STATE OF CONNECTICUT

NATURAL DISASTER PLAN

2006

Prepared By The
DEPARTMENT OF
EMERGENCY MANAGEMENT AND HOMELAND SECURITY

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AUTHENTICATION

In accordance with Section 28-5(b), C.G.S., I hereby present the State of Connecticut Natural Disaster Plan. All government agencies, state or local, and all civil preparedness forces in the State shall carry out the duties and functions assigned by the plan, as approved by the Governor. This plan supersedes the Natural Disaster Response Plan and the Basic Emergency Management Plan originally promulgated in April, 1986 and all updates of those plans.

PRESENTED BY: James M. Thomas

James M. Thomas
Commissioner
Department of Emergency Management and Homeland Security

APPROVED: M. Jodi Rell

M. JODI RELL
Governor

DATE: 1/27/06

EXECUTIVE SUMMARY

This Plan establishes the mission assignments of state agencies in responding to natural disasters of a severity and magnitude typical for Connecticut. The Plan also describes the interaction of state government with local governments, private response organizations (e.g., utilities, the American Red Cross) and the federal government in natural disaster situations.

In any type of disaster or emergency, state agencies must first fulfill departmental mandates established by state statutes, regulations or executive orders and then provide support to local authorities as requested, available and appropriate. Exceptions to these priorities are made only in cases of imminent peril to life and health.

The State of Connecticut Natural Disaster Plan is implemented by order of the Governor. Whenever the Governor orders implementation of the Natural Disaster Plan, the State Emergency Management and Homeland Security Commissioner shall activate the State Emergency Operations Center (EOC) and request representation in the State EOC by appropriate state, federal and private response agencies.

The State EOC will monitor disaster response activities statewide and will coordinate the provision of assistance to state and local authorities as necessary and appropriate. The State EOC will maintain communications with the Federal Emergency Management Agency Regional Response Coordination Center (RRCC) in Maynard, Massachusetts. Communications with local authorities will be maintained through the five Emergency Management and Homeland Security Area Offices located in Bridgeport, Middletown, Colchester, Rocky Hill and Litchfield.

If necessary, the Governor may declare a state of emergency under Section 28-9, C.G.S. and invoke extensive emergency powers which allow the Governor to take any action reasonably necessary in light of the emergency. The Governor's emergency powers include (but are not limited to) taking operational control of all civil preparedness forces and functions in the state, modifying or suspending statutes and regulations, ordering evacuations, removing debris from public and private land or waters, and seizing property.

Notes on the 2006 State of Connecticut Natural Disaster Plan

- In January 2006 the Governor signed this Natural Disaster Plan.
- In January 2005, the Connecticut Office of Emergency Management (OEM) and the Connecticut Division of Homeland Security (DHS) were combined into a new Connecticut Department of Emergency Management and Homeland Security (DEMHS) with its own Commissioner.
- In March 2003, the Federal Emergency Management Agency (FEMA) became a part of the new U.S. Department of Homeland Security, Emergency Preparedness and Response Directorate (DHS/EPR/FEMA).

- In 2004, as directed by the President, the U.S. Department of Homeland Security developed the National Response Plan (NRP) which will replace the Federal Response Plan (FRP), the Federal Radiological Emergency Response Plan (FRERP), and the U.S. Government Interagency Domestic Terrorism Concept of Operations Plan (CONPLAN). The National Response Plan incorporates best practices and procedures from incident management disciplines – homeland security, emergency management, law enforcement, firefighting, public works, public health, responder and recovery worker health and safety, and emergency medical services. The NRP describes how federal agencies will coordinate with each other to provide support and assistance to state, local, and tribal governments, non-governmental organizations, and the private sector.

- In 2004, the Secretary of Homeland Security, at the request of the President, developed the National Incident Management System (NIMS). The NIMS system provides a consistent, nationwide approach for Federal, State, local and tribal governments, the private sector, and non-governmental organizations (NGOs) to work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS includes a core set of concepts, principles, and terminology – the Incident Command System (ICS). The NIMS includes, and is in the process of developing, multi-agency coordination systems; training, identification and management of resources; qualification and certification of personnel; and the collection, tracking, and reporting of incident information and resources.

