Connecticut Fire Service

STATEWIDE FIRE-RESCUE DISASTER RESPONSE GUIDE

The Connecticut Fire Service is a support agency for ESF 4, 9 and 10

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CONCEPT AND DESIGN

Purpose

In 1999 and 2001 the fire service was devastated by two large catastrophic events. Both extended the capabilities of the departments effected. Numerous Fire/Rescue agencies from across effected states and nation assisted in valiant efforts to control the events and maintain coverage response. It became abundantly clear from this disaster, and the ensuing relief effort, which followed, that greater coordination for inter-agency disaster management was required.

The purpose of this plan is to provide such coordination. It is based on a series of observed occurrences resulting from the shared experiences during these events. It is also an evolution of our past experiences in dealing with the day-to-day incidents that continually challenge our resources and competencies. Most importantly, it is a practical approach in providing a useful guide to assist the fire service in managing the types of devastation that our region is susceptible to.

The Connecticut Fire Service created the Statewide Emergency Response Guide to provide for the systematic mobilization, deployment, organization, and management of Fire-Rescue resources throughout the State, and the Nation, in ***assisting*** local agencies in remediation of the effects of a disaster. The local Fire-Rescue agency is the first tier of defense in responding to the ravages of a disaster. The primary function of Fire-Rescue personnel in the wake of a disaster is to conduct search and rescue activities, treat the injured found, and transport them to the closest available medical facility. No community has the resources sufficient to cope with all emergencies.

The effective management of emergency response personnel during the incipient stage of any major disaster and throughout its extended operations, will, by far, have the most significant impact on life loss and the severity of injuries to the affected population. The Statewide Emergency Response Guide lends itself to the rapid activation and response of aid to a community in the event of a localized disaster. These events include train derailments, hazardous materials incidents, wildland fires, domestic terrorism and other events that may overwhelm the department serving the community and its normal mutual aid resources.

Key Concepts of the Guide:

The Guide is directed towards enhancing disaster management at the local, County, and state level of government by:

1. Utilizing the Incident Management System as a model to manage actions during a disaster.

2. Providing central coordination for Fire-Rescue resource response through Regional Incident Management Teams, via Emergency Support Functions for firefighting and search and rescue (ESF 4 and 9) at the State EOC.

3. Providing resources for pre hospital EMS in coordination with ESF 8.

4. Pre-designating responsibilities for leadership and resources at the local, County, regional and state levels.

5. Integrating Fire-Rescue into the planning and response phases of Emergency Management systems at the regional and state level.

6. Encouraging each agency to sign the Statewide Mutual Aid Agreement for Catastrophic Disaster Response and Recovery, which supports all Fire-Rescue agencies responding in support of this Plan.

7. Assist the local fire chief in incident management duties until the arrival of an Incident Management Team (IMT).

The coordination of the Statewide Emergency Response Guide, including its development, revision, distribution, training and implementation is the responsibility of the Connecticut Fire Service. The Fire-Rescue Disaster Response Committee will oversee this process. The committee will be composed of the following:

Fire-Rescue Disaster Coordinator (Chair)
Fire-Rescue Disaster Committee (Vice-Chair)
Regional Coordinators, each Regional ESF 4 chairs totaling five
Statewide Fire Rescue County Coordinators
Commission on Fire Prevention and Control, one representative
Office of Emergency Medical Services or (OEMS until the commission is established), one representative
Department of Emergency Management and Homeland Security, one representative
Division of Forestry, one representative
State Fire Marshal, one representative

The State Fire Administrator or Committee Chair can add to this membership as deemed necessary for the success of the Plan.

Guide Revision Process

September: The Disaster Response Committee members are requested by the Fire-Rescue Disaster Coordinator to solicit their respective areas, for recommended revisions to the Plan. These individuals will provide written comments to the Chair by the September.

October: The Fire-Rescue Disaster Response Committee summarizes the recommended revisions to the Plan. The Full Committee provides preliminary direction as to the scope of the proposed changes and sends it back to the Disaster Response Committee for final draft.

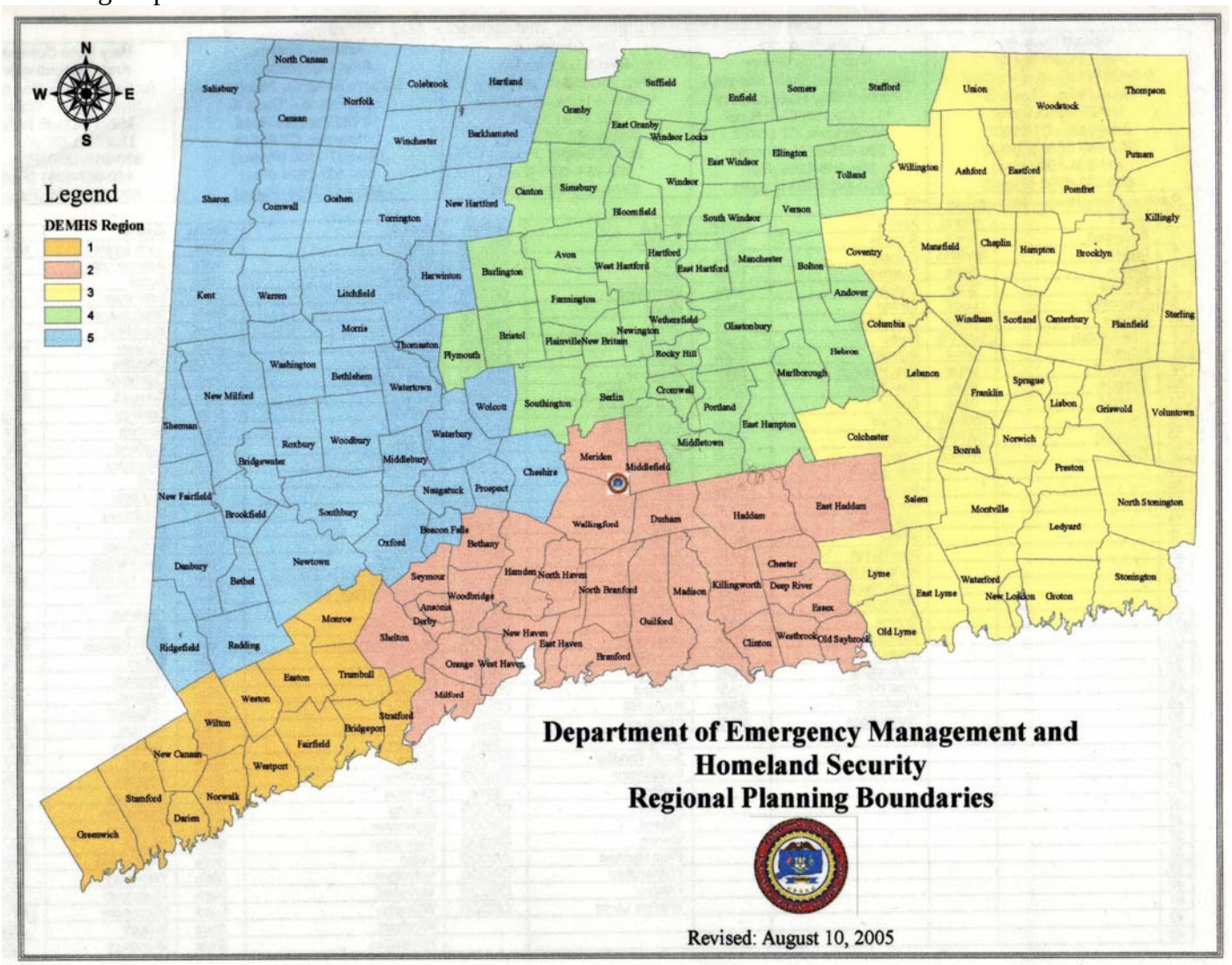
January: The Disaster Response Committee provides a final draft of the Revised Disaster Response Plan to State fire Administrator for reproduction and distribution.

April: The Revised Plan will be distributed to all of the Regional Coordinators and members of the Response Team and revisions will be included in the annual plan training. The updated plan will be posted on the Plan's Web page.

Regional Representation

The Connecticut Fire Service in conjunction with DEMHS divided the state into five regional response areas. The Regions are designated Region 1 through 5; (see DEMHS map for clarification of municipalities within the 5 regions). Within each region, the County/Regional Coordinator will appoint a management team. The Regional Coordinator(ESF 4 Chair) will lead the Regional Management Team and appoint at least one alternate for each position. Representatives should be geographically separate in the region, minimizing the possibility of both persons being directly affected in the event of a disaster striking that region.

Each regional management team is responsible for tracking all available resources within the region. The Plan has incorporated standardized forms for ordering resources into the affected areas. Activity logs and chronological logs that are in compliance with State and federal guidelines are available to participating agencies. Current standardized fee schedules for the use of apparatus and equipment, allowable replacement costs will be provided to the participating agency when reimbursements are requested on declared disasters. It will be the responsibility of the participating agency to submit reimbursement forms to the appropriate Local, State or Federal agency. The 5 Regions are designated on the following map.



Organizational Structure and Responsibilities

The organizational structure within each region utilizes the designated roles of the Model Incident Management System (IMS). The management team appointed by the Regional Coordinator shall assume the functional responsibilities, outlined on the following page. These include Operations, Planning, Logistics, Finance/Administration, and EMS Liaison. County Coordinators must be appointed for each County as a vital logistical link from the area. Alternates for each position should be appointed in the event that the primary person is not available during a disaster. The above appointments should be geographically separate from each other in the Region. The individual departments shall then muster resources for the Region in support of the Plan. The 5 Regions, combined, comprise the Statewide Fire-Rescue resource network, which ultimately will receive its direction during a disaster from the State Fire-Rescue Disaster Coordinator. The State Coordinator or his designee will staff ESF 4, 9 & 10 in the State EOC, with the State Fire Administrator, coordinating resource response into the affected Region.

The Commission on Fire Prevention & Control manages the ESF 4, 9 and 10 functions, at the State level. An IMS structure, with pre-designated positions, will be established in the SEOC in Hartford. Support staff will consist of members of the Commission on Fire Prevention & Control office and members of the CFS. The CFS coordinates resource requests, serving as the Logistics function for statewide Fire-Rescue resources. The CFS also serves as an advisor to DEMHS and the Commission on Fire Prevention & Control's office on general emergency management issues.

Key Positions in the Plan

State Fire-Rescue Disaster Coordinator: Responsible for staffing ESF 4, 9 and 10 in the State EOC and responsible for the oversight and implementation of the Plan and direction of the Disaster Response Committee. Disaster Coordinator shall appoint a Vice Chair of the Disaster Committee and alternate(s) as needed.

Regional Fire-Rescue Disaster Coordinators: Will coordinate disaster assistance operations at the Regional level and provide resources into the affected area(s). Appoints County Coordinators annually for each County within their region. Designates members and alternates to the Regional Management Team. There are a total of 5 coordinators, one per region, with at least one alternate per region appointed.

County Fire-Rescue Coordinator: One per County. County fire chief associations, or like groups, may be contacted for a name to be submitted to the Regional Coordinator for appointment. This position liaisons between the Emergency Manager of each County and the Regional and State Coordinators for the Plan. This person shall coordinate assistance among Fire-Rescue agencies in that County and will be the primary contact for the regional logistics officer for resources. One alternate should be chosen for this position.

Operations, Planning, Logistics, Finance/Administration, PIO, and Liaison: These positions should be filled from within the Region to support the activation and implementation of the Plan. It is stressed that these positions are in support of the Resources to the Region, and not to assume Command and Control of the Incident. However, upon the request of the agency having jurisdiction for the incident, separate overhead IMS teams may be activated for Command and Control operations.

Regional EMS Liaison: Regional Coordinator shall appoint One (1) for each Region. This position shall represent fire and non-fire based EMS resources. This position will assist in coordinating the efforts with ESF 8.
A checklist for each key position with their role and responsibilities are identified in Appendix A.

Regional Haz Mat Liaison: Regional Coordinator shall appoint One (1) for each Region. This position shall represent fire and non-fire based HAZ MAT resources. This position will assist in coordinating the efforts with ESF 10.
A checklist for each key position with their role and responsibilities are identified in Appendix A.

Fire Service Coordination Center ESF 4 : The FSCC shall be developed in the future to provide space for ESF 4 staff to provide support to the State Fire Coordinator at the SEOC. It is the recommendation that the CFA be equipped with the necessary communications equipment and other support equipment as necessary to provide staff support.

Training Competencies
Each of the personnel appointed to a designated role within this Plan should be encouraged to complete the following phases of training, when available. These include:

Incident Management System training through Connecticut Fire Academy (CFA), National Fire Academy (NFA) or I-200 offered through the Division of Forestry

State Fire-Rescue Plan Training offered through CFA or conducted at the Regional level, coordinated through the State Disaster Committee

Positional Training and Certification coordinated through the Division of Forestry within each Region (I-200, basic IMS, is a pre-requisite)

Integrated Emergency Management System available through DEMHS, FEMA and IAFC, offered on a rotating basis, nationwide

STATE OF CONNECTICUT EMERGENCY MANAGEMENT

Sec. 28-7. Local and joint organizations. (a) Each town or city of the state shall establish a local organization for civil preparedness in accordance with the state civil preparedness plan and program, provided any two or more towns or cities may, with the approval of the director, establish a joint organization for civil preparedness. The authority of such local or joint organization for civil preparedness shall not supersede that of any regularly organized police or fire department. No town or city of the state shall be eligible for any state or federal benefits under this chapter until such town or city has submitted to the state director of emergency management an emergency plan of operations approved by the local director of civil preparedness and the local chief executive who is subsequently approved by said state director.

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

operation of such local organization, subject to the direction and control of the state director. The chief executive officer may remove any local director for cause.

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

(d) The director of each local or joint organization may, with the approval of the state director, collaborate with other public and private agencies within the state and develop or cause to be developed mutual aid agreements for civil preparedness aid and assistance in case of disaster too great to be dealt with unassisted. The director of such joint or local organization may, with the approval of the state director, enter into such mutual aid

agreements with civil preparedness agencies or organizations in other states. Such agreements shall be consistent with the state civil preparedness plan and program and, in time of emergency, each local or joint organization shall render assistance in accordance with the provisions of such agreements to which it is a party unless otherwise ordered by the state director.

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

(f) In the event of a serious disaster or of a sudden emergency, when such action is deemed necessary for the protection of the health and safety of the people, and upon request of the local chief executive authority, the Governor or the state director, without regard to the provisions of section 22a-148, may authorize the temporary use of such civil preparedness forces, including civil preparedness auxiliary police and firemen, as he deems necessary. Personnel of such civil preparedness forces shall be so employed only with their consent. The provisions of section 28-14 shall apply to personnel so employed.

