

First Hour Checklist for Emergencies
*Guide for Chief Elected Officials, Department Heads,
 Emergency Manager and other Decision-makers*

IMMEDIATE ACTIONS FOR ANY INCIDENT

- 1. Gain Incident Situational Awareness
 - Work with your local EMD and first responder service chiefs
- 2. Determine Incident Response Status
- 3. Review Status of Initial Protective Actions
- 4. Local EMD (or designee) contacts Regional Integrated Coordination System (RICS). (Notification and/or Resource request beyond standard mutual aid)
- 5. Consider Additional Protective Actions
- 6. Determine Next Steps to Coordinate and Implement Protective Actions
- 7. Establish City/Town Wide Notifications / Conference Call
- 8. Evaluate Public Information Needs

1 INCIDENT SITUATIONAL AWARENESS

- Nature and Expected Duration of Incident
 - o Natural Disaster
 - o Accident
 - o Terrorism
 - o Other
- What , Where, When, Who
 - o Missing
 - o Injured
 - o Fatalities
- Estimated Key Resource Losses - Personnel
- Estimated Critical Infrastructure Damage
 - o Power (CL&P, etc.)
 - o Telephones / utilities
 - o Medical
 - o Transportation
 - o Water
 - o Other
- If an incident has not occurred but threats or warnings are issued, what is the latest information/intelligence about the situation? What are the potential impacts?
- Who else needs to be notified?
- What has been posted to Web EOC? (See Box # 4)

2 INCIDENT RESPONSE STATUS

- Determine Lead Agency
- Establish ICS Structure / Incident Commander
- Activate Local EOC if warranted
- Other Assets/Departments/Agencies
 - o On Scene
 - o Available
 - o Needed
- What is the threat status and/or emergency declarations status (local, federal, state)
- Need Local Emergency Declaration for Federal assistance

**3 INITIAL PROTECTIVE ACTIONS
 (SCHOOLS, WORKFORCE, AND TRANSPORTATION)**

- Have any initial protective actions occurred for **schools** (e.g., lockdown)?
- Has any initial protective action occurred for **citizens** and the **workforce** (e.g., shelter in place)?
- How have special populations been addressed?
- Has any initial protective action occurred for **transportation** (e.g., public transit operational, HOV restrictions lifted)

INITIAL PROTECTIVE ACTIONS — CONTINUED

- What schools/workforce facilities are in the hazard area?
- What other protective actions (see section 4) should be considered, and who else should be involved in discussions?

4 REGIONAL NOTIFICATIONS

- Contact the Regional Integrated Coordination System (RICS) at **860-832-3477**
 - o RICS notifies RESF-5 on call Duty Officer
 - o RESF-5 will notify DEMHS Regional Coordinator if not already notified.
 - o Resources beyond standard mutual aid
- Web EOC postings at <https://www.webeoc.ct.gov/eoc7/default.aspx>

5 ADDITIONAL PROTECTIVE ACTIONS

- What additional protective actions may be needed to protect affected general public, schools, workforce, etc.?
 - o Evacuation, in-place protection, quarantine, school/work dismissal, cancellation of public meeting and closing of government facilities
- How can you prepare for response?
 - o Activate emergency operations centers and joint information centers; inform health services sector, mass care facilities, transportation assets, request mutual aid, issue public advisories
 - o Contact CREPC RCC for resource needs
- What considerations should be made when making protective action decisions? *Many factors play a role in decisions and should be evaluated case-by-case. The following are general considerations.*
 - o For a **threat or hazard involving regional impact** consider partial or full-scale evacuation of potentially impacted area.
 - o For a **threat or hazard involving local impact**, consider partial local evacuation unless addressed below.
 - o For a **short air release of toxic chemical** (e.g., brief plume), consider sheltering in place initially downwind of release.
 - o For **long air release of toxic chemical** (e.g., continuously leaking), consider local evacuation of persons downwind of release.
 - o For an **explosion**, consider evacuating the impacted area and consider secondary devices.
 - o For **infectious contamination**, depending on type, consider quarantine, requesting strategic national stockpile, and/or mass prophylaxis.
 - o For **dirty bomb**, consider sheltering initially and then evacuation of persons downwind.
 - o For **flooding**, consider evacuation of impacted area.

