agreements to eliminate competition for resources and assets. Specifically recruited volunteers (such as volunteer firefighters) will not be considered as elements of the Citizen Corps.
4. The Capitol Region Council of Governments (CRCOG) will facilitate coordination of all citizen corps initiatives through the Capitol Region Emergency Planning Committee (CREPC). This will ensure that RESF 16 procedures are maintained in concert with the mission and objectives of the RESP.
5. The emergency support function chairpersons shall serve as the Citizen Corps Council for the Regional Planning Organization (CRCOG). Additionally, any other interested person associated with any regional response capability may serve on the Citizen Corps Council.
6. RESF 16 will be used to collect information, communicate, and coordinate activities between regional organizations, agencies, and local jurisdictions concerning volunteer management.
7. The Regional Integrated Communication System (RICS) will be used as the communication system on the regional level among RESF 16 members.
8. Essential elements of information (EEI's) will be collected by local organizations, agencies, or jurisdictions and reported through RICS.
9. As required, RESF 16 will provide liaison to RESF 5 Emergency Management and/or to the Regional Coordination Center (RCC). Additionally, RESF 16 will work closely with all other emergency support functions as dictated by the incident itself.
10. RESF 16 shall be responsible for spontaneous unsolicited volunteers and determine how best to utilize their expertise or balance the needs of the emergency.

III. SITUATION

A. Regional Emergency Condition

A regional emergency may result from a significant natural or human caused disaster, a technological emergency, power / utility disruptions, or any other regional emergency that causes extensive damage. A regional emergency could create significant impacts on resource availability throughout the region, placing serious demands on RESF 16 Volunteer Management. Any major regional emergency will require the coordination efforts of RESF 16 activities.

B. Planning Assumptions

1. Regional communication and coordination will eliminate redundancy and facilitate an efficient and effective response.
2. Agencies and organizations under RESF 16 will perform tasks under their predetermined operational procedures and mission assignments for the individual CERT's. During an emergency, RESF 16 will provide response elements to RESF 5 Emergency Management for assignment in the field as appropriate.
3. Emergency situations may be localized, requiring resource supplementation through RESF 16 or can cover multiple jurisdictions. Incidents can be specific to certain economic or demographic groups of any scale or origin.

IV. CONCEPT OF COORDINATION

A. General

1. RESF 16 members will engage in planning, training, and evaluation activities.
2. Before, during, and after a regional incident, the organizations, agencies, and jurisdictions that comprise RESF 16 will execute their responsibilities and authorities within their individual operation plans and communicate and coordinate under the RESP.
3. In order to augment existing communication, RESF 16 will collect local information regarding volunteer availability, and will provide this information to regional organizations, agencies, and jurisdictions through RICS or the RCC.
4. As dictated by the emergency, RESF 16 will coordinate volunteer management functions with the other regional emergency support functions. Coordination may include, but is not limited to:

    - RESF 1 Transportation – coordination of the transportation of volunteers
    - RESF 2 Communications – coordination of amateur radio (HAM) volunteers, and volunteer incident dispatch teams.
    - RESF 3 Public Works and Engineering – coordination of providing potable water to volunteers
    - RESF 5 Emergency Management – coordination and communication with RICS/RCC
    - RESF 6 Mass Care, Housing and Human Services – coordination of volunteers as needed
    - RESF 8 Public Health and Medical Services – coordination of the Capitol Region Medical Reserve Corps
    - RESF 11 Animal Protection – coordination of animal rescue, shelter and evacuation volunteers
    - RESF 13 Public Safety and Security (Law Enforcement) coordinate security of volunteer management sites.