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

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

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

(b) Personnel of such civil preparedness units or forces, while engaged in officially authorized civil preparedness duty, shall: (1) If they are employees of the state, have the powers, duties, rights, privileges and immunities and receive the compensation incident to their employment; (2) if they are employees of a political subdivision of the state, and whether serving within or without such political subdivision, have the powers, duties, rights, privileges and immunities and receive the compensation incident to their employment; and (3) if they are not employees of the state or a political subdivision thereof, be entitled to such compensation from the state as is determined by the Commissioner of Administrative

Services under the provisions of section 4-40 and to the same rights and immunities as are provided by law for the employees of this state, provided in no instance shall such compensation be determined at a rate less than the minimum wage as determined by the Labor Commissioner. All personnel of mobile support units shall, while on duty, are subject to the operational control of the authority in charge of civil preparedness activities in the area in which they are serving.

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

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

(e) No personnel of mobile support units of this state shall be ordered by the Governor to operate in any other state unless the laws of such other state contain provisions substantially similar to those of this section.

Sec. 4-58a. Mutual aid fire pacts between state institutions and municipalities. (a) The superintendent of any state institution shall have the power to enter into agreements with any town, city, borough, fire district or other governmental subdivision having the duty to extinguish fires within its limits or any volunteer fire department respecting mutual fire protection, including, but not limited to, arrangements respecting use of fire fighting equipment and the services of such personnel of such institution who are members of an institutional fire brigade.

(b) Any employee of a state institution who is a member of its regular or volunteer fire department or institutional fire brigade who is injured or dies as a result of responding to, working at or returning from a fire outside of such institution, in accordance with an agreement entered into under subsection (a) with the municipality in which the fire occurred, shall be deemed to have been injured in the course of his employment and he and his estate shall be entitled to all the benefits of title 5 and chapter 568, provided the superintendent of such institution shall have authorized his service at such fire.

(c) The superintendent of any such institution may withhold the services of any member of the regular, volunteer or institutional fire brigade for fire fighting duty outside of such institution by reason of his assignment to regular or special duties at such institution.

Sec. 7-323o. State Fire Administrator, appointment and duties. There is established the position of State Fire Administrator who shall be appointed by the commission and who shall: (1) Carry out the requirements of section 7-323n; (2) administer federal funds and grants allocated to the fire services of the state; (3) provide technical assistance and guidance to fire fighting forces of any state or municipal agency; (4) develop a centralized information and audiovisual library regarding fire prevention and control; (5) accumulate, disseminate and analyze fire prevention data; (6) recommend specifications of fire service materials and equipment and assist in the purchasing thereof; (7) assist in mutual aid coordination; (8) coordinate fire programs with those of the other states; (9) assist in communications coordination; (10) establish and maintain a fire service information program, and (11) review the purchase of fire apparatus or equipment at state institutions, facilities and properties and, on and after July 1, 1985, coordinate the training and education of fire service personnel at such institutions, facilities and properties. The provisions of this section shall not be construed to apply to forest fire prevention and control programs administered by the Commissioner of Environmental Protection pursuant to sections 23-33 to 23-57, inclusive.

Sec. 7-310. Operation of fire equipment in and provision of personnel and assistance to other municipality. Any city, town, borough, fire district, independent fire department or independent fire company may locate, use, man and operate fire stations, fire apparatus, ambulances, rescue trucks, radio and fire-alarm systems and other fire equipment and provide personnel and other assistance for the investigation of the cause and origin of fires, in any other city, town, borough or fire district, upon such terms respecting the location, use, management and operation as may be mutually agreed upon between the boards of fire commissioners or other persons having the management and control of the fire departments or fire companies. Any officer or member of a fire department or fire company while operating outside the jurisdictional limits of his fire department or fire company in accord with such an agreement shall have the same rights, privileges and immunities that are granted him when operating within the jurisdictional limits of his fire department or fire company.

Sec. 28-8. Outside aid by local police, fire or other preparedness forces. (a) At the request of the chief executive authority of any town or city, the appropriate authority of any other town or city may, with the approval of the state director, or, if so ordered by the state director, shall, assign and make available for duty and use outside his own town or city, under the direction and command of an officer designated for the purpose, any part of the police, fire fighting or other civil preparedness forces under his control.

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

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

Emergency Support Functions

ESF	FUNCTION	LEAD AGENCY
1	Transportation	Department of Transportation
2	Communications	Office of State Emergency Telecommunications
3	Public Works & Engineering	Department of Transportation
4	Fire Fighting	Commission on Fire Prevention & Control
5	Information & Planning	Department of Emergency Management and Homeland Security
6	Mass Care	Red Cross
7	Resource Support	Department of Administrative services
8	Health and Medical	Public Health/Office of Emergency Medical Services
9	Search & Rescue	Commission on Fire Prevention & Control
10	Hazardous Materials	Department of Environmental Protection
11	Food and Water	Department of Agriculture
12	Energy	Department of Public Utility Control
13	Military Support	Military Department
14	Public Information	Department of Administrative Services/Governors Media Team
15	Volunteers & Donations	Department of Emergency Management and Homeland Security
16	Law Enforcement & Security	Department of Public Safety

ESF	FUNCTION	LEAD AGENCY
17	Animal Issues	Department of Agriculture

ACTIVATION OF THE PLAN

When a Fire Department is affected by a disaster situation locally, the Fire Chief will request additional assistance from area mutual aid agencies. When the department is no longer able to obtain additional assistance from area departments, requests for additional assistance must be directed to the Department of Emergency Management and Homeland Security (DEMHS) Area Coordinator. The DEMHS Regional Coordination Center (RCC). When the RCC has exhausted all local resources, a request for additional assistance will be made to the State Emergency Operations Center (SEOC). The request at the SEOC will be forwarded to ESF 4, 9 or 10 depending on the situation. The Statewide Emergency Response Plan will be activated when a request for additional assistance has been made to ESF 4, 9 or 10 at the SEOC.

Request for Assistance (RFA)

Each Fire Department that has signed the Statewide Mutual Aid Agreement has authorized three (3) individuals to sign on behalf of that agency when requesting or deploying resources. All requests for assistance will be processed through the State EOC utilizing the "Request for Assistance Form" (CFS Form 1a). The requesting agency will complete the top portion of the form, assuring that a detailed explanation of the mission to which those resources will be assigned is included. The requestor then utilizes the remainder of the form to identify exactly what and how many of each resource type will be needed. The form utilizes the accepted resource typing methodology included within this plan. That request will then be forwarded to the SEOC for processing, through the appropriate ESF who will fill the request utilizing this plan. Once a Region has committed to filling a request, the responding agency is to complete the "Response to Request for Assistance Form" (CFS Form 1b). Care should be taken to assure the proper type of resource and number being committed is completed, for each resource being deployed by the assisting agency. In addition, an hourly estimate of costs for the committed resources and estimated transportation costs to and from home base must be included on this form. That form, along with the Crew Deployment Form for that mission is to be returned to the SEOC, **ESF 4/9/10** desk.

Resource Inventory

Each region will maintain an updated inventory of its equipment, vehicles and personnel which are available for response within the scope of the Plan. The participating agencies will review the resource inventory section for completion and submit to their County Coordinator, who will gather the resource sheets and pass them on to the Regional Coordinator. County Coordinators may utilize any resources available to them that sign on to participate in the plan, this includes Fire Brigades or Haz Mat as examples. It is clearly

understood, as is the standard practice with all mutual aid agreements that all equipment, vehicles, and personnel listed will be provided within the Plan only if available at the time of the request. When a request for assistance is received, the County Coordinator will call each participating department to request their available resources for deployment. The County Coordinator will utilize the resource inventory as a guide to track and request available resources. The Connecticut Fire Service developed a method of typing resources which is consistent with resource typing used by the Division of Forestry and is indicated in Appendix B along with completed examples.

The available resources are to be updated annually in accordance with the following guidelines utilizing the "Resource Inventory Forms" (CFS Form 2).

Directions

1. Only include resources that are available for response to a disaster elsewhere, without reducing your own capabilities to an unacceptable level.

2. The Types refer to minimum requirements. If all requirements are not met for a Type 1, but are for a Type 2, then list it accurately as a Type 2 (Example: 1250 GPM pumper with 500 gallons of water, meeting all other Type 1 requirements, but will be listed as a Type 2 because it has less than 750 gallons of water).

3. Use the special information area on the inventory list for resources that need clarification for unusual attributes (Example: personnel that are bi-lingual or sign for the deaf).

Use a separate list, if necessary, for additional resources not typed on these resource lists. Be specific in describing features or qualifications.

DEPLOYMENT OF RESOURCES

Critical Concepts

Critical to the success of this deployment plan are the three (3) concepts of: efficient timeframe for deployment, the ability to pre-stage resources in advance of a pending disaster and pre-identified Strike Teams and Task Forces within each region. In concert with these concepts, it is critical that all resources deployed are adequately documented and tracked from within each sponsoring Region. In addition, it is imperative that our personnel arrive on scene of a disaster with complete, appropriate PPE. The minimum personal protective equipment (PPE) for all out of jurisdiction assignments through the CFS Disaster Response Plan shall be full structural PPE, as specified in NFPA Standards. In addition, it is highly recommended that for deployments including wildfire assignments, wildland PPE as specified in NFPA standards be carried as well.

- Time Frame for Deployment: Unless specified otherwise at the time of request, the standard for deployment of Fire-Rescue resources shall be within three (3) hours of the mission assignment from the State EOC. Under certain circumstances a more rapid deployment may be deemed necessary by the SEOC and authorized as a "Rapid Activation". Time frame for deployment of these missions shall be within

one (1) hour of the mission assignment from SEOC. It is anticipated that the pre-identified Strike Teams will fill these resource requests.

- Pre-identified Strike Teams: each Region is encouraged to pre-identify Strike Teams, made up of five (5) like resources, and/or Task Forces, made up of five (5) mixed resources. Each Strike Team and/or Task Force is to have a designated, trained Team Leader and common radio communications. The primary mission of the Strike Teams and/or task Forces will be response into areas affected by a disaster, to work within the Command Structure within that affected area. The most common use of these pre-identified teams will be for incidents requiring a rapid response, particularly those designated "Rapid Activation". It is anticipated that "Rapid Activations" will peak quickly and terminate within a shorter time frame, thereby allowing for a shorter preparation time. To accomplish the rapid deployment all of the required deployment documentation should be compiled and maintained by the Regional Coordinator in advance.

- Pre-Staged Resources: Based on the forecast of an imminent disaster, it may be necessary to stage resources in advance, to better position them geographically for a timely response into an affected area. That decision will be made with the concurrence of the SEOC, the **ESF 4/9/10** representative and the sponsoring Regional Coordinator. Once that mission has been tasked, the resources shall be prepared for deployment and sent to the identified staging area. The staging area designated must be under the direct supervision of a Staging Area Manager, provide the necessary logistical support to accommodate the deployed resources for a prolonged time period and provide a high degree of safety and security for all deployed resources. Once deployed to a staging area, all resources shall be considered in "active mission" status. Staged resources will only be released into an affected area, after confirming mission orders have been issued from the SEOC, **ESF 4/9/10** representative.

Resource Definitions

To provide standardization in deployment, specific terminology has been chosen:

Strike Team: Five (5) like units, e.g. Type 1 Engines, with common communications and an assigned Strike Team Leader. The Leader should be in a separate vehicle for mobility and will meet with the Team at a staging area or other designated location and coordinate their response to, and efforts during, the incident.

Task Force: Five (5) units, which need not be identical, e.g. three (3) Type 1 Engines and two (2) Aerials, with common communications and an assigned Task Force Leader. The leader should be in a separate vehicle for mobility and will meet with the team at a staging area or other designated location and coordinate their response to, and efforts during, the incident.

Single Resource: Individual engines, equipment, personnel that may be requested to support the incident. A single resource will be the equipment, plus the individuals required to properly utilize it.

Company Staffing: Individual personnel that make up a company for staffing purposes are designated in Appendix B (Personnel & Miscellaneous Equipment).

The advantage of the regional configuration in the Statewide Emergency Response Plan is to provide effective mobilization and deployment of Fire-Rescue resources in order to provide rapid assistance to areas affected by a disaster. Regions have been configured to mirror the State Department of Emergency Management and Homeland Security regional areas which provides for closer coordination with DEMHS and enables travel by Fire-Rescue resources within any Region to be accomplished in an efficient manner.

Specialty Positions

1. During a disaster there are often requests for specialty positions to fill specific needs. For the most part these will be activated and deployed as a typical single resource based on their availability as determined by the County Coordinator. Several key positions have their own disaster response deployment plans and organizational structure. The Connecticut Fire Chiefs Association's Disaster Response Plan is designed to utilize their system while still maintaining the integrity of the plan concept. Examples of these types of positions include public information officers, dispatchers and specialized Search and Rescue resources.

2. The State Coordinator will then notify the appropriate Regional Coordinator that they have responsibility for coordinating requests for the specialty position.

3. When a request is received at the State Emergency Operations Center and a mission has been authorized, the State Coordinator will contact the Regional Coordinator for the specialty position and initiate the request.

4. The State Coordinator for the specialty position will identify the resource and the Regional Coordinator will then task the request through the County Coordinator to the local agency that will be providing the resource.

5. The State Coordinator for the specialty position will track the deployment and keep the Regional Coordinator up to date on the status of the mission and any future needs related to the assignment.

The purpose of this system is to keep the primary tasking through the system to the County Coordinators and the local agencies. This provides a common issuer of tasking numbers at the local level and will minimize confusion by agencies being tasked.

Documentation

Once a Request For Assistance has been received by the State Emergency Operation Center, and a Region has agreed to fill that request, the Regional Coordinator must complete a "Disaster Team Deployment Form" (CFS Form 3) and an "Emergency Contact Form" (CFS Form 4) and fax them to ESF 4 and 9 at the SEOC.

The Crew Deployment Form shall contain the following information on each individual being prepared for deployment:

1. **Mission #** - to be issued by State E.O.C. Place next to the mission number the type of mission being filled. (Ex: ALS Strike Team)

2. **Date/Time Deployed** - to be updated as replacement crews are deployed.

3. **Message #** - original message number issued by the State E.O.C.

4. **Date/Time Demobilized** - to be updated as the mission is completed.

5. **Full Name** - as it would appear on payroll, social security, etc.

6. **Agency** - sponsoring department.

7. **Social Security Number** - as it appears on the individual's payroll records.

8. **Hourly Wage** - must indicate whether rate includes fringe. If it does not include fringe benefits, then the fringe benefit amount must be indicated in a percentage basis.

9. **Position** - to indicate position within strike team, task force or position filled resource request. (May also indicate fire service rank)

10. **Unit Designation** - apparatus number/designation individual is assigned to.

11. **Comments** - to provide additional information such as; fringe amount, special skills or when providing replacement personnel.

The Emergency Contact Form shall contain the name of a family member/friend and 24-hour contact number for each team member deployed.