- The National Response Plan incorporated changes in designations for a number of facilities and officials. The Joint Field Office (JFO) replaces the Disaster Field Office (DFO). The Regional Response Coordination Center (RRCC) replaces the Regional Operations Center (ROC). New facilities, officials, and terminology include: Homeland Security Advisory System (HSAS), Homeland Security Operations Center (HSOC), Immigration and Customs Enforcement (ICE), Interagency Incident Management Group (IIMG), Incident of National Significance (INS), Mass Casualty Decontamination Research Team (MCDRT), Metropolitan Medical Response System (MMRS), National Counter-Terrorism Center (NCTC), National Integration Center (NIC), NIMS Capability Assessment Support Tool (NIMCAST), National Joint Terrorism Task Force (NJTTF), National Special Security Event (NSSE), Primary Federal Agency (PFA), Principal Federal Official (PFO), Strategic National Stockpile (SNS), and Terrorist Threat Integration Center (TTIC).

- The NRP revised the 12 Emergency Support Functional Annexes and added 3 new ESF Annexes. It also included 7 Incident Annexes and 9 Support Annexes (as shown in the table below).

	Emergency Support Functions Annexes
ESF # 1	Emergency Support Function # 1 -Transportation
ESF # 2	Emergency Support Function # 2 - Communications
ESF # 3	Emergency Support Function # 3 - Public Works and Engineering
ESF # 4	Emergency Support Function # 4 - Firefighting
ESF # 5	Emergency Support Function # 5 - Emergency Management (in the NRP/ Information and Planning in the FRP)
ESF # 6	Emergency Support Function # 6 - Mass Care, Housing and Human Services (in

	the NRP/Mass Care in the FRP)
ESF # 7	Emergency Support Function # 7 - Resource Support
ESF # 8	Emergency Support Function # 8 - Public Health and Medical Services (in the NRP/Health and Medical Services in the FRP)
ESF # 9	Emergency Support Function # 9 - Urban Search and Rescue
ESF # 10	Emergency Support Function # 10 - Oil and Hazardous Materials Response (in the NRP/Hazardous Materials in the FRP)
ESF # 11	Emergency Support Function # 11 - Agriculture and Natural Resources (in the NRP/Food in the FRP)
ESF # 12	Emergency Support Function # 12 - Energy
ESF # 13	Emergency Support Function # 13 - Public Safety and Security (new)
ESF # 14	Emergency Support Function # 14 - Long-Term Community Recovery and Mitigation (new)
ESF # 15	Emergency Support Function # 15 - External Affairs (new)

Incident Annexes
Biological Incident Annex
Catastrophic Incident Annex
Cyber Incident Annex
Food and Agriculture Incident Annex
Nuclear/Radiological Incident Annex
Oil and Hazardous Materials Incident Annex
Terrorism Incident Law Enforcement and Investigation Annex

Support Annexes
Financial Management Support Annex
International Coordination Support Annex
Logistics Management Support Annex
Private-Sector Coordination Support Annex
Public Affairs Support Annex
Science and Technology Support Annex
Tribal Relations Support Annex
Volunteer and Donations Management Support Annex
Worker Safety and Health Support Annex

- This State of Connecticut Natural Disaster Plan 2006 incorporates the policies and procedures presented in the NRP and in the NIMS. DEMHS Plans and Guides are continually being reviewed and revised to reflect the latest, best practices in emergency management and homeland security, and are in compliance with the NRP and the NIMS.

RECORD OF CHANGES

DATE	CHANGE	ENTERED BY

AUTHORITY, MISSION, HAZARD ANALYSIS, AND ORGANIZATION

1. AUTHORITY:

Title 28, Chapter 517 of the Connecticut General Statutes provides the authority for the State of Connecticut and its political subdivisions to prepare for and respond to natural disasters and other emergencies.

The Robert T. Stafford Emergency Relief and Disaster Assistance Act (PL 93-288, as amended, a.k.a. "The Stafford Act") is the federal legislation that creates a national program for disaster preparedness, response, recovery, and mitigation. Connecticut's emergency management program, developed under the authority of Title 28, complies with the federal program established by the Stafford Act.

There are many federal and state statutes and regulations that have a bearing on emergency management; however, Title 28 and the Stafford Act are the two laws most central to emergency management in Connecticut.