- RESF 15 External Affairs (media) – coordination of messages to the public regarding volunteers
- RESF 19 Functional Needs Management – coordinate functional needs CERT teams and volunteers.
- RESF 20 Faith Based Organizations – coordinate religious volunteer elements that evolve from any emergency.
- Collaborate with State of CT as appropriate regarding VOAD services

B. Organization

Coordination and communication activities for a regional event begins with notification of an actual incident or possible activation of the RESP through RICS. RESF 16 will activate the various teams involved with RESF 16 as dictated by the incident and direction from RESF 5 Emergency Management.

C. Notification

Upon notification by any jurisdiction or authorized representative of CREPC of a potential or actual regional incident requiring RESF 16 support, RICS will conduct the standard alert procedures. RESF 5 Emergency Management will determine the immediate need or anticipated involvement of RESF 16 in the unfolding incident. Communications will be made in accordance with RICS protocols and in cooperation with RESF 2 Communications and the DEMHS Regional Office.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 16

A. RESF 16 Responsibilities

The primary purpose of RESF 16 is to facilitate communications and coordination among various CERT teams, organizations, agencies, and jurisdictions concerning volunteer activities in the region. Local responders will function within their established operating procedures. RICS will be used for information exchange.

B. Essential Elements of Information

The primary purpose of the RICS is to facilitate the exchange of information among the coordinating agencies during a regional event. EEI's have been determined as the minimum essential elements of information to satisfy coordination needs for all the regional emergency support functions. EEI's should be exchanged through RICS and will include at least the following:

- Status of transportation system and facilities
- Status of food supply and distribution schedule
- Location of useable mass care facilities, including shelters and feeding stations
- Availability of first aid support
- Location of hazardous areas
- Status of volunteer organizations and CERT teams
- Status of potable water supply
- Jurisdictions involved
- Overall priorities
- Status of efforts under local, state, and federal emergency operations
- Credentials and certification of affiliated and non-affiliated volunteers
- Security controls
- Logistical problems
- Prioritization of service/deliveries

Mitigation Phase
During the mitigation phase, all regional emergency support function personnel and supporting agencies will accomplish the following:

- Train on the RESP activation and implementation
- Train on NIMS/ICS protocols
- Participate, as determined, in disaster exercise drills
- Train on equipment specific to CERT mission(s), includes evaluating equipment needs and requests as such.
- Train on the regional coordination center (RCC) setup and coordination function of RESF 5 Emergency Management.

Emergency Phase
During the emergency phase, RESF 16 - Volunteer Management will function in their assigned mission within the Regional Coordination Center (RCC) or designated operational area.

Recovery Phase
During the recovery phase, RESF 16 will continue to perform all assigned mission duties. Additionally, operations involving volunteer management may intensify during this phase depending on the length of the recovery operations.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 16

Administrative information and supplemental data for RESF 16 - Volunteer Management operations is contained in the following policies and/or documents:

- RICS will be administered by and through CCSU (police department)
- "Plain language" text will be used in all regional communications
- Connecticut Statewide Strategy Memo for CERT Operations
- Performance requirements as specified in CFDA No. 83.564 Citizen Corps/CERT grant process – Connecticut Division of Emergency Management and Homeland Security
- Regional Citizen Corps Strategic Plan
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenarios
- Universal Task List
- Target Capabilities List (Version 2.0)
- Local CERT SOPs/SOG's

Regional Emergency Support Function #19
Functional needs Management

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Government Coordinating Jurisdictions	
	Connecticut State Coordinating Organizations	
	Regional Organizations	
	Private Organizations	
I	Introduction	
	A. Purpose	
	B. Scope	
II	Policies	
III	Situation	
	A. Regional Emergency Condition	
	B. Planning Assumptions	
IV	Concept of Coordination	
	A. General	
	B. Notification	
	C. Coordination	
	Initial Actions	
	Continuing Actions	
	Stand Down	
	After Action Critique	
V.	Execution for Regional Emergency Support Function 19 Functional Needs Management	
	A. RESF 19 Responsibilities	
	B. Essential Elements of Information (EEI)	
	Mitigation Phase	
	Emergency Phase	
	Recovery Phase	
VI	Administrative Information for Regional Emergency Support Function 19	