Uniform Mission Tasking Numbers

Each Regional Coordinator will assure that all personnel and all equipment deployed under this plan are accounted for prior to, during and upon returning from each mission. To assist in the accountability process, the State Emergency Operations Center will issue uniform mission tasking numbers to all equipment, apparatus and personnel that are sent into an affected area or sent into staging areas. These numbers will be formatted as follows:

(Year) (Incident #) (Assignment #)

CFS / 01 / 001 / TF001

Mission Book

When resources are deployed to an affected area, the Regional Coordinator shall assure that the Strike Team Leader, or individual if single resource, receives a Mission Book which includes the following items prior to leaving home base:

1. Copy of all ICS forms (multiple copies of ICS 214,Unit Log).
2. Emergency Contact Form.
3. Copy of all vehicle/apparatus registrations.
4. Copy of basic vehicle/apparatus inventory.

Mission Orders

In addition, the Strike Team Leader, or individual if single resource, will receive mission orders. The Mission Orders will clearly identify:

1. The mission tasking number.
2. Contact name and telephone number of the staging location in affected area.
3. Directions to staging area (maps are always helpful).
4. Primary mission objective and any special instructions.
5. 24-hour contact numbers for regional coordinator/staff (to allow team leader the ability to submit daily situation reports and any necessary emergency communications).

Two copies of the Crew Deployment Form; one will remain in the possession of the Strike Team Leader, the other will be submitted to the affected area's representative upon reporting to the staging area.

- *Left Blank for Pre-Hospital EMS Language*

LOGISTICAL SUPPORT

Self Contained

The logistical support of mutual aid resources is critical in the management of a disaster effort. It is believed a tiered resource response will be necessary. Initial units sent to a disaster should be self-contained for a period of 72 hours or able to return home each day, unless otherwise advised by the affected jurisdiction that logistical support has been established for the mutual aid forces. It is a fundamental assumption that this logistical support will be established as soon as possible and will be maintained by the agency requesting the resources. This shall include full structural fire PPE and wildland fire PPE, as appropriate.

The size of the response sent to the area, the severity of the disaster, the extent of the area involved, and the infrastructure that is still functional within the affected area, will ultimately determine the extent to which logistical support is required.

1. Transportation to and from the area:
    - Staging areas, within and outside, the disaster area

- Overnight storage for vehicles
- Maps and directions for responding personnel
- Emergency towing and repairs
- Designating fuel, oil, and water depots

2. Food supplies and preparation:
    - Self contained mobile food preparation units
    - Personnel to prepare/distribute meals
    - Sanitation and clean up
    - Food supplies/utensils

3. Overnight shelter and rehabilitation areas:
    - Provide suitable (secure) overnight shelter
    - Environmental considerations (rain, sun/heat, insects)
    - Bedding
    - Transportation to and from shelter
    - Parking and security of apparatus
    - Electricity/generator power
    - Water and sanitary facilities
    - Communications links (in and out of the disaster area)

4. CISD considerations – provided by DMHAS

5. Affected worker support/assistance

Communications

The key to the successful operation of the various resources into a region will depend heavily upon the ability of these agencies to communicate effectively among them. It is realistic to assume that in the wake of a major disaster, such as a hurricane, the existing communication system in the affected area will be inoperable or severely compromised. Therefore, responding mutual aid forces must be able to communicate with each other, independent of the local communications network. In addition, common terminology for all voice transmissions must be utilized.

It is essential that a statewide disaster communications network be established. This is perhaps the highest priority in the effort to design an effective statewide disaster response plan. A Frequency Plan has been established and is listed in Appendix C. The Communication Network should include the following:

1. The designation of a Statewide Communications Network (within the Statewide Emergency Management Radio Network) using non-proprietary hardware.

2. The non-proprietary hardware must have a cost that most small fire agencies can afford to purchase.

3. The Network must meet the eligibility requirements of FCC part 90.

4. The Network must be consistent with the State of Connecticut EMS Communications Plan.

5. The Network should be consistent with the use of transportable communications caches available through State Emergency Management, regional, and local government agencies.

6. The CFS will maintain a current list of emergency contact telephone numbers and pager numbers of the Officers, Board of Directors, Disaster committee, State, Regional, and County Coordinators.

7. Computer access, regionally, with Internet connection.

8. Use of clear text during disaster for radio communication with all Fire Rescue resources.

9. Designate a Statewide Communications frequency within the Statewide Emergency Management Radio Network.

Mutual Aid Communications Units

821 MHz. Common Channel Operation and Implementation:
As adopted by FCC Region 8 (New Haven, Middlesex, Litchfield and Fairfield) and FCC Region 19 (Hartford, New London, Tolland and Windham) Counties have established rules for the use of these National Calling and Tactical channels. These are to be used for response under the guidelines of this Plan and for coordination between different levels and types of services. The following assignments are designated by CFCA Technical Advisory Fire Frequency Plan:

Region 1	Fairfield:	Group 4 - 1
Region 1	Litchfield:	Group 2 - 3
Region 2	Hartford:	Group 4 - 1
Region 2	New Haven:	Group 3 - 2
Region 2	Middlesex:	Group 1 - 4
Region 3	New London:	Group 2 – 3
Region 3	Tolland:	Group 3 – 2
Region 3	Windham:	Group 1 - 4

Regional Communications Personnel:

Each region shall assure that it maintains communications personnel, which are capable of maintaining, operating and troubleshooting their assigned communication responsibilities. At a minimum, each region shall assure the availability of a communications technician and/or a communications unit leader. Detailed position descriptions can be found in the Appendix section of this plan.

- Communications Technician: Personnel serving in this capacity shall be responsible for the effective operations, troubleshooting and programming of radio equipment. This position shall provide technical advice to the requesting agency and/or the Communications Unit Leader.

- Communications Unit Leader: Personnel serving in this capacity shall be responsible for developing plans for the effective and efficient use of any statewide radio system or equipment, distribution of the radio equipment, inventory of

communications equipment and the maintenance of same. When deployed, this position will report to the incident Command structure in place within the requesting agency.

REIMBURSEMENT PROCEDURES

Financial Assistance

When a major or catastrophic emergency exceeds local resources and area departments are unable to fulfill the needs of the citizens, then aid and assistance may be requested from the state of Connecticut. Such financial assistance is made available on a supplemental basis through a process of application and review. If community resources are insufficient, the local government may apply to the state for state assistance. The governor reviews the application, studies the damage estimates and, if appropriate, declares the area a state disaster. This official declaration makes state funds, personnel, and resources available.

However, if damages are so extensive that the combined local and state resources are not sufficient, the governor applies to the President for federal disaster assistance. A similar assessment of the application and damage estimates is completed. If the need for federal assistance is justified, the President issues a major declaration and resources are made available. This official declaration makes federal funds, personnel, and resources available. Federal funding is usually on a shared cost basis with 75% federal funds and 25% state funds.

FEMA Reimbursement

This section serves as a reference for information on disaster cost recovery to assist individuals in documenting disaster-related expenditures following a Presidential and/or State Declaration to facilitate reimbursement from the federal government, the state of Connecticut and the County’s private insurance carriers. This section may appear tedious and burdensome, but it reflects FEMA's requirements and emphasizes the need for close compliance. If the department fails to be comprehensive, detailed, and accurate in the type and extent of documentation, portions of the claim and possibly the entire claim will be disallowed, and the department will be required to absorb these costs.

Reimbursement Eligibility

To meet eligibility requirements for FEMA reimbursement, an item of work must:

- Be required as the result of the major disaster event
- Be located within a designated disaster area
- Be the legal responsibility of the eligible applicant

FEMA Categories of Work

FEMA provides reimbursement of funds based on the type of disaster-related work that was performed. Each activity for disaster-related work is eligible for a specific amount of reimbursement. Therefore it is imperative that all disaster-related work activities must be identified and documented as one of the following FEMA categories. Under the Statewide Emergency Response Plan, the work most often performed under this Plan is Emergency Work: Work performed immediately to save lives and protect improved property and public health and safety, or to avert or lessen the threat of a major disaster. Emergency Work contains two categories: Debris Clearance and/or Protective Measures.

Disaster-Related Expenditures

FEMA will provide reimbursement of expenditures to perform emergency protective measures in disaster-related work. Reimbursements must be in accordance with Federal Financial Management Annex and 44 CFR, Part 206. Examples of eligible reimbursement activities include, but are not limited to:

1. Payroll expense for personnel operating at the incident
2. Hourly cost to operate capital equipment (fire engines, rescues, etc)
3. Expendable materials used at the incident
4. Equipment leased/purchased specifically for the incident
5. Contracted services made necessary by the disaster

Expenses for Personnel

According to the federal regulations only actual hours worked, either overtime hours or regular time hours, can be claimed for FEMA category A & B (emergency work). If time and one-half or double time is paid to regular hourly employees for overtime or holiday work, these payments must be in accordance with rates established prior to the disaster (i.e. Collective Bargaining Agreement).

On occasion, FEMA approves reimbursement for an option known as “backfilling”. If approved, this option would allow the department to be reimbursed when personnel are called back to work to replace an existing employee already approved to perform disaster related activities elsewhere. Accurate payroll records must be maintained to clearly identify the employee’s overtime hours versus regular time hours. In addition, records must identify each employee by location and purpose of the work in order to designate the proper FEMA category and organize the claim. The records must also include the CFS Mission Tracking Number. It is imperative that each member of a deployed CFS resource is accounted for daily on an ICS 214, “Unit Log”. In cooperation with the Commission on Fire Prevention & Control, resources deployed under the CFS Disaster plan will be reimbursed only for actual hours worked while assisting the requesting agency, plus travel time to and from home base. The practice known as “portal-to-portal” pay is not endorsed by the Fire Chiefs' Association and will not be reimbursed as a routine part of CFS deployments.

Expenses for Equipment

Each department may be eligible for reimbursement of equipment owned by the department used in disaster work. To assist in the reimbursement process, FEMA has developed an equipment rate schedule. The Finance Section Chief should obtain the most recent version of the FEMA equipment rate schedule prior to submitting for reimbursement. The current approved FEMA rate schedule, for use in cooperation with this plan is included within this section.

Each request for reimbursement of department owned equipment must contain the following information:

1. Mission Tracking Number as issued by CFS
2. Type and description of equipment
3. Location equipment was used
4. Number of hours used each day (show dates)
5. Total hours actually used (no standby time allowed)
6. Category of work performed

Approved FEMA Equipment Rates for CFS

Listed below are the base rates most often used for resources deployed under the CFS plan. A more complete listing of customary CFS equipment rates can be found in Appendix E.

Equipment	Rate/hour	FEMA Cost Code
Fire Apparatus to 200 hp	$24.50/hr	8690
Fire Apparatus to 300 hp	$35.00/hr	8691
Fire Apparatus to 400 hp	$45.00/hr	8692
Ambulance to 150 hp	$13.75/hr	8040
Ambulance to 210 hp& up	$21.00/hr	8041
Command Vehicle	$8.50/hr	8072

**Rates for other specialty vehicles may be found at www.fema.gov.

Damage/Loss of Equipment

Equipment that is damaged and/or lost during disaster incidents may be eligible for reimbursement. The damage and/or lost must be documented along with sufficient supportive documentation such as video and/or photographs. If the documentation is not comprehensive, detailed, and accurate, portions of the claim and possibly the entire claim may be disallowed, and the department will be required to absorb these costs.

Reimbursement Processing

Each department is responsible for preparing the necessary documentation and submitting a reimbursement claim for resources deployed under this Plan. The County Coordinator is responsible for collecting all documentation relative to the disaster incident from each department deployed. The County Coordinator will compile the documentation and identify eligible reimbursement in accordance with current FEMA guidelines.

The County Coordinator must coordinate the collection and documentation of all disaster-related forms and supportive documents for final review and possible submission to the Regional Coordinator. The FEMA reimbursement process is unique to each disaster and has led to processing reimbursement funds in a different manner, creating some degree of confusion and problems in reconciliation. Therefore coordination between the County and Regional Coordinator is paramount to ensure full and timely reimbursement.

CONNECTICUT FIRE SERVICE TRAVEL REIMBURSEMENT

This section is intended to be a guide for the processing and submission of reimbursement requests for travel associated with the operation, support, or training for the Association's Statewide Disaster Response Plan. It is not intended to serve as a reimbursement procedure for expenses associated with the deployment of Fire-Rescue resources under this plan.

Travel Purpose

The reimbursement process varies according to the purpose of the travel. Each purpose is subject to limitations, financial restrictions, and method of processing. The two purposes of allowable reimbursement are:

Section I Travel in support of the State EOC.

Section II Non-emergency travel associated with the CFS Disaster Response Plan.

Processing

The need for proper and accurate documentation cannot be overemphasized. The processing of travel requests will vary dependent upon the purpose of the travel. Any questions that may arise in the processing of these forms should be directed to the CFCA Executive Director.

Section I and Section II travel is processed through the State Fire Administrator to DEMHS in accordance with the CFS's Memorandum of Understanding with the State of Connecticut.

Section I: Reimbursement Process for State EOC

Travel expenses, including per diem are eligible for reimbursement when an individual is operating as part of the CFS disaster response team assigned to the State EOC or filling an assignment in a support role, such as liaison officer, to ESF 4 and 9. Individuals will only be eligible for reimbursement if their activities are authorized, in response to a request for assistance through the State Disaster Response Network, and the necessary tasking number has been received. Individuals will only be reimbursed for actual travel expenses and will receive a per diem rate for meals as established by the State of Connecticut. Individuals operating under these guidelines will be considered as part of the state mutual aid program and will not be eligible for wages or overtime. Individuals traveling will be considered in the employment of their own respective agency. Any medical coverage or workers compensation claims will be processed through the individual's place of employment.

A. Travel Reimbursement Form

All requests for reimbursement must be submitted on the four-part, "State Voucher for Reimbursement of Travel Expenses Form". This form is available through the Division of State Fire Marshal. All completed forms will be processed through the State Fire Administrator's Support Staff to the Office of Emergency Management for reimbursement. Completed travel request vouchers should be submitted as soon as possible after the completion of your travel.

B. Per Diem

Individuals will be paid in accordance with the standard State of Connecticut per-diem rate. Receipts are not required for this reimbursement. The following is the authorized reimbursement amounts for meal costs:

C. Lodging

Lodging costs are reimbursed on the basis of the actual costs for accommodations. Individuals are expected to stay in standard rooms and to request a government rate if available. An original receipt indicating payment in full and a zero balance must be submitted with your travel voucher to insure reimbursement.

D. Transportation Costs Transportation Costs

Individuals are expected to travel in personal or an agency-owned vehicle when operating in the disaster response plan. Airline transportation or automobile rental requires approval from the State fire Administrator or the Commission on Fire Prevention & Control Emergency Coordinating Officer. Personal vehicle reimbursement is on a per mile basis. Individuals using a personal vehicle will be reimbursed at the rate of $0.32 per mile.

