

CONNECTICUT DEMHS REGION 3

CAPITOL REGION COUNCIL OF GOVERNMENTS

REGIONAL EMERGENCY SUPPORT PLAN



REGIONAL INTEGRATED COORDINATION SYSTEM

ACTIVATION POLICY

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1. INTRODUCTION

As specified within Section I. A. of the RESP it provides a framework for DEMHS's Region 3 communities and agencies to collaborate in planning, communication, information sharing, and coordination of activities before, during, or after a regional emergency.

The RESP may be activated when a local emergency threatens to escalate beyond the immediate mutual aid resources of a municipality. In Connecticut, communities may enter into mutual aid agreements with neighboring towns, including utilizing the Intrastate Mutual Aid Compact to obtain sufficient resources to deal with an emergency.

If 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, a DEMHS Region's RESP can be activated for an effective regional response. 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. RICS alerts the RESF-5 Duty Officer and other designated officials of situations requiring either notification or activation of the RESP. To optimize the regional emergency response, the Incident Commanders or designated authorities should alert RICS 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 advisement that an incident is in progress that may require additional resources. An early notification should provide RESF 5 personnel time to collect and analyze essential information or seek additional consultation before they activate the RESP. Requests for specific resources, single or multiple, may also be made through RICS.

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.

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 within and between RESFs.

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. Additional RICS functions will be carried out as required during regional emergencies by members of various RESFs and/or the RID Team. Upon activation of RESF-2 / RID Team, there may be a notification made via Inter City Fire Radio frequency and via telephone, that RESF-2 will assume command of the RICS function for the duration of the incident. At the completion of the incident there will be a notification made via Inter City Fire Radio frequency and via telephone that RESF-2 is returning the RICS function back to the host agency.

Whenever a notification or activation is received by RICS, RESF-5 shall be notified as specified in Section 2.

In addition, RICS shall be responsible for Intercity Roll Call and Radio test as specified in Section 3.

This activation policy will be reviewed annually by RESF-2 and RESF-5. RESF-5 will provide updated contact information for each Duty Officer, Team Calendar, and contact information of each of the CREPC's RESF Chairs.

2. ACTIVATION REQUESTS

When an agency calls requesting activation of the RESP or specific resources the RICS Dispatcher shall follow the procedure as listed below:

1. Obtain the necessary information from the requesting person to complete the RICS RESP Activation Worksheet. All actions taken by RICS pertaining to this request shall be documented on the worksheet.
2. Activate the Everbridge System as outlined in “CREPC Notification and Alert System”
3. Notification to RESF-5 and RESF-2 will always occur.
4. Once confirmation of notification is made, a general announcement will be made over the Intercity Radio Frequency, as scripted on the RICS RESP Activation Worksheet.
5. RESF-2 and RID Team Leadership shall be notified as an advisement only. No further action will be taken by RESF-2 / RID until further instructions.
6. The RICS Dispatcher will wait for an update from RESF-5 prior to taking any additional action.
7. If RICS is contacted by anyone (Regional Personnel or Assets), they are to be advised to stand down and not take any action unless called upon.
8. When the incident has concluded, a general announcement will be made over the Intercity Radio Frequency, as scripted on the RICS RESP Activation Worksheet.
9. A completed copy of the RICS RESP Activation Worksheet shall be forwarded to RESF-2 and RESF-5.

3. INTERCITY RADIO FREQUENCY ROLL CALL AND RADIO TEST

The Intercity Radio Frequency roll call and radio test will be conducted twice weekly. The tests are to occur on Sundays at 1200 by CCSU and Wednesdays at 1900 by Hamilton Control. If test is unable to be completed at specified times, please contact the other RICS function location so they may conduct the test. If there is an incident where the Intercity Fire Frequency is being utilized, the roll call and radio test may be suspended for that day.

There may be times that the RID Team will conduct the roll call test. RICS will be notified prior to the day of the roll call.

A copy of the completed roll call sheet shall be forwarded to RESF-2 and RID Team Coordinator.

RICS RESP ACTIVATION WORKSHEET

Date and time of request received _____ Dispatcher: _____

Requesting Person, Agency, & Title: _____

Contact Information: _____

Incident Location and Nature: _____

Services Requested: _____

Staging Area: _____

RESF-5 DUTY OFFICER NOTIFICATIONS: _____ Team on Call: _____

Time Everbridge System Activated: _____

Duty Officer: _____ Time Called into RICS: _____ Status: _____

Initial Radio Notification Broadcast the following message on the Intercity Radio Network:

“This is WPXD 997 RICS with a regional announcement. <Town> has requested assistance for a <Nature of Incident>. The RESF-5 Duty Officer has been notified. Agencies will be contacted if further assistance is needed. “

Time completed: _____

Completion Radio Notification Broadcast the following message on the Intercity Radio Network:

“This is WPXD 997 RICS with a regional announcement. The request for assistance from <Town> has been fulfilled. No further action will be taken at this time.”