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Coordinating Organizations
- U.S. Department of Homeland Security
  - FEMA

Connecticut State Coordinating Organizations
- Connecticut Department of Public Health
  - Office of Emergency Medical Services
- Connecticut Department of Transportation
  - CT Transit
- Connecticut Office of Protection and Advocacy
- Connecticut Department of Developmental Services
  Connecticut Department of Social Services
- Connecticut Department of Mental Health and Addiction Services
- Connecticut State Commission on the Deaf and Hearing Impaired
- Connecticut Board of Education and Services to the Blind (BESB)
- Connecticut Department Emergency Services and Public Protection
  - Division of Emergency Management and Homeland Security

Regional Organizations
- Capitol Region Citizen Corps Council – ESF 16
- Region 3 Animal Response Team (R3ART)-ESF 11

Private Organizations
- Connecticut Hospital Association
- Connecticut Radio Information System (CRIS)
- American Red Cross – Connecticut Region
- The Salvation Army – Disaster Services
- United Way of Connecticut
- Connecticut Association of Directors of Health (CADH)
- Connecticut Lions Club
- American Lung Association – Connecticut Chapter
- Connecticut State Animal Response Team

I. INTRODUCTION
A. Purpose

The purpose of RESF 19 Functional Needs Management is to act as an advisor to CREPC and all Regional ESFs on all matters pertaining to citizens with Functional Needs. Additionally A "Disability Training Team" is assigned to RESF-19 with the mission to train and educate first responders and CERT members in dealing with citizens with disabilities during times of emergencies.

B. Scope

RESF 19 is the Functional Needs Management element of the regional communication and coordination effort. The function is executed through CREPC and its ESFs.

Regional events warranting the use of RICS may include deliberate acts, accidents, incidents, threats, and forecasted events such as snowstorms. Incidents involving problems or disruptions of critical systems are also included.

II POLICIES

1. RESF 19 Functional Needs Management will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.
2. CREPC, in conjunction with the DEMHS Regional Office, will facilitate coordination among member organizations to ensure that RESF 19 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Support Plan (RESP).
3. Essential information will be conveyed through the RCC and the DEMHS Regional Office as required by the incident and in accordance with existing ICS protocols.
4. At the request of a participating organization, RESF 19 convenes agencies and organizations participating in regional functional needs emergency support functions to provide technical expertise and information necessary to develop accurate assessment and analysis of a developing or ongoing situation.
5. RESF 19 will share information with appropriate local, state, and federal agencies, utilities, the private sector, and non-profit organizations.

III SITUATION

A. Regional Emergency Condition

1. A regional emergency may be of such severity and magnitude as to require communication and coordination among regional decision makers to facilitate a synchronized, effective response.
2. RESF 19 will support the communication of timely and appropriate incident information before, during, and after an incident to support local jurisdictions and organizations to determine appropriate actions.

B. Planning Assumptions

1. CREPC will not assume any command and control activities. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.
2. Sharing information during a regional emergency will benefit all communities.

3. There are immediate and continuous information needs unique to the jurisdictional decision makers.
4. ESF 19 has identified support teams as appropriate.
5. The chair of ESF 19 has identified key members of the committee and has a system in place to immediately notify them of pending situations/events.

IV. CONCEPT OF COORDINATION

A. General

1. RESF 19 will provide a general assessment of the status of functional needs operations in the affected area.
2. In circumstances where the situation involves or has the potential to involve state or federal agencies, RESF 19 will facilitate information sharing relationships as necessary.
3. RESF 19 will gather and display Essential elements of information (EEI's) to facilitate coordinated activities. Critical information will be reported to the RCC as it develops, and reported information will include but not be limited to the essential elements of information outlined in each of the individual ESF Annexes.
4. Information provided by RESF 19 supports the development of regional strategies for decision-making.
5. To activate RICS call 860-832-3477 anytime twenty-four hours a day.
6. ESF-19 will provide advisor / subject matter expertise only to support Regional operations. This support can be accomplished virtually.