Individuals using an agency owned vehicle will be reimbursed for the actual cost of the fuel. Original receipts for fuel purchases must be submitted with your travel voucher.

E. Other Expenses

Other expenses including tolls, parking fees, laundry charges, etc. are reimbursable if they are a direct result of your travel. Personal telephone calls, movie rentals or entertainment costs are not eligible for reimbursement. Original receipts must be submitted with your voucher for reimbursement.

<u>Section II</u>: Non-emergency travel associated with the CFS Disaster Response Plan

Travel expenses, including per diem, are eligible for reimbursement when an individual is required travel in conjunction with the CFS Disaster Response Plan. The Chair of the Disaster Committee will coordinate travel requests through the State Fire Administrator. Members of the Disaster Response Committee will coordinate their travel through the Chair of the Disaster Committee. Individuals will only be eligible for reimbursement if their activities are authorized and involve activities associated with the Disaster Response Plan. Individuals will only be reimbursed for actual travel expenses and will receive a per diem rate for meals as established by the CFS. The CFS will NOT be responsible for any wages or the replacement of personal leave time from the employing agency of the individual. Individuals traveling will be considered in the employment of their own respective agency. Any medical or worker compensation claims will be processed through the individual's employing agency.

A. Travel Reimbursement Form:

All requests for reimbursement must be submitted on the "CFS Expense Report Form" (CFS Form 5). All completed forms are to be sent to the State Fire Administrator. Completed travel forms should be submitted as soon as possible after the completion of your travel.

B. Per Diem:

Individuals will be paid in accordance with the standard State of Connecticut per-diem rate. Receipts are not required for this reimbursement.

C. Lodging

Lodging costs are reimbursed on the basis of the actual costs for accommodations. Individuals are expected to stay in standard rooms and to request a government rate if available. An original receipt indicating payment in full and a zero balance must be submitted with your travel voucher to insure reimbursement.

D. Transportation Costs

Individuals are expected to travel in personal or agency owned vehicles when traveling in conjunction with the disaster response plan. Airline transportation or automobile rental requires prior approval from the State Fire Administrator. Personal vehicle reimbursement is done on a per mile basis. Individuals using a personal vehicle will be reimbursed at the standard State of Connecticut rate per mile. Individuals using an agency owned vehicle will be reimbursed for the actual cost of fuel. Original receipts for fuel purchases must be submitted with your travel voucher.

Other expenses, including, tolls, parking fees, laundry charges, etc. are reimbursable if they are a direct result of your travel. Personal telephone calls, movie rentals, or entertainment

costs are not eligible for reimbursement. Original receipts must be submitted with your travel expense form for reimbursement.

ACKNOWLEDGEMENTS

This document is the culmination of a desire to succeed and to improve in our mission to serve and protect the citizens of the state of Connecticut. Through the efforts and leadership of the Connecticut Fire Service and the Fire Rescue Disaster Response Committee, this document was possible. A special thanks goes to the members of the Disaster Response Task Force who brought the original concept forward from an idea to a reality.

ORIGINAL TASK FORCE MEMBERS

Chief Edward Richards, Enfield FD, Past President
Chief John Brady, North Madison FD, CFCA President
Chief Thomas G. Weber, Manchester FRE, CFCA 1st Vice-President
Chief Michael Varney, Ellington FD, CFCA 2nd Vice-President
Chief William Dunn, Meriden FD
Chief William Austin, West Hartford FD
Chief Tim Wall, North Farms FD
Chief Robert Ross, Middletown FD
Fire Marshal Philip Visintainer, East Hampton
Lieutenant Richard Warriner, Meriden FD
Jeffery Morrissette, State Fire Administrator
Chief Kerry Flaherty, Naugatuck FD

PLAN IMPLEMENTATION

Responsibility: The implementation of this plan shall remain with the person or persons with incident management authority in the event of a disaster within that jurisdictional area.

Actions:

_____ Adopt Statewide Fire-Rescue Disaster Response Plan and blend into current Incident Management System.

_____ In the event of an emergency/disaster when mutual aid assistance has been exhausted, the local jurisdiction shall conduct a needs assessment for determining the type and amount of additional resources required.

_____ The locally affected jurisdiction establishes contact with County Coordinator through the office of the Regional Emergency Manager.

_____ Transmit to the County Coordinator what logistical support, equipment, and personnel are needed for the affected local jurisdiction.

_____ The County Coordinator contacts the State Coordinator through the Regional Coordinator and Emergency Manager with the needs assessment for the affected jurisdictions within the County.

_____ The State Coordinator contacts the Regional Coordinator to verify the resources available within the Region to respond to the affected County.

_____ Regional Coordinator gathers resources within the Region, verifies their response through the County Coordinator into the affected jurisdictions and advises State Coordinator which resources (committed or sent) from within the region.

_____ Regional Coordinator contacts the State Coordinator when resource requests can not be filled from within the Region.

_____ The State Coordinator gathers resources from the unaffected Regions and outside State assistance for response to the affected Counties/jurisdictions through the Regional Coordinator.

_____ Regional Coordinators contact their County Coordinators to notify them of State activation and that resources may be requested.

_____ The State Coordinator will establish an appropriate Fire Command/IMS structure (ESF 4, 9 and 10) in close proximity to the State EOC.

STATE FIRE ADMINISTRATOR

Position Responsibilities: Overall coordination and implementation of the Disaster Response Plan through the Disaster Coordinator.

Actions:

_____ Annually appoints the Chair of the Association's Disaster Committee who also serves as the Statewide Disaster Coordinator.

_____ Notifies the State EOC Coordinator through the Commission on Fire Prevention & Control annually with the identity of the Statewide Disaster Coordinator.

_____ Appoints other members to assist the Disaster Committee as deemed necessary.

_____ Communicates with Statewide Disaster Coordinator on all matters affecting Statewide Disaster Planning.

_____ Assists Statewide Disaster Coordinator with Plan implementation and management as necessary.

_____ Contacts adjacent State Chiefs' Associations, as necessary, to coordinate planning activities.

_____ Liaison with IAFC for situation updates and assistance needs.

_____ Attends critiques of the Plan.

STATEWIDE DISASTER COORDINATOR

Position Responsibility: Overall direction, coordination, implementation and management of the Statewide Disaster Response Plan.

Actions:

_____ Appointed annually by the State Fire Administrator upon recommendation from the Statewide Disaster Response Committee of the Connecticut Fire Chiefs Association.

_____ Serves as Chairman of the Disaster committee for the CFS.

_____ Appoints a Vice Chair of the Disaster Committee.

_____ Appoints Regional Coordinators for each of the three (3) disaster response regions

_____ Maintains contact with all Regional Coordinators upon appointment.

_____ Holds regular Disaster committee meetings. These meetings shall be conducted at least quarterly.

_____ Represents the Disaster Committee to the Boards of Directors of CFS.

_____ Makes reports to the full CFS on the Disaster Plan and the activities of the Disaster Committee, as needed.

_____ Assists Regional Coordinators with assigning key staff members for the Plan, as well as County Coordinators. Personnel may be drawn from law enforcement, EMS, or other fields as deemed appropriate for the success of the Response Plan.

_____ Insures Plan updating, training, funding and other administrative functions are on-going.

_____ Coordinates Plan activation.

_____ Serves as the Incident Commander for the Statewide Disaster Response Plan during Plan activation.

_____ Serves as Fire Service representative/liaison in the State Emergency Operations Center to ESF 4, 9 and 10.

STATEWIDE DISASTER COORDINATOR (Continued)

_____ Assigns qualified personnel to work as Logistics Officers at ESF 4, 9 and 10 in the State EOC in the event of activation.

_____ Develops appropriate IMS support structure to implement the Plan. Such a support structure may be activated in cooperation with the Commission on Fire Prevention & Control's Office.

_____ Serves as the liaison, during the disaster, to the affected Regional Coordinator in providing needed resources from other regions in the state.

_____ Notifies Regional Coordinators of Plan activation and that resources may be required.

_____ Coordinates and manages the Response Plan while implemented.

_____ Assigns or is assigned a liaison in the disaster area.

_____ Coordinates response requests from outside the disaster area or.

_____ Coordinates demobilization of resources and deactivation of the Plan.

_____ Critiques response with Disaster Committee and makes appropriate recommendations to the CFS for changes in the Plan.

VICE-CHAIR DISASTER RESPONSE COMMITTEE

Position Responsibilities: Assists the Disaster Coordinator in the overall direction, coordination, implementation and management of the Statewide Disaster response plan.

_____ Appointed annually by the Chairman of the Disaster Committee.

_____ Serves as chairman and disaster coordinator in the absence of the Statewide Disaster Coordinator.

_____ Responsible for coordinating all grants and training programs offered by the Disaster Committee.

_____ Serves as the Logistics Officer at the SEOC as necessary.

_____ Provides recommendations on revisions necessary to update the Disaster Plan.

_____Liaisons with external associations and agencies on training opportunities.

REGIONAL FIRE-RESCUE DISASTER COORDINATOR

Position Responsibility: Command disaster assistance operations at the regional level.

Actions:

_____ Appointed annually by the Chair of the Disaster Committee.

_____ Identifies at least one (1) alternate for the Region.

_____ Appoints Fire-Rescue personnel and other essential personnel within the region to serve as Operations, Plans, Logistics, Administration, EMS Liaison, Liaison, Public Information and their alternates as well as other positions deemed necessary to fill the Incident Management positions prior to or immediately after the disaster.

_____ Serves as Incident Commander for the Fire-Rescue Response Plan in the affected Region. Uses the Statewide Coordinator as liaison for assistance outside of the Region.

_____ Serves as member of the State Disaster Planning Committee.

_____ Identifies County Disaster Coordinators.

_____ Interacts with various Area Emergency Operations Centers in the Region.

_____ Identifies mobilization staging areas for disaster assistance. Updates this information as needed.

_____ Coordinates mutual aid assistance into the disaster area.

_____ Pre-determines equipment, personnel, etc. that are available for response from within the region.

_____ Communicates with the State Fire-Rescue Disaster Coordinator.

_____ Responsible for training of staff, functional leaders, and alternates.

_____ Maintains access to inventories of equipment, personnel, etc. in region.

_____ Utilizes IMS as the management structure and establishes the components of it, as needed in support of the Region's activities.

REGIONAL FIRE-RESCUE DISASTER COORDINATOR (Cont)

_____ Maintains an overhead team for assignment to the State EOC at ESF 4, 9 and 10; Fire Marshals office or advance teams into affected areas.

_____ Prepares (2) task forces available for rapid mobilization within 2 hours of a request.

_____ May serve as a liaison between Unified Command agencies within their region during an activation.

COUNTY FIRE-RESCUE COORDINATOR

Position Responsibility: Serves as the liaison for the Regional Fire-Rescue Disaster Coordinator to the local emergency management authority.

Actions:

_____ Appointed annually by the Regional Disaster Coordinator.

_____ Serves as a liaison for the Statewide Disaster Response Plan within the local EOC.

_____ Identifies a contact for each department in the County.

_____ Identifies each department's ability to provide assistance and what form that assistance will take; personnel, apparatus, etc.

_____ Identifies resources for response; reports and updates this information to the Regional Logistics Officer.

_____ Keeps records for rapid activation of personnel, equipment, etc. in the County.

_____ Updates the Regional Logistics Officer and reports changes of equipment, personnel, etc.

_____ Shall receive and/or assist the affected jurisdiction with their response needs assessment and transmits this through the Local Emergency Manager to the State Coordinator through the Regional Coordinator.

_____ If the County Fire-Rescue Coordinator is in the affected area, the Coordinator becomes the requestor for assistance through the Regional Coordinator.

_____ If the County Fire-Rescue Coordinator is in an unaffected area, resources are gathered as requested by the Regional coordinator.

_____ Utilize IMS as the recognized management system and activate the components of it as needed.

INFORMATION OFFICER

Position Responsibility: This is a specialty position deployed through the Plan using an established system developed by the Connecticut Fire Service. Their responsibility is to deploy as requested and work for the requesting agency as tasked to formulate and release information about the incident to news media, the Public, and other appropriate agencies in a timely and accurate manner as approved by the State EOC, Public Information. Represent the CFS in a professional manner.

Actions:

_____ Appropriate Regional Coordinator shall contact the PIO Section Deployment Team Committee Chairperson to identify requested resources.

_____ A roster of members for the PIO Deployment Team will be kept by the Deployment Team Chairperson.

_____ The PIO Deployment Chairperson shall check in and establish communications with the State EOC, ESF 14, Public Information.

_____ All Fire Service PIO resources will be coordinated through ESF 4 & 9 at the State EOC. Tasking numbers will be received from the Regional Coordinator and be confirmed to the local agency through the County Coordinator.

_____ When deployed to an incident the PIO will serve at the direction of the local agency and assigned local incident commander.

REGIONAL EMS LIAISON

Position Responsibility: Contact, communicate, and coordinate with the EMS private providers and those not directly under the immediate authority of the local fire department within the Region in accordance with the Disaster Response Plan. The emergency medical services function is the responsibility of ESF 8 "Health and Medical." The Connecticut Fire Service's Disaster Response Plan is used as the method to mobilize and deploy pre-hospital EMS resources. The Regional EMS Liaison provides a link between the Regional Coordinators and the field for EMS resources, especially those that may not be associated with local fire departments.

Actions:

_____ Appointed by the Regional Coordinator annually.

_____ Check in and establish communications with the Regional Fire-Rescue Coordinator, and receive briefing and assignment.

_____ Identify assisting EMS agencies/jurisdictional representatives and establish communications and link them into the resource availability process.

_____ Provide a point of contact for assisting EMS agencies/jurisdictional representatives, in coordination with the Regional Coordinator and appropriate County Coordinator.

_____ Identify available ALS and BLS units, the number and types of transport units, and personnel that are State certified paramedics or EMT's, and report these numbers to the Regional Logistics Officer.

_____ Respond to requests for EMS organizational contacts.

_____ Monitor emergency situation and involvement of each EMS agency/jurisdiction.

_____ Monitor incident operations to identify and resolve EMS related inter-organizational coordination problems.

_____ Demobilize at the request of the Regional Coordinator and forward pertinent incident documentation.

REGIONAL OPERATIONS SECTION OFFICER

Position Responsibilities: Management and coordination of all resource deployment from the Region consistent with the Disaster Response Plan. This position is staffed at the determination of the Regional Coordinator.

Actions:

_____ Activate and brief Operations Section branches, groups, and/or divisions, as necessary, to support the mission request.

_____ Participate in the preparation of an incident action plan for resource deployment, after consultation with Operations staff.

_____ Execute the incident action plan.

_____ Contact, assemble and brief all branch, group, and division supervisors.

_____ Implement pre-staging areas as necessary.

_____ Determine on going needs, request additional resources as necessary, and resolve problems reported by subordinates.