2. MISSION:

The mission of Connecticut's emergency management community (state and local governments and private response and recovery organizations) in times of natural disaster is to:

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

3. HAZARD ANALYSIS

The natural hazards that pose the most likely threats to the State of Connecticut include floods, severe thunderstorms, hurricanes, tornadoes, ice storms, winter storms, blizzards, and coastal storms. Droughts and earthquakes are also possible.

The State Department of Emergency Management and Homeland Security (DEMHS) considers a strong Category 3 hurricane as the most probable, worst-case disaster scenario facing the state.

Historically, the worst disasters to affect the State of Connecticut have been the 1938 hurricane and the 1955 floods. The 1955 floods were caused by the heavy rainfall associated with the remnants of two hurricanes.

4. ORGANIZATION

DEMHS has primary responsibility for development and implementation of the state's emergency management program.

Connecticut is divided into five emergency management areas. DEMHS Area Offices are responsible for providing administrative support and planning assistance to local governments in their jurisdictions.

During emergencies, the Area Offices serve as mutual aid coordinators and communications links between towns and the State Emergency Operations Center (EOC). The staff of the Area Offices can be augmented during emergencies.

DEMHS Headquarters includes the State EOC, which is the Governor's direction and control center. During emergencies, the State EOC is staffed with representatives of key state and private agencies. The State EOC maintains communications with state departmental EOCs, federal agencies and facilities, private agency EOCs, and the towns and cities of the state through the DEMHS Area Offices. The Media Center in the State EOC is used as a Joint Information Center (JIC) by federal, state, and private agencies involved in responding to a natural disaster.

Each of the State's 169 political subdivisions has an emergency management director appointed by the local chief executive of the town. Only a few local emergency management directors are full-time, paid directors. The majority of local emergency management directors are part-time directors with no staff support. Most of these part-time directors are volunteers.

All towns and cities have a facility designated as a local EOC (usually located in the town hall, the police station, or a fire station) which serves as the local chief executive's direction and control center. During emergencies local officials maintain communications with the DEMHS Area Office serving their region.

GENERAL EMERGENCY OPERATIONS CONCEPTS

1. RELATIONSHIP OF GENERAL EMERGENCY OPERATIONS CONCEPTS (GEOCs) TO OTHER PROVISIONS OF THE STATE NATURAL DISASTER PLAN

The following are generally accepted concepts of emergency response operations in the State of Connecticut. These concepts are generally valid in any type of disaster or emergency, except where specific policies or operational procedures set forth in this plan or another emergency operations plan state otherwise.

2. GENERAL EMERGENCY OPERATIONS CONCEPTS (GEOCs)

GEOC-1. Mobilization of forces by the State DEMHS Commissioner. The State Department of Emergency Management and Homeland Security (DEMHS) Commissioner may, under Section 28-5(c) C.G.S., cause the full or partial mobilization of civil preparedness forces in advance of an actual disaster as may be necessary for the prompt and effective operation of any state emergency management (emergency response/emergency operations) plan.

GEOC-2. Governor's Authority to Take Control of Any and All Forces of the State. In the event the Governor declares a state of civil preparedness emergency, pursuant to Section 28-9 C.G.S., he may personally take direct operational control of any or all parts of the civil preparedness forces and functions in the State. The Governor may also take such actions as are reasonably necessary to protect the health, safety and welfare of the people of the state, to prevent or minimize loss or destruction of property, and to minimize the effects of hostile action.

GEOC-3. Distinction between Operational Control and Direction of Emergency Forces. When a local jurisdiction's forces are operationally engaged within its own boundaries, both operational control and direction of emergency forces are retained. When either State or local civil preparedness forces are sent elsewhere, operational control is exercised by the authority at the scene of the operation, but direction is retained by the parent jurisdiction. Conversely, forces sent to the aid of a locality from other State or local jurisdictions, civil or military, come under local operational control, but remain under direction of the parent agency. A distinction is made between (1) "operational control" and (2) "direction" of emergency forces. Operational control consists of the functions of assignments of tasks, designation of objectives and priorities, and such other control necessary to accomplish the mission. Direction of civil preparedness forces is retained at all times by the appropriate civil or military authority and includes the authority to commit to, or withdraw from, emergency operations.