B. Notification

RESF 2 Communications in conjunction with the DEMHS Regional Office will provide a communication platform (or system) to support the coordinated response of the participating agencies. Communications will be made in cooperation with RESF 2 Communications and the DEMHS Regional Office.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 anytime 24/7 and requests specific resources or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact numbers.
- After gathering sufficient incident information, the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS Regional Coordinator as necessary via the CREPC emergency messaging system.

C. Coordination

Initial Actions
Coordinate with other RESF's to share information regarding the regional emergency.
. Assist in the
formation of the incident action plan when appropriate.

Continuing Actions
RESF 19's support actions last as long as necessary. Over time, the regional coordination may transition down to local jurisdictions. This transition does not change the mission of Functional needs Management, nor does it affect the basic functions of information gathering, processing, dissemination, and planning.

Stand Down
RESF 19 will scale down its operation as conditions warrant.

After Action Critique
CREPC will coordinate the after action critique effort to include all agencies and supporting RESF's.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 19 FUNCTIONAL NEEDS MGT.

A. RESF 19 responsibilities
RESF 19 Functional needs Management is responsible for the exchange, analysis, reporting and dissemination of regional information concerning functional needs citizens and registrants of the functional needs registry. Essential elements of information (EEI) concerning all areas of functional needs operations will be assembled and provided to the RCC.

B. Essential Elements of Information
1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations.
2. Participating agencies are responsible for providing information on their functional activities through RESF 5 for RCC operations:
   - o Jurisdictions involved
   - o Social, economic and political impact
   - o Status of transportation systems
   - o Description of significant service disruptions
   - o Status of communication systems
   - o Access points to the disaster areas
   - o Status of functional needs evacuations
   - o Status of functional needs shelters
   - o Service animal needs status
   - o Status of critical facilities and distribution systems
   - o Status of key personnel
   - o Resource and logistical issues
   - o Status of Medical Reserve Corps support
   - o Needs assessment and damage estimates
   - o Status of state or federal operations, if known

Mitigation phase
During the mitigation phase, RESF 19 personnel and supporting agencies will accomplish the following:
- o Train on the RESP activation and implementation.
- o Train on NIMS/ICS protocols.
- o Participate, as determined, in disaster exercise drills.
- o Regional equipment needs will be determined and requested.

Emergency phase
During the emergency phase, RESF 19 Functional Needs Management will advise and support the RCC by supplying information, planning assistance, and coordination.

Recovery phase
During the recovery phase, RESF 19 will continue to perform any associated coordination functions initiated during the emergency phase. Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, will be performed.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 19

Administrative information and supplemental data for RESF 19 operations is contained in the following policies and/or documents:

- RICS will be administered by and through CCSU (police department).
- "Plain language" text will be used in all regional communications
- Capitol Region Emergency Response Team Program Guidance Manual.
- A Nation Prepared, FEMA Strategic Plan, fiscal years 2003-2008.
- The Homeland Security Act of 2002 (November 2002).
- The National Strategy for Homeland Security dated July 2002.
- National Response Framework
- Natural Disaster Plan, State of Connecticut DEMHS, (2005)
- Presidential Policy Directive 8: National Preparedness Goal
- The 15 National Planning Scenarios
- Universal Task List
- US DHS Target Capabilities List
- National Disaster Recovery Framework