_____ Update Regional Fire-Rescue Coordinator, as needed.

_____ Maintain log, including operational times, significant events, names of section personnel, etc.

_____ Brief personnel as to current status of emergency operations and incident action plan objectives prior to deployment and relief.

_____ Implement demobilization of Regional Operations Section, forward all logs and pertinent data for incident documentation.

REGIONAL PLANNING SECTION OFFICER

Position Responsibility: Collect, evaluate and disseminate information about the incident situation and status of resources, prepare strategies for the regional incident action plan, and manage the planning section unit(s). This position is activated at the determination of the Regional Fire-Rescue Coordinator.

Emergency Actions:

_____ Check in and obtain briefing from the Regional Fire-Rescue Coordinator.

_____ Organize, activate, brief, and manage planning section units (Situation, Resource, Documentation, Demobilization) as necessary.

_____ Screen incoming damage and casualty information and see that pertinent data is posted to status boards, maps or similar records.

_____ Utilize ICS forms 202-206, 221 as necessary.

_____ Gather complete intelligence regarding the incident situation and status of resources.

_____ Evaluate preliminary disaster information. Determine the extent of damage and estimate the extent of records required to support the emergency operations.

_____ Schedule and facilitate planning meetings with Regional Fire-Rescue Coordinator and staff.

_____ Maintain status of all emergency response resources.

_____ Compile and display incident and resource status summary information.

_____ Assist in preparation of the regional incident action plan for operational periods.

_____ Assemble information on alternative strategies and make recommendations for the plan to the Regional Fire-Rescue Coordinator.

_____ Prepare and distribute regional incident action plan.

_____ Prepare demobilization plan and distribute as necessary.

_____ Brief relief personnel as to plan section/incident status.

_____ Maintain a unit log, including operational times, significant events, names of personnel, etc.

_____ Insure documentation is complete for this section and entire incident.

REGIONAL LOGISTICS SECTION OFFICER

Position Responsibility: Manage resources, which provide for personnel, equipment, facilities, Services, transportation and material in support of the disaster activities. This position is activated at the determination of the Regional Fire-Rescue Coordinator.

Emergency Actions:

_____ Organize, activate, brief and manage Logistic Section branches/personnel (County Coordinator, Support Branch, Services Branch, Other), as necessary.

_____ Participate in the preparation of the regional incident action plan.
- Advise on current service and support capabilities.
- Prepare service and support elements of the incident action plan.

_____ Identify current and future services and support requirements for planned and expected operations.

_____ Coordinate and process all requests for additional resources from the Section Chiefs (in conformity with priorities established within the incident action plan).

_____ Utilize resources as established within the Statewide Fire-Rescue Disaster Response Plan through the Regional Coordinator or liaison.

_____ Maintain a section log including operational times, significant events, contracts, names of personnel, etc.

_____ Notify relief personnel of current emergency/logistics status.

_____ Demobilize section in conformity with demobilization plan.

_____ Forward all pertinent data, logs, reports, paperwork to Plans for incident documentation.

REGIONAL FINANCE/ADMINISTRATIVE SECTION OFFICER

Position Responsibility: Manages and coordinates the financial and administrative aspects of the incident. Supplies documentation for reimbursements. This position is activated at the determination of the Regional Coordinator.

Emergency Actions:

_____ Organize, activate and brief administrative units (Time Recording, Legal, Cost Analysis, Compensation and Claims), as necessary.

_____ Attend planning meetings to gather information and provide financial, cost, and administrative analysis.

_____ Provide information to the County Coordinators on reimbursement issues associated with the event.

_____ Obtain and record all financial data and prepare incident cost summaries, as necessary.

_____ Maintain a unit log to include times, significant events, names of personnel, etc. that are assigned to administrative section.

_____ Demobilize Administrative Section in accordance with plan approved by the Regional Fire-Rescue Coordinator.

LIAISON OFFICER

Position Responsibilities: Serves as a Liaison for the Statewide Disaster Coordinator to the Incident Command structure within an affected area.

_____ Appointed by the Statewide Disaster Coordinator or Logistics Section Chief at the State EOC to respond to an impacted area.

_____ Assesses the situation at the local emergency operations center and from input gathered from the Incident Commander, Emergency Manager, and Fire Chief.

_____ Act as an intelligence source for ESF 4 & 9 and the DEMHS, reporting back to them on the status from ground zero.

_____ Serve as a resource for the local jurisdiction, guiding them on the process to obtain resources through the Disaster Plan.

_____ Function as a liaison in the re-deployment of units by advising the local jurisdiction of requests coming from other jurisdictions for resources and by advising the State EOC of the status/need for resources within the jurisdiction where they are currently deployed.

_____ Verify that requested resources have, in fact, made it to the requesting jurisdiction and report to ESF 4/9/10 on their status as well as keeping the local jurisdiction advised as to the status of requested but not yet received resources.

_____ Evaluate local support of mutual aid resources and determine if needs are being met. Work with requesting agency(s) to address resource support needs.

_____ Assist in the demobilization process.

_____ Log Plan weaknesses so revisions can be made and identify future training needs.

_____ Assist with any questions that come up about the Plan or the reimbursement process.

_____ Liaison between the local jurisdiction, Division of Forestry, and other agencies for Plan implementation.

COMMUNICATIONS UNIT LEADER

Position Responsibilities: Personnel serving in this capacity shall be responsible for developing plans for the effective and efficient use of deployed communication equipment, distribution of communications equipment, inventory of equipment and maintenance of the same.

_____ When deployed, this position shall report to the Incident Management structure in place within the requesting agency/jurisdiction.

_____ Prepare a regional communications plan to serve the communications needs of the requesting agency/jurisdiction.

- Assess and advise on current communication service and support capabilities.
- Prepare service and support elements of the communications plan.

_____ Ensure the communication equipment is deployed, set-up, tested and functioning properly.

_____ Coordinate and assure the distribution of portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan.

_____ Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return.

_____ Assure repair, testing and programming communications equipment, as required.

_____ Maintain a section log including operational times, significant events, contracts, unit actions and personnel names.

_____ Demobilize in conformity with the Incident Demobilization Plan.

_____ Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation.

COMMUNICATIONS TECHNICIAN

Position Responsibilities: Personnel serving in this capacity shall be responsible for the effective operations, troubleshooting and programming of radio equipment. In addition, this position may provide technical advice to the requesting agency and/or the Communications Unit Leader.

_____ Assure communications equipment is deployed, set-up, tested and functioning properly.

_____ Assure communications equipment is utilized to fulfill the critical elements of the established Incident Communications Plan.

_____ Coordinate and assure the distribution of portable/mobile radio equipment in conformity with priorities established within the Incident Communications Plan.

_____ Assure an appropriate communications equipment accountability system is established and that all equipment is tested and inventoried upon return.

_____ Assure repair, testing and programming of communications equipment, as required.

_____ Maintain a log of all repairs/service performed on equipment while deployed.

_____ Provide for the transportation and security of equipment while deployed to, and returning from an affected agency/jurisdiction.

_____ Demobilize in conformity with the Incident Demobilization Plan.

_____ Forward all pertinent data, logs, reports and paperwork to Plans Section for proper incident documentation.

CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCES
(MOBILE)

RESOURCE	RADIO CALL	COMPONENTS (MINIMUM)	MINIMUM COMPONENTS			
			TYPE I	TYPE 2	TYPE 3	TYPE 4
ENGINE COMPANY	ENGINE	PUMP WATER TANK HOSE – 2 ½" (supply) HOSE – 1 ½" (attack) HOSE – ¾" PERSONNEL	1000 GPM 500 GALLONS 1200 FEET 200 FEET 4	500 GPM 500 GALLONS 1000 FEET 200 FEET 300 FEET 3	50 GPM 200 GALLONS 100 FEET 2	N/A
WATER TANKER	TANKER	PUMP WATER TANK	300 GPM 5000 GALLONS	300 GPM 2500 GALLONS	100 GPM 1000 GALLONS	1000 GALLONS
BRUSH/WOODS TRUCK	BRUSH TRUCK	PUMP HOSE – ¾" WATER TANK PERSONNEL WHEELS X DRIVE	50 GPM 100 FEET 1000 GALLONS 2 6 X 6	10 GPM 100 FEET 150 GALLONS 1 4 X 4	5 GPM 100 FEET 75 GALLONS 1 4 X 4	5 GPM 100 FEET 75 GALLONS 1 4 X 2
AERIAL EQUIPMENT	AERIAL	LADDER PLATFORM TELESQUIRT	100 FEET	50 FEET	N/A	N/A
RESCUE/ AMBULANCE TRANSPORT CAPABLE	RESCUE	PARAMEDIC EMT ALS EQUIPMENT BLS EQUIPMENT STATE CERT. FF'S	1 1 YES YES	 2 YES YES	1 1 YES NO	 2 YES NO
TECHNICAL RESCUE	TECH. RESCUE	AIR BAGS, SHORING, RAPELLING, ETC.	HEAVY	LIGHT	N/A	N/A
HAZARDOUS MATERIALS UNIT	HAZ-MAT	TECHNICAL LEVEL OR HIGHER	4	3	2	N/A
CFD (AIRPORT)	CFR	WATER FOAM TURRET GUN BUMPER TURRET PURPLE K PREMIXED FOAM	3000 GALLONS 400 GALLONS 1200 GPM 300 GPM	1500 GALLONS 200 GALLONS 300 GPM 500 LBS	 500 LB. EXT. 100 GAL. EXT.	N/A

CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCES
(MOBILE) - CONTINUED

RESOURCE	RADIO CALL	COMPONENTS	MINIMUM COMPONENTS			
			TYPE I	TYPE 2	TYPE 3	TYPE 4
ALL TERRAIN VEHICLE	ATV	PUMP WATER TANK HOSE – 1' PERSONNEL	50 GPM 500 GALLONS 100 FEET 1	50 GPM 300 GALLONS 100 FEET 1	6 SEATS	2 SEATS
BULLDOZER (WITH OR W/O PLOW)	DOZER	SIZE PERSONNEL	HEAVY (D-7, D-8) 1	MED. HEAVY (D-5, D-6) 1	MEDIUM (D-4) 1	LIGHT (JD-350) 1
TRACTOR TENDER	TRACTOR TENDER	FUEL COMPRESSED AIR	100 GALLONS OPTIONAL	N/A	N/A	N/A
TRACTOR PLOW	TRACTOR	SIZE PERSONNEL	HEAVY (D-7) 1	MED. HEAVY (D-6) 1	MEDIUM (D-4) 1	LIGHT (JD-350) 1
CREW TRANSPORT	CREW TRANSPORT	PASSENGER SEATS	40	30	20	10
FIELD MOBILE MECH. W/ VEHICLE	MECHANIC	REPAIR OF MOBILE EQUIPMENT	HEAVY EQUIPMENT	LIGHT EQUIPMENT	N/A	N/A
FIELD KITCHEN	FIELD KITCHEN	MEALS	150	50	N/A	N/A
FUEL TRUCK	FUEL TRUCK	FUEL, SPECIFY TYPE (AV, DIESEL, GAS, JET)	1000 GALLONS	100 GALLONS	N/A	N/A
HEAVY EQUIPMENT TRANSPORT	TRANSPORT	CAPACITY	HEAVY (D-7, D-8)	MED. HEAVY (D-6)	MEDIUM (D-4)	N/A
ILLUMIN-ATION	LIGHT	PORTABLE LIGHTS	TRUCK	TRAILER	N/A	N/A
PORTABLE PUMP	N/A	PUMPING CAPACITY	500 GPM	250 GPM	100 GPM	50 GPM
UTILITY TRANSPORT	UTILITY TRANSPORT	PAYLOAD WHEELS X DRIVE	1 TON + 4 X 4	UNDER 1 TON + 4 X 4	1 TON + 4 X 2	UNDER 1 TON + 4 X 2
MOBILE COMMAND VEHICLE	COMMAND POST	COMMUNICATION PERSONNEL (WORK AREA)	10	5	NA/	N/A
COMMUNI-CATIONS VEHICLE	COMMUNI-CATIONS	FREQUENCY RANGE	PROGRAM-MABLE	LOW BAND-VHF, UHF, 800 MHZ	VHF, UHF	N/A
AIR SUPPLY TRUCK	AIR TRUCK	COMPRESSOR STORAGE TANKS	25 CMF @ 5000 PSI 2000 CU FT	20 CMF @ 3000 PSI 1000 CU FT	15 CFM 2200 PSI 1000 CU FT	N/A

CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCES
(AIRCRAFT)

RESOURCE	RADIO CALL	COMPONENTS	MINIMUM COMPONENTS			
			TYPE I	TYPE 2	TYPE 3	TYPE 4
AEROMEDICAL/RESCUE HELICOPTORS	AIR RESCUE	CREW MAXIMUM PATIENTS	4 6	3 3	2 2	2 1
AIR TANKER	AIR TANKER	CAPACITY	2000 GALLONS	1000 GALLONS	100 GALLONS	N/A
SUPPRESSION HELICOPTORS	CHOPPER	SEATS (INCLUDING PILOT) CARD WEIGHT CAPACITY (POUNDS) TANK: GALLONS OF RETARDENT EXAMPLE	16 5000 700 BELL 214 HEAVY	9 2500 300 BELL 204, 205, 212 MEDIUM	5 1200 100 BELL 206 LIGHT	3 600 75 BELL 47 LIGHT
HELICOPTOR TENDER	HELI-TENDER	FUEL AND SUPPORT EQUIPMENT	ALL	N/A	N/A	N/A
HELITACK CREW	HEITACK	3-CREW PERSONNEL	ALL	N/A	N/A	N/A
FIXED WING	AIR	SEATS	7	6	4	2

CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCES
(PERSONNEL & MISCELLANEOUS EQUIPMENT)

