

**Disaster Preparedness Presentation Outline**  
**For**  
**Municipal CEOs, EMDs, and Unified Command Staff**  
*March 2, 2012*

**Overview of Emergency Management:**

- National Response Framework Description of Roles
  - *Municipal Chief Executive Officer (e.g., mayor or city manager)* is responsible for ensuring public safety and welfare of the people of that jurisdiction.
  - *Municipal Emergency Manager* has the day-to-day authority and responsibility for overseeing emergency management programs and activities.
  - *Emergency Support Functions:*
    - Under the National Response Framework, federal resources are grouped under emergency support functions (ESFs). In Connecticut, the 5 DEMHS regions have organized regional emergency support functions, to coordinate planning and response activities, as well as mutual aid. Connecticut is now establishing state emergency support function groups. Across the nation, standard ESFs are recognized (See Slide 5).
  
- State Emergency Management Organization
  - Commissioner of Department of Emergency Services and Public Protection (DESPP) has the statutory responsibility for “providing a coordinated, integrated program for the protection of life and property, and state-wide emergency management and homeland security.”
  - DESPP, Division of Emergency Management and Homeland Security (DEMHS), is responsible for assisting the Commissioner with the coordinated, integrated state-wide emergency management and homeland security program.

- The words “coordinated,” “sharing,” “cooperation,” and “assistance” are used at least six times in the statute that describes the Commissioner’s authority and the role of DEMHS.
- Statute also describes local responsibilities, and powers of the Governor in an emergency.
- Collaboration before an emergency is critical. For example, DEMHS Advisory Council Committees/Work Groups, which are beginning to be identified in terms of Emergency Support Functions:
  - Interoperable Communications (ESF 2)
  - Citizen Corps Advisory Council/Community Emergency Response Teams (ESF 5)
  - Regional Collaboration (ESF 5)
  - Child Emergency Preparedness (ESF 5)
  - Public Health Advisory (ESF 8)
  - Medical Reserve Corps (ESF 8)
  - Mass Care Working Group (ESF 6)
  - Private/Public Sector (ESF 7)
  - Energy and Utilities (ESF 12)
  - Recovery Task Force (ESF 14)
- State Response Framework
  - Concepts, Roles, and Responsibilities
  - Appendix A: Plans, Resources, and Initiatives
  - Appendix B: Pre-Activation Framework
  - Appendix C: State Emergency Operations Center Standard Operating Procedures
- State Emergency Operations Center

## **LOCAL EMERGENCY MANAGEMENT**

### **Municipal Chief Executive Officer (CEO) Powers, Capabilities and Obligations under Titles 7 and Title 28 of the Connecticut General Statutes:**

#### Under Title 7:

- Scope of Municipal Powers—very broad  
(check your charter/ordinances/special acts as well)

Under Title 28:

- Declare local emergency
- Ask for civil preparedness forces
- Take any action necessary to mitigate disaster or emergency
  - “Deputize” help
- Appoint Local Emergency Management Director
- Review and approve annual Local Emergency Operations Plan
- Serve on Regional Emergency Planning Team (or send designee)
- Communicate with Emergency Management Director (and

Unified Command)

**EXAMPLE OF MUNICIPAL RESPONSIBILITY: SHELTERING**

Under the Municipal powers statute: 7-148(c)(7)(H)(xi): Provide for the health of the inhabitants of the municipality and do all things necessary or desirable to secure and promote the public health.

Section 28-8a(a)—the Chief Executive Officer of the municipality in which a major disaster or emergency occurs, or his designee, may take such action as he deems necessary to mitigate the major disaster or emergency.

Under Conn. Gen. Stat. Section 28-7(a), the Local Emergency Operations Plan (LEOP) must be reviewed and approved annually by the local Chief Executive Officer and the local Emergency Management Director. The LEOP cannot be approved by the Commissioner of DESPP unless the plan proposes strategies that address all the activities and measures of civil preparedness identified in Conn. Gen. Stat. Section 28-1(4).

Under Conn. Gen. Stat. Section 28-1(4), the term “civil preparedness” includes “the construction and preparation of shelters, shelter areas, and control shelters.”

**EMD Powers, Capabilities and Obligations under Title 28:**

- Responsible for organization, administration and operation of local organization for civil preparedness—*Does at the local level what DEMHS tries to do at the state level, coordinate, collaborate, COMMUNICATE*
- Collaborate with other public and private agencies within the state for mutual aid
- With approval of DESPP/DEMHS, enter into mutual aid agreement with other agencies or organizations in other states
- Review and approve annual local emergency operations plan

- Administer oath, maintain roster of sworn volunteer civil preparedness force members
- Request approval of DESPP/DEMHS for activation of volunteer civil preparedness forces
- Serve on Regional Emergency Planning Team Steering Committee
- Operate as Liaison, and communications link, between DEMHS and town government, through DEMHS Regional Coordinator

### **Local Emergency Operations Plans (LEOP)**

- Must be reviewed and approved by CEO and EMD annually, and then reviewed and approved by DESPP/DEMHS
- Make sure that the LEOP is crafted to accurately describe your municipality's capabilities. For example:
  - Is contact info accurate and up to date?
  - Are shelters identified? Have you identified the resources needed to support shelter?
  - Staffing requirements—where are they coming from?
- Review your plans before the emergency, and have them available at the EOC.