Regional Emergency Support Function #20

Faith Based Organizations

Participating Organizations		
	Regional Coordinating Organizations	
	Federal Government Coordinating Jurisdictions	
	Connecticut State Coordinating Organizations	
	Regional Organizations	
	Private Organizations	
I	Introduction	
	A. Purpose	
	B. Scope	
II	Policies	
III	Situation	
	A. Regional Emergency Condition	
	B. Planning Assumptions	
IV	Concept of Coordination	
	A. General	
	B. Notification	
	C. Coordination	
	Initial Actions	
	Continuing Actions	
	Stand Down	
	After Action Critique	
V.	Execution for Regional Emergency Support Function 20 Faith Based Organizations	
	A. RESF 20 Responsibilities	
	B. Essential Elements of Information (EEI)	
	Mitigation Phase	
	Emergency Phase	
	Recovery Phase	
VI	Administrative Information for Regional Emergency Support Function 20	

PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Coordinating Organizations
- Department of Homeland Security
    - FEMA

Connecticut State Coordinating Organizations
- Connecticut Department of Public Health
    - Office of Emergency Medical Services
- Connecticut Department of Transportation
- Connecticut Department Emergency Services and Public Protection
    - Division of Emergency Management and Homeland Security

Regional Organizations
- Capitol Region Citizen Corps Council – ESF 16
- RESF-8 Public Health and Medical Services – Behavioral Health Section

Private Organizations
- Connecticut Radio Information System (CRIS)
- American Red Cross –Connecticut Region
- The Salvation Army – Disaster Services
- United Way of Connecticut
- Connecticut Association of Directors of Health (CADH)

I. INTRODUCTION

A. Purpose
The purpose of RESF 20 Faith Based Organizations is to facilitate the operational and logistical support of faith based shelter and commodity distribution centers during a potential or actual regional emergency.

B. Scope
RESF 20 Faith Based Organizations is the interfaith element of the regional communication and coordination effort. The function is executed through RESF 2 Communications and the Regional Integrated Communication System (RICS).

Regional events warranting the use of RICS may include deliberate acts, accidents, incidents, threats, and forecasted events such as snowstorms. Incidents involving problems or disruptions of critical systems are also included.

II POLICIES
1. RESF 20 Faith Based Organizations will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.
2. The National Incident Management System (NIMS) and Incident Command System (ICS) will be the organizational structure used during a response.
3. CREPC, in conjunction with the DEMHS Regional Office, will facilitate coordination among member organizations to ensure that RESF 20 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Support Plan (RESP).
4. Essential information will be conveyed through the Regional Integrated Communication System (RICS) and the DEMHS Regional Office, as required by the incident and in accordance with existing ICS protocols. The RICS function may shift to a mobile field operation based on the scope of the incident.
5. At the request of a participating organization, RESF 20 will gather data from faith based organizations participating in regional emergency support functions to provide information necessary to develop accurate assessment and analysis of a developing or ongoing situation.
6. RESF 20 will share information with appropriate local, state, and federal agencies, utilities, the private sector, and non-profit organizations.

III SITUATION

A. Regional Emergency Condition

1. A regional emergency may be of such severity and magnitude as to require communication and coordination among regional decision makers to facilitate a synchronized, effective response.
2. RESF 20 will support the communication of timely and appropriate incident information before, during, and after an incident to support local jurisdictions and organizations to determine appropriate actions.

B. Planning Assumptions
1. CREPC will not assume any command and control activities. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.
2. Sharing information during a regional emergency will benefit all communities.

3. There are immediate and continuous information needs unique to the jurisdictional decision makers.
4. ESF 20 has identified emergency response team (ERT) needs and support teams as appropriate.
5. The chair of ESF 20 has identified key members of the committee and has a system in place to immediately notify them of pending situations/events.

IV. CONCEPT OF COORDINATION

A. General

1. RESF 20 will provide a general assessment of the status of faith based organizational capabilities.
2. In circumstances where the situation involves or has the potential to involve state or federal agencies, RESF 20 will facilitate information sharing relationships as necessary.
3. RESF 20 will gather and display essential elements of information (EEI's) to facilitate coordinated activities. Critical information will be reported to the RICS as it develops, and reported information will include but not be limited to the essential elements of information outlined in each of the individual ESF Annexes.
4. Information provided by RESF 20 supports the development of regional strategies for decision-making.
5. To activate RICS call 860-832-3477 anytime twenty-four hours a day.
6. An operational period is the period of time RESF 20 will be engaged in support of regional functional needs coordination. Actual duration of operational periods will be determined by the situation.