RESOURCE	COMPONENTS	MINIMUM COMPONENTS			
		TYPE I	TYPE 2	TYPE 3	TYPE 4
ADMIN./COMMAND PERSONNEL	INCIDENT COMMAND	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	OPERATIONS SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	PLANNING SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	MEDICAL SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	LOGISTICS SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
	ADMIN. SECTION CHIEF	*STATE CERT.	EXPERIENCED	FAMILIAR	N/A
SUPPRESION	FIREFIGHTERS/OFFICER	STATE CERT.	VOL. W/TRAIN.	FAMILIAR	N/A
PARAMEDIC	STATE CERTIFIED PARAMEDIC STATE CERTIFIED FIREFIGHTER	YES YES	YES NO	N/A N/A	N/A N/A
EMERGENCY MED. TECHNICIAN	STATE CERTIFIED EMT STATE CERTIFIED FIREFIGHTER	YES YES	YES NO	N/A N/A	N/A N/A
HAZARDOUS MATERIALS	CERTIFICATION	COMMAND	TECHNICIAN	N/A	N/A
URBAN SAR	URBAN SEARCH & RESCUE	EXPERIENCED	N/A	N/A	N/A
URBAN SAR CANINE	URBAN SEARCH & RESCUE	EXPERIENCED W/HANDLER	N/A	N/A	N/A
WILDERNESS SAR	WILDERNESS SEARCH & RESCUE	EXPERIENCED	N/A	N/A	N/A
WILDERNESS SAR CANINE	WILDERNESS SEARCH & RESCUE	EXPERIENCED W/HANDLER	N/A	N/A	N/A
WATER RESCUE	SCUBA – OPENWATER RESCUE SKIN DIVER	YES YES	YES NO	NO YES	N/A N/A
FIRE INSPECTOR	STATE CERTIFIED	YES	COMPANY LEVEL	N/A	N/A
FIRE INVESTIGATOR	EXPERIENCED	ALL	N/A	N/A	N/A
COMM. OPERATORS	EMERGENCY MEDICAL DISPATCHER	YES	NO	N/A	N/A
MOBILE MECHANIC	EXPERIENCED	HEAVY EQUIPMENT	LIGHT EQUIPMENT	N/A	N/A
RADIO TECHNICIAN	LIST QUALIFICATIONS	ALL	N/A	N/A	N/A
MISCELLANEOUS EQUIPMENT					
RADIOS	LIST FREQ. & PL (CHANNEL GUARD)	TABLE TOP	MOBILE	HANDHELD	N/A
CELLULAR PHONE		ALL	N/A	N/A	N/A
FAX MACHINE		ANY	N/A	N/A	N/A
DUPLICATION MACHINE	DESCRIBE	FULL SIZE	DESK TOP	N/A	N/A

***PENDING CERTIFICATION PROCESS**

CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCE INVENTORY FORM

EXAMPLE

Region:	II	**County:**	Hartford
Department Name:	Manchester Fire-Rescue-EMS		
Department Address:	75 Center Street		
City:	Manchester	**Zip Code:**	06040
Fire Chief:	T. Weber	**Daytime Phone:**	(860) 647-3266
24-Hour Phone:	(860) 643-7373	**Fax Number:**	(860) 647-3268
Contact Person:	A/C Bob Bycholski		

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
MOBILE EQUIPMENT					
ENGINE COMPANY	1	1	1		
WATER TANKER					
BRUSH TRUCK					
AERIAL	1				
RESCUE/AMBULANCE					
TECHNICAL RESCUE					
HAZ-MAT UNIT					
CFR (AIRPORT)					
ALL TERRAIN VEHICLE					
BULLDOZER					
TRACTOR TENDER					
TRACTOR-PLOW					
CREW TRANSPORT					
MOBILE MECHANIC		1			
FIELD KITCHEN					
FUEL TRUCK					
HEAVY EQ. TRANSPORT					
ILLUMINATION		1			
PORTABLE PUMP			1		
POWER GENERATOR					
UTILITY TRANSPORT					
MOBILE COMMAND VEH.					
COMMUNICATIONS VEH.					
AIR SUPPLY TRUCK		1			With Personnel

CONNECTICUT FIRE SERVICE
STATE FIRE RESCUE RESOURCE INVENTORY

EXAMPLE

Region:	II	**County:**	Hartford
Department Name:	Manchester Fire-Rescue-EMS		
Department Address:	75 Center Street		
City:	Manchester	**Zip Code:**	06040
Fire Chief:	T. Weber	**Daytime Phone:**	(860) 647-3266
24-Hour Phone:	(860) 643-7373	**Fax Number:**	(860) 647-3268
Pager:	(860) 596-8800		
Contact Person:	A/C Bob Bycholski		

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
AIRCRAFT					
RESCUE HELICOPTER					
AIR TANKER					
SUPPRESS. HELICOTERS					
HELICOPTER TENDER					
HELITACK CREW					
FIXED WING					
PERSONNEL ONLY					
INCIDENT COMMANDER		1			
OPERATIONS SEC. CHIEF		1			
PLANNING SEC. CHIEF		1			
MEDICAL SEC. CHIEF		1			
LOGISTICS SEC. CHIEF		1			
ADMIN. SEC. CHIEF		1			
SUPPRESSION		10			
PARAMEDIC		5			
EMT		10			
HAZ-MAT					
URBAN SAR					
URBAN SAR-CANINE					
WILDERNESS SAR					
WILDERNESS SAR CANINE					
WATER RESCUE					
FIRE INSPECTOR	1				
FIRE INVESTIGATOR	1				
COMM. OPERATORS					
MOBILE MECHANIC	1				
RADIO TECHICIAN					
OTHER EQUIPMENT					
RADIOS			5		List Attached
CELLULAR PHONE	2				
FAX MACHINE	1				
DUPLICATING MACHINE					

LIST ADDITIONAL PERSONNEL (W/QUALIFICATIONS) AND ADDITIONAL EQUIPMENT ON SEPARATE PAGE

FREQUENCY PLAN

Base, Mobile, Portable

Frequency	CTCSS	Primary Use

CONNECTICUT FIRE MUTUAL AID (Statewide)

46.16 MHz	141.3 Hz	Statewide Base to Base
33.78	179.9 Hz	Mobile for Fire Ground

CONNECTICUT FIRE MUTUAL AID (Counties)

33.70 MHz	None	Litchfield & New Haven
33.86 MHz	None	Fairfield
33.88 MHz	None	Tolland & Windham
33.90 MHz	None	Tolland, Windham, New London
33.94 MHz	None	Hartford
46.18 MHz	Different per Town	Middlesex
33.80	Different per Town	Tolland & Windham Mutual Aid

VHF INTERCITY NETWORK

154.265 MHz	107.2 Hz	Hartford
154.265 MHz	82.5 Hz	Fairfield
154.295 MHz	107.2 Hz	South Central
154.295 MHz	118.8 Hz	Waterbury
154.280 MHz	82.5 Hz	Springfield
154.280 MHz	203.5 Hz	Winsted

NATIONAL PUBLIC SAFETY

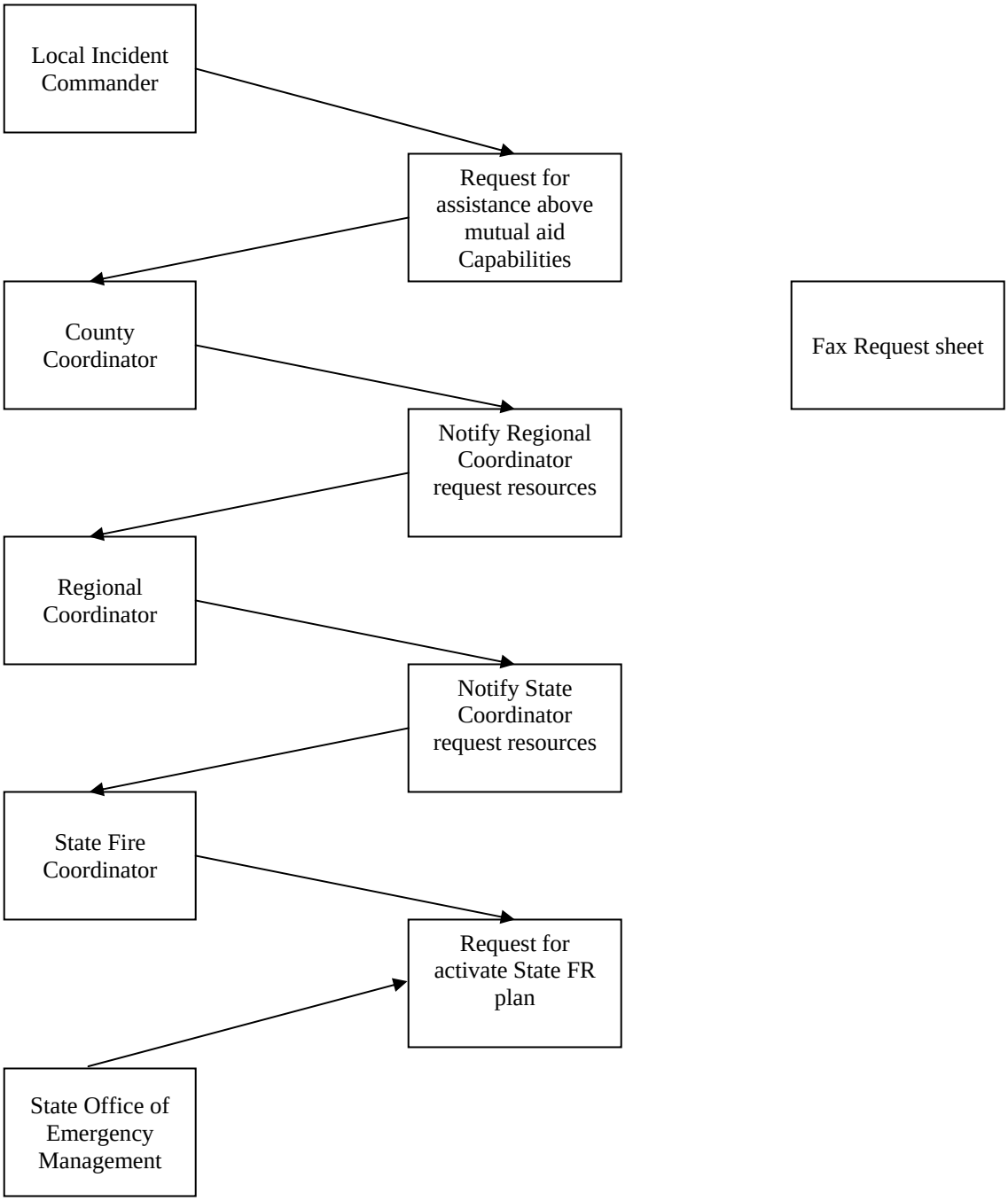
821.0125/866.0125	156.7	National Public Safety Calling Repeater
821.5125/866.5125	156.7	National TAC 1 Repeater
822.0125/867.0125	156.7	National TAC 2 Repeater
822.5125/867.5125	156.7	National TAC 3 Repeater
823.0125/868.0125	156.7	National TAC 4 Repeater

APPENDIX D

Connecticut Fire Service

Statewide Fire-Rescue Disaster Rescue Response Plan

Request for activation flow chart (2/02)



CFS Form 1a **REQUEST FOR ASSISTANCE – ESF 4 & 9**

Message #:		Date:		Time:			County:		Agency:		
Requestor:	Name:			Tel #:			Fax #:		Net:		
Brief Description of Mission Requested :											
Resources Report:	Date:			Time:			Estimated Resource Release:	Date:		Time:	
On Scene Contact:				Tel #:			Fax #:		Net:		
Resources Report Location:									Staging Tel #:		
Equipment Estimated Daily Work Hrs:				Personnel Estimated Daily Work Hrs:					Mission #:		
Comments/Information/Notes:											

RESOURCES REQUESTED

Category - Equipment	Type	CCode	Quantity	Comment/Info	Category – Personnel	Type 1	Type 2
Strike Team – Engine					Incident Commander/Manager		
Strike Team – Brush Truck					Chief/Officer – Administration		
Strike Team – WaterTanker					Chief/Officer – Finance		
Strike Team – Other -					Chief/Officer – HazMat		
Aerial – Ladder Truck					Chief/Officer – Liaison		
Aircraft, Fixed Wing					Chief/Officer – Logistics		
Aircraft, Rotary					Chief/Officer – Medical		
Ambulance – ALS					Chief/Officer – Operations		
Ambulance – BLS					Chief/Officer – Planning		
Arson Van – SFM					Chief/Officer – Public Information Officer		
All Terrain Vehicle, Bombardier					Chief/Officer – Safety		
All Terrain Vehicle, Personnel Carrier					Diver – Skin/Scuba – Open Water		
All Terrain Vehicle, Honda type 4 wheel					Diver – Skin/Scuba – Fast Water		
Automobile					Dispatcher – Emergency Medical		
Automobile, Fire/Police					Dispatcher – Fire Service		
Bus					Dispatcher – Public Safety		
Command Trailer					Driver – Engine		
Command Vehicle					Driver Operator		
Fire Engine (structural)					EMT – State Certified		
Foam Truck					EMT/Firefighter		
Kitchen Trailer					EOC Staffing – FFCA,DOF,CAP,FASAR		
Pumper, Fire					EOC Staffing – SFM		
Radio – Cache					Fire Fighter – Structural		
Radio – Mobile					Fire Fighter – Volunteer		
Radio – Portable					Fire Fighter – Forestry		
Radio – Tower					Fire Inspector – State Certified		
Tanker, Water					Fire Inspector – Company Level		
Tender/Trailer, Water					Fire Investigator		
Trailer, Equipment					Fire Officer – Structural		
Trailer, Office					Fire Officer – Volunteer		
Truck, Brush					Fire Officer – Forestry		
Truck, Fire					Mechanic – Mobile – Heavy Equip		
Truck, Pick Up					Mechanic – Mobile – Light Equip		
Truck, Water					Paramedic – State Certified		
Other:					Paramedic/Firefighter		
Other:					SAR Leader		
Other:					SAR Leader - Assistant		
Other:					SAR Member – SFM		
Other:					SAR Member – Urban		
Other:					SAR Member – Urban – w/canine		
Other:					SAR Member – Wilderness		
Other:					SAR Member – Wilderness – w/canine		
Other:					Strike Team / Task Force Leader		
Other:					Strike Team / Task Force – Asst Leader		
Other:					Technician – HazMat		
Other:					Technician – Radio		
Other:					Other:		
Other:					Other:		

CFS Form 1b **RESPONSE TO ASSISTANCE REQUEST – ESF 4 & 9**

Message #:		Mission #:		Responding Agency:					
Approver Name:		Tel #:		Fax #:		Net:			
Contact Name:		Tel #:		Fax #:		Net:			
Resources Available:	FROM	Date:		Time:		UNTIL	Date:		Time:
Estimated Hourly Cost for Responding Resources:		Estimated Transportation Costs To and From Home Base:							
Equipment Work Pattern or Hours:		Personnel Work Pattern or Hours:							
Logistics Required:									
Comments/Information/Notes:									