### **Declarations of Emergency (Local, State, Presidential)**

#### --Local

- What does your charter or ordinance say about this?
- Activates the Intrastate Mutual Aid System
- Demonstrates severity of incident: used to make case for federal disaster assistance

#### --State

- Governor's Extraordinary Powers in Emergency

#### --Presidential

- *Preliminary Damage Assessments*—Critical step in order to receive federal assistance. Must collect verified estimates of damages, including costs. The PDA affects which counties receive aid, which federal thresholds are met for which FEMA programs
- Amounts and type of federal aid depends on what has been declared
  - Major disaster vs. Emergency

- Individual Assistance
- Public Assistance
- SBA Loans

## **Operations:**

### --National Incident Management System (NIMS)

#### --Incident Command System

--Unified Command/Multi Agency Coordination—Activate your Emergency Operations Center and meet with your Unified Command  
**YOU CAN USE THIS PROCESS IN SMALLER EMERGENCIES**

- Have the proper parties at the table for Unified Command
  - EMD, Police, Fire, EMS, Public Health, Public Works, Utilities, who else?
  - Prepare an Incident Action Plan—what are your priorities over a particular operational period?

### --Flow of information and requests for assistance

- Emergency Management Director—plans, local assets and resources, contact with DEMHS Regional Coordinator
- Regional Emergency Support Plan
  - Product of the Regional Emergency Planning Team
  - May contain Regional Coordination Center, which may provide coordination of aid from other municipalities within your DEMHS region
  - Keep the DEMHS Regional Coordinator in the loop
- DEMHS Regional Coordinator, your contact for state, federal assets, or assets out of your DEMHS Region

### --Use of Web EOC as a real time communications system

### --Resources Available in an Emergency

- HOW CAN YOU GET ACCESS TO THESE ASSETS? IF YOU ARE LOOKING FOR ASSETS OUTSIDE YOUR DEMHS REGION,

**YOUR LOCAL EMD CONTACTS THE DEMHS REGIONAL COORDINATOR—Your regional coordinator is your link to the State EOC.**

- Under NIMS, follow the process that is established.
- Civil Preparedness Forces and Assets
  - CERT Teams Activation Process
  - Other municipal volunteer groups
  - Waiver of Liability Forms
  - Decontamination Trailers
  - Incident Management Teams
  - Mobile Field Hospital
  - Mass Casualty Trailers
  - Mobile Communications Vehicles
  - Emergency Communications equipment
  - Bomb Squads
  - Medical Reserve Corps
  - DMAT, Behavioral Teams, etc...
- Mutual Aid
  - Intrastate Mutual Aid—town must declare local emergency
  - With municipalities in other states
  - EMAC—State to state—local asset must be “state-ized”
  - IEMAC
- Federal Assets—requested through the State EOC.

**Governor’s Emergency Planning and Preparedness Initiative:**

The overall goal of the Governor’s initiative is to enhance emergency planning and preparedness by:

- Improving information-sharing during an emergency between state and local officials, and our utility providers;
- Increasing awareness and understanding of Connecticut emergency management systems, including the use of the National Incident Management System (NIMS), within the local, state, and utilities organizations;
- Developing a more comprehensive storm preparation and response plan that enhances existing planning by providing specific assignment

of responsibilities in mitigation, preparedness, response and recovery activities that will apply to all hazards, including utility disruption events;

- Creating an All-Hazards Energy and Utilities Plan as an annex to the State Response Framework, to address response to and management of widespread utility outages by August 1st;
- Creating an Energy and Utilities Annex to the required template for Local Emergency Operations Plans (LEOPs) by August 1st;
- By September 1<sup>st</sup>, conducting a statewide real-time exercise in which each DEMHS region participates.

DEMHS has convened a number of work groups, made up of local, state, federal, and private sector representatives; each designed to address a particular aspect of enhancing our emergency planning and preparedness. The following is a partial list of the work groups:

- Commissioner-level
- Energy and Utilities
- Exercise
- Technology
- Agency and Utilities NIMS Training
- Local Officials Training
- Legal
- Planning Review
- Resource Support/Commodities/Private Sector
- Recovery
- Mass Care

The Exercise Work Group is in the preliminary stages of planning. The Group will be working with local EMDs and DEMHS Regional Coordinators to determine the extent of play by each town, particularly with regard to the “Make Safe” and sheltering objectives. The Exercise Work Group has identified four major measurable objectives, as follows:

- Objective 1: Every town in the state, every utility, every state agency, and the State will activate its Emergency Operations

Center (EOC) and stand up its unified command to address a series of issues that will be presented. Representatives from various partners will be embedded in EOCs, including utilities within other utilities, utility representatives at local EOCs and DEMHS Regional Offices;

- Objective 2: Test communications flow involving municipalities, state agencies, and utilities in a number of different ways, including, but not limited to:
  - Every town logs in to Web EOC, or uses other means of communication with DEMHS Regional Office and State EOC;
  - Every town Unified Command will prepare an Incident Action Plan (IAP) for a pre-determined operational period. Unified Commands will include utility representatives;
  - Utilities will provide their own IAPs, with detailed info on where assets will be deployed during that period;
  - Towns will follow established processes and National Incident Management Systems/Incident Command System in making requests for assistance, including commodities requests.
  
- Objective 3: Actual on-site coordination of "make safe" crews, including local public works, state DOT, and utilities
  - Crews will use priorities identified in IAP;
  - Crews will report back to local and state EOCs re status of work, and when work is completed
  
- Objective 4: Sheltering, particularly multi-jurisdictional sheltering, addressing functional needs issues. Every town participates at some level (even if just table top), but at least one multi-town shelter is opened and remains open overnight in each of the five DEMHS regions. Towns consider transportation issues, public information, functional needs, etc...