B. Notification

RESF 2 Communications will provide a communication platform (or system) to support the coordinated response of the participating agencies. Communications will be made in cooperation with RESF 2 Communications and the DEMHS Regional Office.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 and requests specific resources or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact numbers.
- After gathering sufficient information, the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS
- When notified the chair of RESF 20 Faith Based Organizations will call the ESF 5 Duty Officer for instructions.
- The chairperson of RESF 20 shall be responsible for calling/notifying additional members of the information and planning emergency support function.

C. Coordination

Initial Actions

Coordinate with other RESF's to share information regarding the regional emergency. Provide periodic situation reports to RESF 5 Emergency Management. Assist in the formation of the incident action plan.

Continuing Actions
RESF 20's actions last as long as necessary. Over time, the regional coordination may down transition to local jurisdictions. This transition should ease the burden on faith based organizations as shelter and feeding operations are consolidated.

Stand Down
RESF 20 will scale down its operation as conditions warrant.

After Action Critique
CREPC will coordinate the after action critique effort to include all fire service agencies and supporting RESF's.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 20 FAITH BASED ORGANIZATIONS

B. RESF 20 responsibilities
RESF 20 Faith Based Organizations is responsible for the exchange, analysis, reporting and dissemination of regional information concerning the operational and logistical missions in place at various faith based facilities. Essential elements of information (EEI) concerning all areas of functional needs operations will be assembled and provided to the RCC.

B. Essential Elements of Information
1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations.
2. Participating agencies are responsible for providing information on their functional activities through RICS to RESF 5 for RCC operations:
   - o Jurisdictions involved
   - o Status of transportation systems
   - o Description of significant service disruptions
   - o Status of communication systems
   - o Access points to the disaster areas
   - o Status of critical facilities and distribution systems
   - o Status of key personnel
   - o Resource and logistical issues
   - o Needs assessment

Mitigation phase
During the mitigation phase, all RESF personnel and supporting agencies will accomplish the following:

- o Train on RESP activation and implementation.
- o Train on NIMS/ICS protocols.
- o Participate, as determined, in disaster exercise drills.
- o Regional equipment needs will be determined and requested.
- o Train on the regional coordination center (RCC) setup and coordination function of RESF 5 as appropriate.

Emergency phase
During the emergency phase, RESF 20 Faith Based Organizations will advise and support the RCC by supplying information, planning assistance, and coordination.

Recovery phase
During the recovery phase, RESF 20 will continue to perform any associated coordination functions initiated during the emergency phase. Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, may be performed.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 20

Administrative information and supplemental data for RESF 20 operations is contained in the following policies and/or documents:

- o RICS will be administered by and through CCSU (police department).
- o "Plain language" text will be used in all regional communications
- o Capitol Region Emergency Response Team Program Guidance Manual.
- o A Nation Prepared, FEMA Strategic Plan, fiscal years 2003-2008.
- o The Homeland Security Act of 2002 (November 2002).
- o The National Strategy for Homeland Security dated July 2002.
- o National Response Framework (2008)
- o Natural Disaster Plan, State of Connecticut DEMHS, (2005)
- o Presidential Policy Directive 8: National Preparedness Goal
- o The 15 National Planning Scenarios
- o Universal Task List
- o Target Capabilities Listing (2005)

Regional Emergency Support Function #21
Colligate Services

Participating Organizations		
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PARTICIPATING ORGANIZATIONS

Regional Coordinating Organizations
- Capitol Region Emergency Planning Committee (CREPC)
- Capitol Region Council of Governments
- Central Connecticut Regional Planning Agency (CCRPA)