GEOC-4. Mutual Aid as First Means of Assistance. Mutual aid agreements between local governments in effect at the time of the emergency are the first means of obtaining assistance when a city or town's resources are exhausted or nearly exhausted.

GEOC-5. Order of Mobilization for Emergency Forces Supporting Local Officials. City and town governments shall be responsible for all peoples and properties within their boundaries and jurisdictions to the limits of their resources. Emergency operations will be carried out principally by local forces supported by mutual aid, then state forces, and, as available and needed, by military and/or federal forces.

GEOC-6. Local Requests for State Assistance. Requests by local governments for State assistance shall be made through the appropriate DEMHS Area Office or the DEMHS Headquarters in Hartford if the Area Office cannot be reached.

GEOC-7. Activation and Use of the Connecticut National Guard. The Connecticut National Guard, State Military Department, if available, may be activated by the Governor to support local and/or state civil preparedness forces. In such event, however, it would complement and not substitute for other state or local forces in emergency operations. Military forces will remain at all times under military command but will support and assist other emergency forces through mission-type assignments to include objectives, priorities, and other information necessary to the accomplishment of the mission.

GEOC-8. Local Government Situation Reports. Local governments are responsible for providing periodic situation reports to the appropriate DEMHS Area Offices whenever local civil preparedness forces are engaged in emergency operations or are preparing for emergency operations (increased readiness) in anticipation of an actual disaster or emergency.

GEOC-9. State Government Line of Succession. The Constitution of the State of Connecticut, in Article Four (4) and Article One (1), provides the following line of succession of State Government:

The Governor of the State
The Lieutenant Governor of the State
The President Pro Tempore of the Senate

It further provides "in order to ensure continuity in operation of State and local governments in a period of emergency resulting from disaster caused by enemy attack, the general assembly shall provide by law for the prompt and temporary succession to the powers and duties of all public offices, the incumbents of which may become unavailable for carrying on their powers and duties."

GEOC-10. Common Tasks of State Agencies in Emergency Response. All agencies and departments have common tasks as follows:

a) accounting for disaster-related expenditures for equipment, supplies, material and labor utilized by the agency;

b) thorough documentation of agency emergency operations including maintenance of logs at the State Emergency Operations Center (EOC) and departmental EOCs;

c) implementation of plans and procedures to protect inmates, institutionalized persons, and department personnel; and

d) rendering reports to the State EOC as required.

GEOC-11. Responsibility of State Agencies to Perform Missions Not Specifically Assigned. All State agencies and departments not specifically assigned missions in an emergency operations plan will be expected to respond to emergencies, within their respective capabilities, as requested by the

Governor or the DEMHS Commissioner or when in their judgment the welfare or safety of the State is threatened.

GEOC-12. Authority of State Agency Heads to Commence Emergency Operations. Department and agency heads, or anyone legally administering their offices, shall activate their departmental standard operating procedures for emergencies by direct order of the Governor, by request of the DEMHS Commissioner, or when in their judgment the welfare or safety of the state is threatened.

GEOC-13. State Agency Heads or Designees To Staff State Emergency Operations Center. Maximum interface of state civil preparedness forces will be achieved through the presence of certain commissioners, department heads or their designees at the State EOC, located in the DEMHS Headquarters.

GEOC-14. Responsibility of Governor in Requesting Federal Assistance. The Governor is responsible for requesting federal emergency relief and disaster assistance on behalf of local governments, businesses, and residents of the state.

GEOC-15. Responsibility of DEMHS Commissioner and Agency Heads to Advise Governor Regarding Emergency Response Actions, Orders and Directives. The DEMHS Commissioner and other department heads are responsible for advising the Governor of emergency response actions and orders appropriate to the emergency situation. The Governor is responsible for issuing orders and giving directives to state agencies and other non-state officials as the situation warrants.

GEOC-16. State To Advise Local Officials of Appropriate Protective Actions. Whenever appropriate, and time and circumstances permit, the State EOC will provide local officials with recommended protective actions for the general public as well as with other recommended actions appropriate to the emergency situation.