ASSISTANCE PROVIDED

Category - Equipment		Type	CCode	Quantity	Comment/Info	Category – Personnel		Type 1	Type 2
Strike Team – Engine						Incident Commander/Manager			
Strike Team – Brush Truck						Chief/Officer – Administration			
Strike Team – WaterTanker						Chief/Officer – Finance			
Strike Team – Other -						Chief/Officer – HazMat			
Aerial – Ladder Truck						Chief/Officer – Liaison			
Aircraft, Fixed Wing						Chief/Officer – Logistics			
Aircraft, Rotary						Chief/Officer – Medical			
Ambulance – ALS						Chief/Officer – Operations			
Ambulance – BLS						Chief/Officer – Planning			
Arson Van – SFM						Chief/Officer – Public Information Officer			
All Terrain Vehicle, Bombardier						Chief/Officer – Safety			
All Terrain Vehicle, Personnel Carrier						Diver – Skin/Scuba – Open Water			
All Terrain Vehicle, Honda type 4 wheel						Diver – Skin/Scuba – Fast Water			
Automobile						Dispatcher – Emergency Medical			
Automobile, Fire/Police						Dispatcher – Fire Service			
Bus						Dispatcher – Public Safety			
Command Trailer						Driver – Engine			
Command Vehicle						Driver Operator			
Fire Engine (structural)						EMT – State Certified			
Foam Truck						EMT/Firefighter			
Kitchen Trailer						EOC Staffing – FFCA,DOF,CAP,FASAR			
Pumper, Fire						EOC Staffing – SFM			
Radio – Cache						Fire Fighter – Structural			
Radio – Mobile						Fire Fighter – Volunteer			
Radio – Portable						Fire Fighter – Forestry			
Radio – Tower						Fire Inspector – State Certified			
Tanker, Water						Fire Inspector – Company Level			
Tender/Trailer, Water						Fire Investigator			
Trailer, Equipment						Fire Officer – Structural			
Trailer, Office						Fire Officer – Volunteer			
Truck, Brush						Fire Officer – Forestry			
Truck, Fire						Mechanic – Mobile – Heavy Equip			
Truck, Pick Up						Mechanic – Mobile – Light Equip			
Truck, Water						Paramedic – State Certified			
Other:						Paramedic/Firefighter			
Other:						SAR Leader			
Other:						SAR Leader - Assistant			
Other:						SAR Member – SFM			
Other:						SAR Member – Urban			
Other:						SAR Member – Urban – w/canine			
Other:						SAR Member – Wilderness			
Other:						SAR Member – Wilderness – w/canine			
Other:						Strike Team / Task Force Leader			
Other:						Strike Team / Task Force – Asst Leader			
Other:						Technician – HazMat			
Other:						Technician – Radio			
Other:						Other:			
Other:						Other:			

CFS Form 2

STATE FIRE RESCUE RESOURCE INVENTORY FORM

Region:		**County:**	
Department Name:			
Department Address:			
City:		**Zip Code:**	
Fire Chief:		**Daytime Phone:**	
24-Hour Phone:		**Fax Number:**	
Pager:			
Contact Person:			

MOBILE EQUIPMENT

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
ENGINE COMPANY					
WATER TANKER					
BRUSH TRUCK					
AERIAL					
RESCUE/AMBULANCE					
TECHNICAL RESCUE					
HAZ-MAT UNIT					
CFR (AIRPORT)					
ALL TERRAIN VEHICLE					
BULLDOZER					
TRACTOR TENDER					
TRACTOR-PLOW					
CREW TRANSPORT					
MOBILE MECHANIC					
FIELD KITCHEN					
FUEL TRUCK					
HEAVY EQ. TRANSPORT					
ILLUMINATION					
PORTABLE PUMP					
POWER GENERATOR					
UTILITY TRANSPORT					
MOBILE COMMAND VEH.					
COMMUNICATIONS VEH.					
AIR SUPPLY TRUCK					

CFS Form 2

STATE FIRE RESCUE RESOURCE INVENTORY FORM

Region:		**County:**	
Department Name:			
Department Address:			
City:		**Zip Code:**	
Fire Chief:		**Daytime Phone:**	
24-Hour Phone:		**Fax Number:**	
Pager:			
Contact Person:			

RESOURCE	TYPE 1	TYPE 2	TYPE 3	TYPE 4	SPECIAL INFORMATION
AIRCRAFT					
RESCUE HELICOPTER					
AIR TANKER					
SUPPRESS. HELICOTERS					
HELICOPTER TENDER					
HELITACK CREW					
FIXED WING					
PERSONNEL ONLY					
INCIDENT COMMANDER					
OPERATIONS SEC. CHIEF					
PLANNING SEC. CHIEF					
MEDICAL SEC. CHIEF					
LOGISTICS SEC. CHIEF					
ADMIN. SEC. CHIEF					
SUPPRESSION					
PARAMEDIC					
EMT					
HAZ-MAT					
URBAN SAR					
URBAN SAR-CANINE					
WILDERNESS SAR					
WILDERNESS SAR CANINE					
WATER RESCUE					
FIRE INSPECTOR					
FIRE INVESTIGATOR					
COMM. OPERATORS					
MOBILE MECHANIC					
RADIO TECHICIAN					
OTHER EQUIPMENT					
RADIOS					
CELLULAR PHONE					
FAX MACHINE					
DUPLICATING MACHINE					

LIST ADDITIONAL PERSONNEL (W/QUALIFICATIONS) AND ADDITIONAL EQUIPMENT ON SEPARATE PAGE

CFS Form 3

CFS - DISASTER TEAM DEPLOYMENT FORM

MISSION:
Date/Time Deployed:
Message #:
Date/Time Demobilized:

Personnel	Agency	Social Security #	Hourly Wage	Position	Unit Designation	Comments

*Fringe:

CFS Form 4

PERSONNEL EMERGENCY CONTACT NUMBERS

MISSION # _____

EMPLOYEE NAME	CONTACT PERSON	PHONE NUMBER

CFS Form 5

CFS EXPENSE REPORT

Payment is requested for expenses, which were incurred while on official Association business. <u>Please submit separate expense report for each meeting.</u>

Name:				**Date:**	
Address:					
City:		**State:**		**Zip:**	

Reason for Travel:	

Total Miles Traveled:		**@ $0.21 per mile**	**$**

Lodging & Meals:			
	Days Lodging	**@ per day**	**$**
	Breakfast	**@ $ 6.00 per day**	**$**
	Lunch	**@ $ 6.00 per day**	**$**
	Dinner	**@ $ 18.00 per day**	**$**

All other items such as tips, parking, cabs, etc. should be itemized:	
	$
	$
	$
	$
TOTAL DUE	**$**

Signature:	

Approved:		**Date:**	

Receipts, with the exception of mileage, tips, and meals not exceeding the amounts indicated above must accompany all listed expenses.

Annexes –

Annex D. ESF 4 Firefighting

Firefighting

Regional Emergency Support Function (RESF) #4

Coordinating or Support Organizations:

Federal Government Organizations

Department of Homeland Security, Federal Emergency Management Agency
Department of Homeland Security, Office of Domestic Preparedness
Department of Defense
US Department of Agriculture

Connecticut State Government Organizations

Connecticut Department of Emergency Management and Homeland Security
Commission on Fire Prevention and Control
Connecticut Department of Public Safety
Connecticut Military Department (CT National Guard)
Connecticut DEP

Local Organizations

Municipal and tribal governments and agencies with resources capable of supporting Firefighting Activities

Municipal, tribal, and district Fire Departments

Municipal and tribal Police Departments
PSAPs
CMEDs

Private Organizations

State Fire Chief's Associations
County Fire Chief's Associations

I. Introduction

a. Purpose

The purpose of this document is to summarize how firefighting resources within DEMHS Regions will be mobilized and coordinated during a regional emergency or disaster requiring firefighting resources. A more detailed description of firefighting resource mobilization and coordination with the state of Connecticut can be found in the Connecticut Fire Service, Fire-Rescue Disaster Plan. The concepts described in this document are based on the concept of operations detailed in that plan.

b. Scope

FIREFIGHTING, RESF 4 identifies, requests mobilization of, and coordinates the response of specific firefighting resources within DEMHS Regions. FIREFIGHTING, RESF 4 provides for the strategic collaboration of firefighting efforts, and does not exert any direct operational control over FIREFIGHTING resources. Whereas catastrophic events may require the use of FIREFIGHTING resources from the local, state, and federal level, coordination of efforts at the regional level during catastrophes is essential. Therefore, the role of the RCC and FIREFIGHTING, RESF 4 cannot be overemphasized.

II. Policies

a. FIREFIGHTING, RESF 4 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) as taught by the National Fire Academy will be used by the RCC and FIREFIGHTING, RESF 4 during response activities.
c. DEMHS Region 5 staff will facilitate coordination among member organizations to ensure that FIREFIGHTING, RESF 4 procedures are appropriately followed and are in concert with stated missions and objectives of the REOP.
d. Essential information will be conveyed through the DEMHS Regional Coordination Center (RCC) as required by the incident and in accordance with existing ICS protocols.
e. At the request of the DEMHS Regional office or Emergency Management, RESF 5, FIREFIGHTING, RESF 4 will staff the RCC and participate in regional emergency decisions concerning FIREFIGHTING. This action will provide technical expertise and the information necessary to develop an accurate assessment of an ongoing situation.
f. FIREFIGHTING, RESF 4 will share information with the appropriate private, local, state, and federal agencies involved in FIREFIGHTING, RESF 4 related activities.

III. Situation

a. Regional Emergency Condition

A variety of situations may occur that require the coordination of FIREFIGHTING activities on a regional level. Large structure fires, wild land fires, urban interface fires, air disasters, large scale flooding events, major storms, or coordinated terrorist events are some examples of situations that may rapidly exceed local firefighting abilities. Additionally, events of this type may significantly disrupt transportation, energy, and communication networks within DEMHS Regions, further complicating the process of searching for and rescuing victims.

b. Planning Assumptions

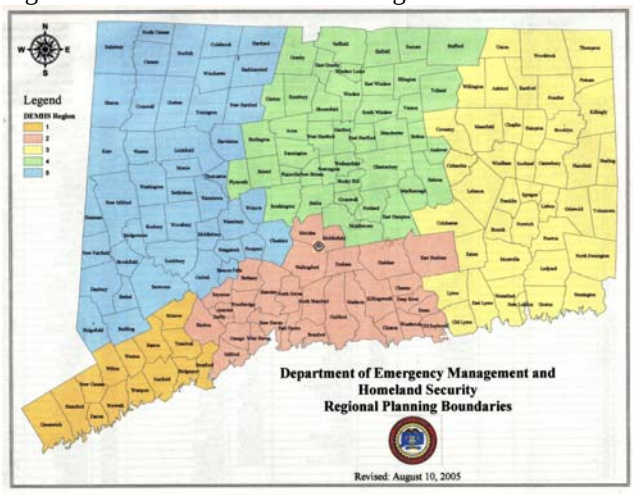
- A request has been made, based on events that have occurred or are anticipated to occur in the near future, for regional coordination of emergency management efforts, including but not necessarily limited to FIREFIGHTING. This request may come from:
  - Local jurisdictions within DEMHS Regions, or
  - The SEOC, at the direction of the Governor during a declared State of Emergency
- FIREFIGHTING, RESF 4 will not assume direct command and control over any FIREFIGHTING activities or organizations.
- Sharing information during a regional emergency will benefit all communities. There are immediate and continuous information needs unique to the jurisdictional decision makers.
- FIREFIGHTING activities are life-saving and time critical activities, and coordination and prioritization of FIREFIGHTING tasks during regional emergencies is essential.
- Due to the nature of FIREFIGHTING activities, FIREFIGHTING, RESF 4 may play a key role during the initial hours or days following a major event and may require the support of other regional emergency support functions within the RCC.
- The RCC will be the point-of-contact for local municipalities within DEMHS Regions for information and requests concerning FIREFIGHTING.

IV. Concept of Operations

a. General

According to the Connecticut Fire Service, Fire-Rescue Disaster Plan, the state is divided into five large regions for the purposes of fire service coordination (see figure 1). Each region has a designated Regional Fire Coordinator, tasked with facilitating responses within the region. Further, the plan designates a County Fire Coordinator for each Connecticut

Figure 1. State Fire Coordination Regions



county, who works on the sub-regional level in support of the regional fire coordinator. Disaster response, on the state-wide level, is overseen by the State Fire Coordinator, who is responsible for leading Emergency Support Functions for Firefighting and Urban Search and Rescue at the State EOC.

Some DEMHS Regions include parts of more than one county. For example, DEMHS Region 5 includes municipalities from Litchfield, Hartford, Fairfield, and New Haven Counties. Therefore, coordination of resources within Region 5 may require the coordination of multiple regional and county fire coordinators.

If the Region 5 RCC staff determines that Firefighting, RESF 4 representation is required at the RCC, the Region 5 RCC will request that the State Fire Coordinator designate a Firefighting, RESF 4 lead for Region 5 who will represent Firefighting, RESF 4 in the RCC.

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

The DEMHS Regional staff has established an emergency notification matrix for FIREFIGHTING, RESF 4 based on the Connecticut Fire Service, Fire-Rescue Disaster Plan. This matrix is included as an attachment to this document, for ease of updating. This matrix identifies the State Fire Coordinator as the lead for Firefighting, RESF 4 in DEMHS Regions. Once contacted, the State Fire Coordinator will designate a DEMHS Regional lead appropriate for the situation, based on the geographic area involved. Options for the DEMHS Regional lead could include the Regional Fire Coordinator for Region 1 or 2, or a County Coordinator from New Haven, Litchfield, or Fairfield County.

Emergency notification for FIREFIGHTING, RESF 4 will follow this format:

i. Request(s) for regional coordination of FIREFIGHTING efforts is (are) made by a local authority(ies) to the DEMHS Regional office; or
ii. During a declared State of Emergency, the SEOC directs the DEMHS Regional offices to establish FIREFIGHTING, RESF 4 within the regional RCC.
iii. The DEMHS Regional staff (or Emergency Management, RESF 5) will contact the Regional FIREFIGHTING, RESF 4 lead, as identified on the FIREFIGHTING, RESF 4 emergency notification matrix.
iv. The Lead for FIREFIGHTING, RESF 4 will be responsible for selection of and notification of other FIREFIGHTING, RESF 4 personnel required to staff the RCC, based on the circumstances and nature of the mission(s).

c. Coordination

i. Initial Actions

Upon establishment of FIREFIGHTING, RESF 4 at the RCC, FIREFIGHTING, RESF 4 will conduct an assessment of

FIREFIGHTING related needs and capabilities within Region 5, including but necessarily limited to:

- Current requests from local municipalities with Region 5
- Ability to coordinate intra-regional FIREFIGHTING assets based on:
  - Scope of the incident
  - Municipalities directly affected or already involved in the response effort
  - Available resources within the region, based on the FIREFIGHTING, RESF 4 inventory list (based on the County Fire Coordinators' inventory, as outlined in the Connecticut Fire Service, Fire-Rescue Disaster Plan)
- Based on the assessment of intra-regional resources, FIREFIGHTING, RESF 4 will determine the need for resources from outside of the affected Region. Such resources may include municipal or private agencies from towns outside of the DEMHS Region, State resources including CT-TF-1, the National Guard, CSP, or Federal resources including FIREFIGHTING strike teams or task forces.
  - Requests for any resources (local, state, or federal) from outside of a DEMHS Region will be made by FIREFIGHTING, RESF 4 to the SEOC through DEMHS communication protocols.

ii. Continuing Actions

Throughout the event, or as long as FIREFIGHTING, RESF 4 is a functional element of the RCC, FIREFIGHTING, RESF 4 will coordinate the flow of FIREFIGHTING related information through the RCC to appropriate local, state, federal, and private agencies. FIREFIGHTING, RESF 4 will collaborate with other regional support functions and the regional planning and operations staff in developing Incident Action Plans for each operational period during the incident.

iii. Stand Down

FIREFIGHTING, RESF 4 will perform its function in collaboration with the command staff of the RCC and at the request or direction of the local and state authorities. When the decision to de-activate FIREFIGHTING, RESF 4 is agreed upon, FIREFIGHTING, RESF 4 will stand down in a manner consistent with ICS and NIMS protocols.