Time completed: _____

Comments/ Actions Taken:

Copies forwarded to:

RESF-2 Y/N Date: _____ RESF-5 Y/N Date: _____ RID Coordinator Y/N Date: _____

CREPC RESF-2 and RID Team Contact Information

RESF-2

Chair

Keith Victor Radio: IC Car 15
West Hartford Police Department
103 Raymond Road
West Hartford Ct 06107
Hometown: East Hartford

Contact numbers:
Work: 860-523-2085
Cell: 860-982-5676
Home: 860-568-2566
kvictor@westhartford.org

Co-Chair

Chris Marvin Radio: IC Car 5
East Hartford Police Department
31 School Street
East Hartford Ct 06108
Hometown: Manchester

Contact numbers:
Work: 860-528-4401
Cell: 860-977-6165
Home: 860-646-0510
cmarvin@easthartfordct.gov

Co-Chair

Rich Claing Radio: IC Car 34

Contact numbers:
Cell: 860-205-5906
Rich.claing@cox.net

Coordinator

James Belanger Radio: RID 1
Rocky Hill Police Department
699 Old Main Street
Rocky Hill CT 06067
Hometown: Newington

Contact numbers:
Work: 860-258-7640
Cell: 860-573-3913
Home: 860-436-3160
JBelanger@rockyhillct.gov

Team Leader

Peter Sweeney Radio: RID 2
Bristol Police Department
131 North Main Street
Bristol CT 06010
Hometown: West Hartford

Contact numbers:
Work: 860-584-3011
Cell: 860-614-3612
Home: 860-236-2004
petesweeney@comcast.net

**CREPC Command Posts / Mobile Communication Vehicles
CRCOPA Communications Vehicles**

CP-4

Enfield Police Department 860-763-6400

CP-8

Newington Police Department 860-666-8445

CP-12

South Windsor Police Department 860-644-2551

CP-17

Bristol Police Department 860-584-3011

CRCOPA Comms 1

Avon Police Department 860-409-4200

CRCOPA Comms 2

Wethersfield Police Department 860-721-2900

Whenever a request for a Command Post is received, regardless of the incident, RESF-2 and the RID Team shall be notified. A response will not always occur, however, notification should be sent.

The RID Team had been delegated by CRCOPA as the primary operators of the CRCOPA Communications Vehicles. As such, whenever a request is received for these vehicles, RESF-2 and RID shall be notified.

CREPC Notification and Alert System “EVERBRIDGE SYSTEM”

If a request is received the RICS Dispatcher will make notification to the proper RESFs using the following procedure to utilize the system:

Everbridge website: <https://manage.everbridge.net/login>

Log in utilizing Member ID and Password. Logging in will take you to the “Dashboard”.

The dashboard allows the user to view notifications.

To generate a new notification, click on the “Notification” tab. Users can select either select a template (some details already entered into fields) or new notification. When either is chosen it will take you to a message screen in which you complete the fields prior to sending out. The preferred contacts will always be by groups. Click on send to generate notification.

Once notification has been sent the user can view the status of it under the dashboard tab. To view specific information pertaining to a specific notification, look for that notification in the “Notification Report Overview” column. Click on the “show details” hyperlink.

Once the user is in the specific notification details, it will list the names of the contacts that were attempted. For individuals who did not confirm receipt of message click on “Send Follow Up” and select the individuals that you would like to resend the notification to.

If users have any issues with the Everbridge system, please contact Carmine Centrella at (860)982-9326.

CCSU- RICS

Intercity Roll Call and Radio Test

The Intercity Roll Call and Radio Test are to be done by RICS every Sunday at 12:00 by CCSU and Wednesday at 19:00 by Hamilton Control. If the assigned location is unable to complete the test on the assigned day, arrangements shall be made for other location to complete roll call test.

“This is WPXD997 / WNNU947, RICS conducting the Intercity Roll Call and Radio Test. Please answer when called.” “RICS calling...”

TOWN	Time	TOWN	Time
Avon – 584		New Britain – 315	
Berlin – 644		Newington – 635	
Bloomfield Center – 960		North Central C-Med – 840	
Bradley Airport – 245		Northwest Public Safety – 770	
Bristol – 819		Plainville – 917	
Canton – 368		Pratt & Whitney Control 1 – 947	
Cromwell – 377		Rocky Hill – 287	
Ct Air Guard Fire – 103		Simsbury – 493	
East Hartford – 682		South Windsor – 672	
Enfield – 288		Southington – 816	
Farmington – 787		Station KX, Colchester – 458	
Glastonbury – 255		Station TN, Tolland – 346	
Granby - 927		Suffield – 764	
Hamilton Control 2 – 205		UConn Health Center – 433	
Hartford – 201		West Hartford – 935	
Lifestar Center Dispatch – 207		Wethersfield – 796	
Litchfield County Dispatch – 469		Windsor – 280	
Manchester 8 th District – 384		Windsor Locks – 510	
Manchester 911 - 851		Winsted Dispatch - 802	
Middletown Control – 854			

“At this time, any mobile Units wishing to test may do so”

“This concludes the Intercity Roll Call and Radio Test on (Date & Time)”

“WPXD997 / WNNU947, RICS is clear at (Time)”

REGIONAL EMERGENCY SUPPORT FUNCTIONS (RESF)

- 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 Protection
- RESF 12 – Energy
- 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 17 – Military
- RESF 18 - Donations Management
- RESF 19 – Functional needs Management
- RESF 20 – Disaster Interfaith Services
- RESF 21 – Collegiate Support Services

ACRONYMS, TERMS & DEFINITIONS

Listed are acronyms, terms, and definitions as they pertain to this document and the Regional Emergency Support Plan.

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 (<i>pronounced see-rep-see</i>)
CRFCA	Capitol Region Fire Chiefs Association
CRMRC	Capitol Region Medical Reserve Corps
DEMHS	Department of Emergency Management & Homeland Security (State of CT)
DHS	U. S. Department of Homeland Security
DRI	Disruptive Regional Incident
DWI	Disaster Welfare Information System
EE	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
HSAS	Homeland Security Advisory 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 Data Terminal
MMRS	Metropolitan Medical Response System

MRC	Medical Reserve Corps
MRI	Major regional incident
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	Regional Emergency Deployment Plan
RESP	Regional Emergency Support Plan
RICS	Regional Integrated Coordination System
RID	Regional Incident Dispatch Team
RPO	Regional Planning Organization
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