STATE AGENCY MISSION ASSIGNMENTS

1. ALL AGENCIES:

In addition to fulfilling the mission assignments listed below, all agencies shall support emergency operations as directed by the Governor's Office or as requested by the Department of Emergency Management and Homeland Security (DEMHS).

2. The DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS) has responsibility for:

a) Staffing the State Emergency Operations Center (EOC) as requested by DEMHS;

b) Facilitating the acquisition of medical and food supplies;

c) Providing vehicles and fuel to state employees with disaster or emergency assignments; and

d) Issuing state contracts for relief supplies, equipment, and services, as needed.

3. The DEPARTMENT OF AGRICULTURE (DoAG) has responsibility for:

a) Staffing the State Emergency Operations Center (EOC) as requested by DEMHS;

b) Assessing the agricultural impact of any disaster or emergency and providing DEMHS with such written reports as it may require for use in developing requests for Presidential disaster or emergency declarations;

c) Developing for the Governor formal requests for agricultural assistance from the United States Department of Agriculture (USDA);

d) Implementing appropriate controls on shell fisheries affected by a disaster or emergency;

e) Monitoring dairy products for bacteriological contamination and implementing appropriate controls; and.

f) Coordinating the rescue and care of animals.

4. The DEPARTMENT OF BANKING has responsibility for:

a) Ordering closure of state chartered banks and credit unions in emergencies declared by the Governor.

5. The DEPARTMENT OF CHILDREN AND FAMILIES (DCF) has responsibility for:

a) Staffing the State Emergency Operations Center (EOC) as requested by DEMHS;

b) Documenting agency emergency operations activities and expenses, including those at departmentally-operated emergency staging sites (Hotline, etc.);

c) Assisting the Department of Mental Health and Addiction Services (DMHAS) with crisis counseling;

d) Activating department buildings and facilities as shelters in accordance with pre-existing agreements with local officials;

e) Providing protective and behavioral health services to children and families displaced or otherwise affected by the disaster; and

f) Providing medical support (physicians, pediatricians, psychiatrists and nurses on DCF staff or on contract to DCF) to the Department of Public Health, as requested.

6. The COMPTROLLER has responsibility for:

a) Designing an accounting system for disaster funds to meet federal regulations; and

b) Issuing checks to applicants receiving disaster assistance.

7. The DEPARTMENT OF CONSUMER PROTECTION (DCP) has responsibility for:

a) Staffing the State Emergency Operations Center (EOC) as requested by DEMHS;

b) Inspecting food establishments, warehouses, supply houses, slaughterhouses and processors affected by a disaster and issuing appropriate regulatory orders to ensure consumer safety;

c) Staffing Disaster Recovery Centers (DRCs), Joint Field Offices (JFOs) and Joint Information Centers (JICs) as requested by DEMHS to provide consumer assistance during recovery;

d) Providing such written reports as may be required by DEMHS for use in preparing requests for Presidential disaster or emergency declarations;

e) Assisting the Governor's Office with public information, especially during the recovery phase, to advise disaster victims about dealings with contractors, good consumer practices, etc.; and

f) Providing food, medical and pharmaceutical supplies.

8. **The DEPARTMENT OF CORRECTION (DOC) has responsibility for:**

a) Providing transportation assistance, food assistance, laundry assistance, secure staging areas/parking areas, as requested; and

b) Staffing the State EOC on a 24-hour basis as requested by DEMHS.

9. **The COMMISSION ON THE DEAF AND HEARING IMPAIRED has responsibility for:**

a) Providing interpreters as requested by the Governor's Office or DEMHS to assist with public information for the deaf and to assist deaf disaster victims in applying for disaster assistance.

10. **The DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT (DECD) has responsibility for:**

a) Assessing the impact of a disaster or emergency upon businesses, industries and the general economy of the State or affected area and providing DEMHS with such written reports as it may require;

b) Providing qualified personnel to serve on joint Federal/State Preliminary Damage Assessment (PDA) Teams as requested by DEMHS;

c) Staffing Disaster Recovery Centers and the Joint Field Office as requested by DEMHS to provide information and technical assistance to affected businesses and receive applications for financial assistance if available;

d) Implementing the Temporary Housing Plan following Presidentially declared disasters if the State elects to administer this program;

e) Maintaining up-to-date lists of local housing providers (Local Housing Authorities (LHAs), Nonprofits, etc.) and local rental assistance providers for use in locating available housing; and

f) Supporting emergency operations as requested by DEMHS.