Federal Government Coordinating Organizations
- Department of Homeland Security
    - FEMA

Connecticut State Coordinating Organizations
- Connecticut Department of Public Health
- Connecticut Department of Emergency Services and Public Protection (DESPP)
    - Division of Emergency Management and Homeland Security (DEMHS)
- Connecticut Department of Transportation

Regional Organizations
- Emergency Support Function 5 – Emergency Management

Private Organizations
- Goodwin College
- Saint Joseph College
- Trinity College
- University of Hartford
- Wesleyan University
- Connecticut Conference of Independent Colleges
- American Red Cross – Connecticut Region
- The Salvation Army – Disaster Services
- United Way of Connecticut
- Connecticut Association of Directors of Health (CADH)

I. INTRODUCTION

A. Purpose
The purpose of RESF 21-Collegiate Services is to facilitate the operational and logistical support of independent colleges in Region 3 during a potential or actual regional emergency.

B. Scope
RESF 21-Collegiate Services is the emergency management and preparedness element of the regional communication and coordination effort for all RESF-21 higher education member institutions. The function is executed through RESF 2 Communications and the Regional Integrated Communication System (RICS), and or the Regional Coordination Center.

Regional events warranting the use of RICS may include deliberate acts, accidents, incidents, threats, and forecasted events such as snowstorms. Incidents involving problems or disruptions of critical systems are also included.

II POLICIES
1. RESF 21-Collegiate Services will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.
2. The National Incident Management System (NIMS) and Incident Command System (ICS) will be the organizational structure used during a response.
3. CREPC, in conjunction with the DEMHS Regional Office, will facilitate coordination among member organizations to ensure that RESF 21 procedures are appropriately followed and are in concert with the stated missions and objectives of the Regional Support Plan (RESP).
4. Essential information will be conveyed through the Regional Integrated Coordination System (RICS) and the DEMHS Regional Office, as required by the incident and in accordance with existing NIMS and ICS protocols. The RICS function may shift to a mobile field operation based on the scope of the incident.
5. At the request of a participating organization, RESF 21 will gather data from higher education member institutions participating in regional emergency support functions to provide information necessary to develop accurate assessment and analysis of a developing or ongoing situation.
6. RESF 21 will share information with appropriate local, state, and federal agencies, utilities, the private sector, and non-profit organizations.

III SITUATION

A. Regional Emergency Condition

1. A regional emergency may be of such severity and magnitude as to require communication and coordination among regional decision makers to facilitate a synchronized, effective response.
2. RESF 21 will support the communication of timely and appropriate incident Information among the region’s independent colleges before, during, and after an incident to support local jurisdictions and organizations to determine appropriate actions.

B. Planning Assumptions

1. CREPC will not assume any command and control activities. Command and control is vested in and recognized as the responsibility of the jurisdiction where the incident or event is occurring.
2. Sharing information during a regional emergency will benefit all communities.
3. There are immediate and continuous information needs unique to the jurisdictional decision makers.
4. RESF 21 has identified emergency response team (ERT) needs and support teams as appropriate.
5. The chair of RESF 21 has identified key members of the committee and has a system in place to immediately notify them of pending situations/events.

IV. CONCEPT OF COORDINATION

A. General

1. RESF 21 will provide a general assessment of the status of independent colleges in the affected area.
2. In circumstances where the situation involves or has the potential to involve state or federal agencies, RESF 21 will facilitate information sharing relationships as necessary.
3. RESF 21 will gather and display essential elements of information (EEI's) to facilitate coordinated activities. Critical information will be reported to the RICS, or the RCC as it develops, and reported information will include but not be limited to the essential elements of information outlined in each of the individual RESF Annexes.
4. Information provided by RESF 21 supports the development of regional strategies for decision-making.
5. To activate RICS call 860-832-3477 anytime twenty-four hours a day.
6. An operational period is the period of time RESF 21 will be engaged in support of regional support and coordination efforts for collegiate services. Actual duration of operational periods will be determined by the situation.