V. Execution for FIREFIGHTING, Emergency Support Function 4

a. Responsibilities for FIREFIGHTING, RESF 4

FIREFIGHTING, RESF 4 is responsible for assessment of and coordination of search and rescue related activities within Region 5 during catastrophic events. As part of the RCC, FIREFIGHTING, RESF 4 participates in planning, operational, and logistics activities as needed. FIREFIGHTING, RESF 4 is responsible for providing discipline-specific information during the development of Incident Action Plans throughout the course of the event.

b. Essential Elements of Information

The primary role of the RCC is to convey information about the event and response to the state and local governments, as well as all agencies involved in the response. Information specific to FIREFIGHTING, RESF 4 may include, but is not necessarily limited to:

- Jurisdictions involved
- Agencies participating in the response
- Injuries and medical emergencies
- Detailed damage reports
- Intra-regional response capabilities
- Extra-regional response capabilities and availability
- Response needs and priorities
- Weather or other conditions that may affect the response

c. Functions Before and During a Regional Emergency

i. Mitigation/Prevention Phase

During the mitigation phase, FIREFIGHTING, RESF 4 will:

- Monitor the development of FIREFIGHTING capabilities within DEMHS Regions
- Keep the FIREFIGHTING, RESF 4 resource inventory for DEMHS Regions up to date
- Keep the FIREFIGHTING, RESF 4 emergency notification matrix for DEMHS Regions up to date
- Assist DEMHS Regional (RCC) agencies in the development of FIREFIGHTING capabilities as opportunities present

ii. Preparation Phase

During the preparation phase, all regional emergency support function personnel will accomplish the following:

- Train on the DEMHS Regional Emergency Operations Plan activation and implementation.
- Train on NIMS / ICS protocols
- Participate, as determined, in regional exercises
- Train on the regional coordination center (RCC) setup and coordination of FIREFIGHTING, RESF 4

iii. Emergency Response Phase

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

iv. Recovery Phase

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

VI. Administrative Information for FIREFIGHTING, RESF 4

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

- The National Response Plan
- State of Connecticut, Statewide Fire and Rescue Disaster Plan
- State of Connecticut, Regional Emergency Operations Plan

Annex I. ESF 9 Rescue
To be developed

Annex J. ESF 10 Hazardous Materials

ANNEX J ESF 10
HAZARDOUS MATERIALS

March 1, 2008 Annex J (Draft)

PRIMARY: Commission on Fire Prevention and Control; Connecticut Fire Academy
SUPPORT:

I. INTRODUCTION

A. An emergency or disaster could result in hazardous materials being released into the environment. Fixed facilities (e.g., chemical plants, nuclear facilities, tank farms, laboratories, operating hazardous waste sites) which produce, generate, use, store, or dispose of hazardous materials, including radioactive materials, could be damaged so severely that existing spill control apparatus and containment measures are not effective. Hazardous materials that are transported may be involved in rail or air accidents, highway collisions, or waterway mishaps. Abandoned hazardous waste sites could be damaged, causing further degradation of holding ponds, tanks, and drums. The damage to, or rupture of, pipeline transporting materials that are hazardous, if improperly released, will present serious problems.

B. Local communities may be overwhelmed by the extent of the response effort required to assess, identify, contain, mitigate, monitor, clean up, and dispose of hazardous materials released into the environment. There may be numerous incidents occurring simultaneously in separate locations, both inland and along coastal waters. Standard communications equipment and practices (phone lines, radio, etc.) may be disrupted or destroyed. Response personnel, cleanup crews, and response equipment may have difficulty in reaching the site of a hazardous materials release because of the damage sustained by the transportation infrastructure (roads, rails, bridges, airports, etc.). Additional response/cleanup personnel and equipment might be needed to supplement existing capabilities and to provide backup or relief resources. Air transportation may be needed for damage reconnaissance and to transport personnel and equipment to the site of a release.

C. Even if a natural or other disaster does not cause situations where there are actual releases, there will be considerable concern about facilities which are located in or near the affected area. These facilities will need to be assessed and monitored. Information submitted in compliance with Title III of the Superfund Amendments and Re-authorization Act (SARA) will be useful in identifying such facilities.

II. MISSION

To coordinate a response to threatened or actual releases or discharges of hazardous materials and oil spills. Support includes, but is not limited to: coordinating and managing the overall state effort to detect, identify, contain, cleanup, or dispose of hazardous materials and oil released into the environment, and assisting local governments with the same; coordinating assessments of the effects of spills, discharges, and releases on natural resources (air, water, land, and animal life) and people; providing technical advice and emergency public information on the protective actions necessary to preserve health and protect property; coordinating state efforts when assisting federal and local agencies involved in emergency response, cleanup, and recovery actions pursuant to federal statutes; serving as the State's primary incident coordinator for site-specific response activities involving hazardous materials and oil spills; and coordinating state efforts to recover emergency response and cleanup costs from responsible parties, and to mitigate the effects of future discharges, spills, or releases.

III. CONCEPT OF OPERATIONS

A. In accordance with the provisions of Title 28, Department of Emergency Management and Homeland Security is responsible for the coordination of all ESF-10 administrative, planning, response and recovery activities during declared emergencies. All ESF-10 supporting agencies will assist DEMHS in the planning and execution of the above.

B. Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.

C. State program assistance under this function will include the application of available personnel, equipment, and technical expertise necessary to contain, counteract, and supervise cleanup of hazardous materials that have become a threat to the state.

D. The Department of Environmental Protection (DEP) will maintain a contingency plan for spills and releases of oil and hazardous substances that will coordinate and establish necessary standard operating procedures for response work. The DEP will provide expertise on environmental effects of oil, discharges, or releases of hazardous substances, pollutants, or contaminants and environmental pollution control techniques. It is likely that there will be several releases occurring simultaneously, making heavy demands on response resources. In order to make the best use of limited resources and to ensure the most efficient overall response, damage information must be gathered quickly, analyzed, and response priorities established as soon as possible.

IV. ESF ACTIONS

The emergency operations necessary for the performance of this function include but are not limited to:

A. Preparedness

1. Prepare an inventory of existing threats using SARA Title III, Tier II information.

2. Plan for response to hazardous materials incidents.

3. Develop plans for communications, warning, and public information.

4. Develop procedures for identification, control, and clean up of hazardous materials.

5. Provide, obtain, or recommend training for response personnel using courses made available by the Connecticut Fire Academy, U.S. Environmental Protection Agency (USEPA) and manufacturers and transporters of hazardous materials. Training will be based on OSHA requirements for each duty position.

6. DEP shall maintain a listing of private contractors capable of performing emergency and/or remedial actions associated with a hazardous materials incident.

7. DEMHS shall maintain an inventory of state assets capable of responding to a hazardous materials incident.

8. DEMHS shall develop plans and/or mutual aid agreements regarding hazardous materials incidents with local agencies, other state agencies, contiguous states, federal agencies, and private organizations as required.

9. DEMHS shall maintain emergency response training programs with appropriate support agency assistance for radiological incidents.

10. DEP shall collect and utilize licensing, permitting, monitoring, and/or transportation information from the appropriate local, state, or federal agencies and/or private organizations to facilitate emergency response.

11. Participate in state exercises and conduct, at least annually, an ESF-10 exercise to validate this annex and supporting SOPs.

B. Response

1. Upon activation, ESF-10 will coordinate, with the Unified/Incident Commander, all hazardous substance response-specific efforts and provide information to the SEOC for coordination of all other state efforts.

2. Provide 24-hour response capability (technician level team) and dispatch personnel to an incident scene as necessary.

3. ESF-10 will assess the situation to include: the nature, amount and location of real or potential releases of hazardous materials; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, and the environment; types, availability, and location of response resources, technical support, and cleanup services; and priorities for protecting human health, welfare and the environment.

4. After reviewing reports, gathering and analyzing information and consulting with appropriate agencies, determine and provide, as available, the necessary level of assistance.

5. Recommend evacuation and other protective measures, as the incident requires.

6. Provide for monitoring to determine the extent of the contaminated area and consult with appropriate support agencies to provide access and egress control to contaminated areas; request assistance from the Civil Support Team, as required.

7. Consult with appropriate local, state, or federal agencies and/or private organizations with regard to the need for decontamination. Coordinate with ESF-8 regarding decontamination of injured or deceased personnel.

8. Coordinate decontamination activities with appropriate local, state, and federal agencies.

9. Coordinate with appropriate local, state, and federal agencies to ensure the proper disposal of wastes associated with hazardous materials incidents; and assist in monitoring or tracking such shipments to appropriate disposal facilities.

C. Recovery

1. Terminate operations when the emergency phase is over and when the area has been stabilized by responsible personnel. DEP will track continued or needed remediation as necessary.

2. Request and maintain documented records of all expenditures, money, and physical resources of the various governmental department/agencies involved in emergency operations. Ensure that ESF-10 team members or their agencies maintain appropriate records of costs incurred during the event.

3. Anticipate and plan for arrival of, and coordination with, FEMA ESF-10 personnel in the SEOC and the Disaster Field Office (DFO).

D. Mitigation

1. Support and plan for mitigation measures.

2. Support requests and directives resulting from the Governor and/or FEMA concerning mitigation and/or re-development activities.

3. Document matters that may be needed for inclusion in agency or state/federal briefings, situation reports and action plans.

V. RESPONSIBILITIES

A. Connecticut Fire Academy and Connecticut Fire Chief's Association

1. Identify, train, and assign personnel to staff ESF-10 in the SEOC.

2. Provide technical assistance in identifying areas that may contain hazardous materials.

3. Provide and/or coordinate technical assistance on hazards associated with chemicals known to be present in the disaster area.

4. Assist in coordinating responsible party responses or the use of Federal/State contractors to control and contain a hazardous material release to protect public health and/or the environment.

B. Regional Hazardous Materials Response Team (RHMRT)

1. Identify, train, and assign RHMRT personnel to staff ESF-10 in the SEOC.

2. Provide and/or coordinate technical assistance on hazards associated with chemicals known to be present in the disaster area.

3. Provide technical assistance on hazardous material recognition and identification.

C. Agency of Agriculture, Food & Markets

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of SSF-10 during periods of activation.

2. Provide sampling and laboratory analysis assistance. VTAOA maintains equipment/instrumentation and supplies necessary to perform chemical analyses on a variety of samples that may be associated with hazardous materials releases.

3. Provide technical assistance to include securing representative samples of materials suspected of chemical contamination.

4. Provide laboratory assistance to include analyzing and identifying contaminants such as pesticides and certain other toxic materials in soils, vegetation, and to some extent, in water. Chemical assistance provided includes identification of chemical, macroscopic, and microscopic analyses of food and feed products to determine quality and/or safety (excludes microbiologic analyses). Field laboratory equipment includes grain probes, sample containers, mobile hay analysis laboratories for sample collection and some chemical analysis.

D. Department of Environmental Protection

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of SSF-10 during periods of activation.

2. Provide support for communications, water-related evacuation, personnel, security, all-terrain vehicles, watercraft, and aircraft support.

3. Provide technical advice and assistance concerning wildlife issues.

4. Provide biologists, all-terrain vehicles and boats when applicable.

5. Coordinate responsible party responses or the use of Federal/State contractors to control and contain a hazardous material release to protect public health and/or the environment.

E. Department of Transportation

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.

2. Provide communications, heavy equipment, supplies, and personnel to facilitate access to hazardous material site. Support includes materials such as sand, gravel, and etc. to help mitigate a release. These support actions will be limited to the OSHA training of the involved personnel.

3. Provide technical advice and assistance on regulated rail.

F. Department of Health

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.

2. Provide technical assistance in the form of toxicologists, epidemiological and laboratory services, as requested, by the local Incident Commander, Regional Haz - Mat Team or ESF-10 in support of response operations.

3. Be prepared to provide laboratory services to test and identify potential biological agents.

G. Department of Labor (CONN OSHA)

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.

2. Assist in coordination of the collection, securing and disposal of containers of liquefied petroleum gas (LPG).

3. Provide consultation on worker and public health and safety issues.

H. Department of Motor Vehicles

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.

2. Provide technical assistance and information through the activities of the Truck Team and utilize VMS as requested.

I. DEMHS

1. Division of Emergency Management

a. Provide communications and equipment to support operations in the SEOC.

b. Make notifications of supporting agencies as requested by the lead agency.

c. Provide information to ESF-10 concerning HSAS Threat Condition Levels.

d. Provide coordination for the implementation of protective actions or measures related any change in Threat Condition level.

2. State Police

a. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.

b. Provide air support (rotary and fixed wing) for surveillance and transportation of essential personnel.

J. Department of Public Utility

1. Identify, train, and assign personnel to maintain contact with and prepare to conduct operations in support of ESF-10 during periods of activation.

2. Provide technical advice and assistance on intrastate pipelines.

K. Office of States Attorneys

1. Identify, train, and assign agency personnel to maintain contact with and prepare to execute missions in support of ESF-10 during periods of activation.

L. American Red Cross

1. Identify, train, and assign agency personnel to maintain contact with and prepare to execute missions in support of ESF-10 during periods of activation.

2. Be prepared to provide mass care services to individuals evacuated from designated hazardous areas. (An ESF-6 function)

VI. FEDERAL INTERFACE

A. This annex is supported by National Response Plan ESF-10, Oil and Hazardous Materials Response. A Presidential declaration does not automatically activate ESF-10. FEMA will determine if such activation is required to supplement state and local efforts. Assistance related to hazardous materials incidents is available from, but not limited to, the following federal agencies under the National Oil and Hazardous Pollution Contingency Plan (NCP):

1. Environmental Protection Agency (EPA)

2. Department of Defense (DOD)

3. United States Coast Guard (USCG)

4. Nuclear Regulatory Commission (NRC)

5. Department of Energy (DOE)

B. The National Response Team (NRT), composed of 16 federal agencies is the primary vehicle for coordinating federal activities under the NCP. Regional Response Teams (RRTs) are composed of regional representatives of agencies belonging to the NRT. EPA is the Regional Chair for ESF-10 within its region.

C. The Regional Chair will coordinate with the FCO, other responding federal agencies, and state officials. The Regional Chair will designate a representative to the Advance Element of the Emergency Response Team (ERT-A) and determine staffing requirements of the full ERT at the DFO.

D. ESF-10 response activities include situation assessment, identification of support resources, and coordination of federal support of on-scene response operations.

E. ESF-10 will coordinate with Federal ESF-10 to obtain federal assistance as required.