11. **The DEPARTMENT OF EDUCATION (DOE) has responsibility for:**

a) Supporting local government and/or state agency emergency operations in accordance with agreements in effect at the time; and

b) Assisting DMHAS with crisis counseling.

12. The DEPARTMENT OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY (DEMHS) has responsibility for:

a) Ensuring dissemination of warnings to local governments by the State Warning Point (SWP) as per the State Warning Plan;

b) Activating the State EOC and Media Center following consultation with the Governor's Office;

c) Coordinating the establishment and maintenance of communications with affected and/or threatened areas;

d) Monitoring and documenting potential disaster or emergency situations;

e) Coordinating the delivery of assistance to local governments and state agencies as requested and available;

f) Advising the Governor as to necessary actions, including implementation of the Natural Disaster Plan;

g) Assisting the Governor's Office with emergency and non-emergency public information releases;

h) Receiving and evaluating situation reports from local governments, state agencies, utility companies, and private relief organizations;

i) Determining the need for, requesting, and coordinating a Preliminary Damage Assessment (PDA) of the disaster-affected areas in conjunction with the Federal Emergency Management Agency (FEMA);

j) Providing a Public Assistance Officer (PAO) to coordinate and perform state-level administrative functions of the FEMA Public Assistance Program.

k) Drafting, for the Governor's signature, formal requests for Presidential disaster and emergency declarations under the Stafford Act and U.S. Small Business Administration disaster declarations;

l) Determining number and location of Disaster Recovery Centers (DRCs) in conjunction with FEMA;

m) Coordinating the federal/state meeting subsequent to a Presidential declaration;

n) Coordinating state agency staffing of DRCs, Joint Field Offices (JFOs) and Joint Information Centers (JICs);

o) Disseminating emergency data and information to local governments, state, and federal agencies;

p) Documenting DEMHS emergency response activities;

q) Convening meetings, as necessary, of the Connecticut Helps Oversight Council (CHOC) to coordinate state services for disaster victims with the services of private relief organizations and the federal government; and

r) Expediting establishment of special accounts for disaster assistance funds and taking other actions necessary to expedite the availability of disaster assistance funds to local governments and individual disaster victims;

s) Requesting interstate mutual aid assistance under the Emergency Management Assistance Compact (EMAC);

t) Coordinating the activation and deployment of state and federal Urban Search and Rescue Teams; and

u) Requesting, through the Department of Motor Vehicles, waivers on the restrictions to hours of operations for commercial drivers, as appropriate.

13. The DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) has responsibility for:

a) Activating the DEP EOC and Communications Center as appropriate;

b) Staffing the State EOC on a 24-hour basis as requested by DEMHS;

c) Investigating and advising on the condition of private and municipal dams upon request of the State Police, DEMHS, or local authorities;

d) Originating public information, in coordination with the Governor's Office, relative to environmental health hazards, severe storms, tornadoes, floods, hurricanes, and coastal storms;

e) Monitoring the condition of state-owned dams and advising the State EOC as appropriate;

f) Assisting with the cleanup of fuel oil spills in basements;

g) Implementing the DEP Oil and Chemical Spills Plan as appropriate;

h) Evacuating and securing all DEP-owned land as necessary;

i) Conducting search and rescue operations on DEP-owned land;

j) Assisting with search and rescue operations through the provision of rescue boats and crews;

k) Inspecting municipal water pollution control facilities and advising on protective actions and repairs;

l) Providing technical assistance to local officials regarding the operations and management of dikes, dams, and other water control structures;

m) Providing damage assessors as requested by DEMHS to serve on joint federal/state damage assessment teams to assess municipal property damage and damage to DEP lands and facilities;

n) Advising on the feasibility of land use for temporary housing sites and mass burial;

o) Advising on timber salvage, emergency debris disposal, and open burning;

p) Providing flood insurance map-readers to staff DRCs, if necessary, following Presidentially declared disasters;

q) Notifying bulk oil terminal storage facilities of anticipated flood conditions and water levels; providing technical assistance to terminal operators;