B. Notification

RESF 2 Communications will provide a communication platform (or system) to support the coordinated response of the participating agencies. Communications will be made in cooperation with RESF 2 Communications and the DEMHS Regional Office.

The activation of RICS should follow this format:

- A designated authority or incident commander (or the agency's dispatcher) calls RICS at 860-832-3477 or the activation of the RESP where the RCC will anticipate resource needs without a specific request.
- RICS will notify the on-call RESF-5 Duty Officer with incident information and contact numbers.
- After gathering sufficient information, the RESF-5 Duty Officer will make notification to the Region 3 Regional Emergency Support Functions and the DEMHS
- When requested the chair of RESF 21 Collegiate Services will call the ESF 5 Duty Officer for instructions.
- The chairperson of RESF 21 shall be responsible for calling/notifying additional members of the information and planning emergency support function.

C. Coordination

Initial Actions
Coordinate with other RESF's to share information regarding the regional emergency. Provide periodic situation reports to RESF 5 Emergency Management. Assist in the formation of the incident action plan.

Continuing Actions
RESF 21's actions last as long as necessary. Over time, the regional coordination may down transition to local jurisdictions. This transition should ease the burden on faith based organizations as shelter and feeding operations are consolidated.

Stand Down
RESF 21 will scale down its operation as conditions warrant.

After Action Critique
CREPC will coordinate the after action critique effort to include all fire service agencies and supporting RESF's.

V. EXECUTION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 20 FAITH BASED ORGANIZATIONS

C. RESF 21 responsibilities
RESF 21-Collegiate Services is responsible for the exchange, analysis, reporting and dissemination of regional information concerning the operational and logistical missions in place at member colleges. Essential elements of information (EEI) concerning all areas of functional needs operations will be assembled and provided to the RCC.

B. Essential Elements of Information

1. One of the primary purposes of the RESP is to facilitate the exchange of information among the various agencies during emergency situations.
2. Participating agencies are responsible for providing information on their functional activities through RICS to RESF 5 for RCC operations:
    - Jurisdictions involved
    - Status of campus facilities
    - Status of transportation systems
    - Description of significant service disruptions
    - Status of communication systems
    - Access points to the disaster areas
    - Status of key personnel
    - Wellbeing of campus residents and staff
    - Resource and logistical issues
    - Needs assessment

Mitigation phase
During the mitigation phase, all RESF personnel and supporting agencies will accomplish the following:

- o Train on RESP activation and implementation.
- o Train on NIMS/ICS protocols.
- o Participate, as determined, in disaster exercise drills.
- o Regional equipment needs will be determined and requested.
- o Train on the regional coordination center (RCC) setup and coordination function of RESF 5 as appropriate.

Emergency phase
During the emergency phase, RESF-21 Collegiate Services will advise and support the RCC by supplying information, planning assistance, and coordination. RESF-21 will be the point of contact for coordination and logistics management for the member institutions.

Recovery phase
During the recovery phase, RESF 21 will continue to perform any associated coordination functions initiated during the emergency phase. Additionally, any associated function, which aids and speeds the recovery and stabilization of the impact community, may be performed.

VI. ADMINISTRATIVE INFORMATION FOR REGIONAL EMERGENCY SUPPORT FUNCTION 21

Administrative information and supplemental data for RESF 21 operations is contained in the following policies and/or documents:

- o RICS will be administered by and through CCSU (police department).
- o "Plain language" text will be used in all regional communications
- o Capitol Region Emergency Response Team Program Guidance Manual.
- o A Nation Prepared, FEMA Strategic Plan, fiscal years 2003-2008.
- o The Homeland Security Act of 2002 (November 2002).
- o The National Strategy for Homeland Security dated July 2002.
- o National Response Framework (2008)
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