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6 NEXT STEPS

- What response actions need to be coordinated regionally?
- What resources are needed?
- Provide shelter for residents – Local Emergency Management, American Red Cross, CREPC, CT-DEMHS
- Assist with other response operations as needed – Local Emergency Management, Local PD / FD, EMS, CREPC, CT-DEMHS, Behavioral Health

For evacuations and sheltering there are numerous operations that need to be coordinated. Below is a summary of the major evacuation tasks and the agencies that will play a lead role for implementing these tasks.

- Identify evacuation routes (locally and Regionally) - Local PD, DPW, RCC, C-DOT, CSP
- Coordinate and manage traffic and provide roadside assistance – Local PD, DPW, C-DOT (traffic signals), CSP
- Coordinate and provide transportation for residents – Local Emergency Management, Local Transit Agencies, School System and Bus Driver representatives, Private sector transportation (bus, rail), CREPC
- Provide support for functional needs populations – Local Emergency Management, Health and Human Services, local community and family services departments, faith based and non-governmental organizations, CREPC, CT-DEMHS
- Coordinate and communicate with the private sector and community and faith based organizations to obtain goods and services necessary to support response operations – Local Emergency Management, CREPC, CT-DEMHS

7 INTEROPERABLE COMMUNICATIONS

- Determine status of land based and cellular communications
 - o Emergency Radio communications
 - o Telephones / any back up
 - o Internet / any back up
- Regional Interoperable radios systems include:
 - o Intercity – Ties all municipalities in Region together *Located within each community / CREPC-RCC / RICS*
 - o DEMHS High band – Ties all Local EOCs with DEMHS Regional Coordinator- *Located within each community / CREPC-RCC*
- CT-DEMHS Web EOC
 - o Web based browser Incident Management software
- Determine access to other communication modes – e.g. CT Amateur Radio Emergency Service (Ham Radio)

When needed ensure communication systems are properly staffed and monitored.

8 PUBLIC INFORMATION

- Determine what information the public will need and how quickly
- Determine appropriate communication modes:
 - o 911 Reverse Emergency Notification
 - o Community based television and radio
 - o Broadcast networks; television and radio

FIRST HOUR SUMMARY STATEMENT

This summary statement can be filled in with details gathered in steps 1-3.

[An incident] has occurred in [jurisdiction].

[Local and state officials] are [responding / managing the incident].

At this time, we are asking individuals who live or work in the area to *[shelter in place / evacuate]* and monitor local radio and television stations for further information and instructions.

Schools and daycare facilities throughout the region are *[locked down. Students will not be released until the situation has been fully assessed.]*

[Name of transit systems] are [operational]. Roads [remain open], and HOV restrictions [been lifted].

[Include additional protective actions from section 4 and other information from section 5 as necessary.]

REGIONAL COMMUNICATIONS / INFORMATION SHARING

The CREPC RCC provides the regional resource coordination and communications platform.

CT-DEMHS provides a mechanism for State, local and other public/private agencies, and organizations to communicate & collaborate for planning, information sharing & coordination before, during, and after a regional emergency through WEB EOC.

- 1) Communities will be notified when CREPC RCC is activated - the RCC direct contact # **860-647-5696**
- 2) Upon notification, CREPC RCC and DEMHS Region 3 Coordinator will arrange conference calls and alert Local EMDs, Public Safety, and Regional & State Emergency Support Functions Organizations, and Chief Elected Officials and other public officials.
 - a) DEMHS Operations Director, or designee, will lead the EMD-Public Safety Conference Call to obtain regional situational awareness for the State, response status and discuss protective actions. Local EMDs should contact their CEOs to make them aware of the situation and ensure that they can participate in the policy-level CEO conference call.
 - b) No later than 30 minutes following the EMD-Public Safety call, DEMHS will lead the policy-level CEO call to review situation status and make regional decisions.

Agenda: During both calls, the group will discuss incident facts, response status, protective actions needed, and regional coordination to implement protective actions.