r) Assisting FEMA with the development of 15- and 90-day Hazard Mitigation Reports following Presidentially declared disasters or emergencies;

s) Development of 180-day State Hazard Mitigation Plans following Presidentially declared disasters;

t) Requesting emergency funding from appropriate federal agencies for stream channel restoration, clearing, or other emergency work;

u) Documenting agency emergency response activities, flood warning operations, and recovery actions;

v) Coordinating with the U.S. Army Corps of Engineers (USACE) regarding operation of Corps flood control projects in an emergency, ice jams, and other situations with flooding implications that may require involvement by the Corps;

w) Coordinating with the U.S. Coast Guard (USCG), as appropriate, regarding the USCG's National Strike Team which may be called upon to react to major incidents of oil pollution or hazardous release;

x) Assisting state agencies and local authorities with the management of disaster debris;

y) Operating the State Automated Flood Warning System; and

z) Requesting federal fire suppression assistance.

14. <u>The COMMISSION ON FIRE PREVENTION AND CONTROL (CFPC) has responsibility for:</u>

a) Staffing the State EOC on a 24-hour basis as requested by DEMHS; and

b) Implementing the Statewide Fire Service Deployment Plan during emergency situations.

15. <u>The GOVERNOR has responsibility for:</u>

a) Directing activation and implementation of the State emergency plan; (NOTE: This is a prerequisite to receiving federal assistance under the Robert T. Stafford Emergency Relief and Disaster Assistance Act, PL 93-288, as amended.)

b) Directing and controlling emergency and non-emergency public information by assigning appropriate personnel to the Media Center in the State EOC and holding press briefings as necessary; *(NOTE: Assignment of public information personnel to the Joint Field Office (JFO) and the Joint Information Center (JIC) will also be necessary if the state receives assistance under the Stafford Act.)*

c) Ordering activation of National Guard units;

d) Declaring civil preparedness emergencies and invoking emergency powers as appropriate under Section 28-9, C.G.S., including but not limited to:

1) ordering the evacuation of stricken or threatened areas and taking such steps as are necessary for the receipt and care of evacuees;

2) ordering into action local civil preparedness mobile support units or other civil preparedness forces;

3) ordering state agencies or instrumentalities to clear wreckage and debris from publicly or privately owned lands and waters;

4) modifying or suspending statutes, regulations or requirements which conflict with the expeditious and efficient execution of civil preparedness functions; and

5) seizing and using real or personal property as the public exigency requires;

e) Declaring driving bans under Section 3-6, C.G.S. or ordering other appropriate actions necessary under Section 3-1, C.G.S;

f) Evaluating the need for federal disaster assistance and directing DEMHS to develop requests for Presidential disaster or emergency declarations or U.S. Small Business Administration disaster declarations as appropriate; executing all such formal requests;

g) Directing the Department of Agriculture to develop formal requests for USDA assistance as appropriate; executing all such formal requests;

h) Inviting FEMA officials into the state during the pre-declaration phase of a disaster to observe disaster-related conditions in the state and to review the situation with state officials;

i) Requesting or authorizing requests by the Adjutant General (TAG) or by the State Coordinating Officer (SCO) for specialized military assistance;

j) Executing the Federal-State Agreement in the event of a Presidential disaster or emergency declaration;

k) Providing public information and, in coordination with DEMHS, American Red Cross (ARC), and FEMA, making public appeals for goods and services necessary to effective response and recovery; and

l) If appropriate, activating the State of Connecticut/ARC Disaster Relief Cabinet to solicit donations from member companies.

16. The DEPARTMENT OF HIGHER EDUCATION (DOHE) has responsibility for:

a) Providing shelter, mass feeding, non-surgical medical care, and temporary housing at state colleges, regional community colleges, and the University of Connecticut, depending upon student populations; and

b) Assisting the Department of Agriculture, as requested, with agricultural impact assessments through the University of Connecticut.

17. The DEPARTMENT OF INFORMATION TECHNOLOGY (DOIT) has responsibility for:

a) Staffing the State EOC, JFOs, JICs, and other facilities as requested by DEMHS;

b) Arranging for the prompt installation of telecommunications support in DRCs for the Center Managers, at the State EOC, and at other locations as needed;

c) Arranging for information technology equipment, installation, repair, programming, and troubleshooting, at the State EOC and at other locations as needed and requested;

d) Facilitating the acquisition of communications and information technology equipment and services;

e) Requesting and coordinating activities through the National Communication Service for emergency telecommunications service priority (TSP) and wireless priority services (WPS);

f) Activating the DOIT EOC and Communications Center;

g) Monitoring and reporting on the condition of the state telecommunications infrastructure;

h) Coordinating agency business continuity and information technology disaster recovery plans;

i) Originating public information, in coordination with the Governor's Office, relative to communications, information technology, and the National Communications System; and

j) Providing coordination and support for statewide geospatial information resources through the State Geospatial Council, as needed.

18. The INSURANCE DEPARTMENT has responsibility for:

a) Staffing DRCs, JFOs and JICs as requested by DEMHS to provide advice on insurance matters to disaster victims; and

b) Assisting in the determination of insurance coverage and damage assessment as requested by DEMHS through adjusters affiliated with Connecticut insurance companies.

19. The JUDICIAL DEPARTMENT has responsibility for:

a) Providing interpreters as requested by DEMHS to assist with public information and to assist disaster victims in applying for disaster assistance; and

b) Disposing of civil and criminal actions arising out of emergency or disaster situations.

20. The DEPARTMENT OF LABOR (DOL) has responsibility for:

a) Assessing damages to commercial and industrial structures, limited to safety assessment;

b) Evaluating impact of a disaster or emergency on employment and developing and submitting to DEMHS such written reports concerning disaster-caused unemployment as DEMHS may require;

c) Staffing DRCs, JFOs and JICs as requested by DEMHS;

d) Providing administration and operation of unemployment assistance; and

e) Soliciting additional manpower to assist in recovery operations as needed.

21. The DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES (DMHAS) has responsibility for:

a) Staffing the State Emergency Operations Center (EOC) as requested by DEMHS;

b) Implementing departmental disaster behavioral health protocols, including deployment of Behavioral Health Crisis Response Teams if appropriate; and

c) Determining the need for and preparing applications for federal assistance under the Stafford Act.

22. The DEPARTMENT OF MENTAL RETARDATION (DMR) has responsibility for:

a) Staffing the State Emergency Operations Center (EOC) as requested by DEMHS;

b) Coordinating the use of DMR facilities during a disaster or emergency, as directed by the Governor.

23. The MILITARY DEPARTMENT has responsibility for:

a) Activating appropriate National Guard units upon direction of the Governor;

b) Staffing the State EOC on a 24-hour basis as requested by DEMHS;

c) Providing the following support services as directed by the Governor or requested by DEMHS:

1) evacuation assistance;
2) search and rescue operations;
3) evacuation of non-mobility impaired institutionalized persons;
4) anti-looting, access and traffic control, and curfew enforcement (declared emergencies only);
5) transportation of state and federal officials;
6) road and bridge repairs;
7) clearance of debris;
8) mass feeding in extreme emergencies;
9) emergency communications support;
10) sandbagging operations (providing personnel and equipment);
11) aerial damage assessment during or immediately following the emergency;
12) fire suppression;
13) pumping operations;
14) stream channel clearance;
15) provision of emergency resource equipment (water trailers, generators, etc.) to appropriate state agencies for use and/or distribution as prioritized by the cognizant (i.e., receiving) state agency;
16) provision of shelter support at National Guard Armories;
17) logistical management operations; and
18) deployment of Civil Support Team.

d) If possible, pre-positioning personnel, equipment and supplies in anticipation of a disaster's impact;

e) Documenting agency emergency response activities; and

f) Providing written reports on disaster- or emergency-related expenditures and National Guard activities as requested by DEMHS.

24. The DEPARTMENT OF MOTOR VEHICLES (DMV) has responsibility for:

a) Staffing the State EOC upon request of the DEMHS Commissioner or Governor's Office;

b) Assisting other state agencies with the evacuation of institutionalized persons through the limited provision of vehicles and personnel, as requested;

c) Assisting the State Police through the provision of uniformed inspectors to provide traffic control as well as to search for dangerous cargos and/or suspicious drivers of heavy vehicles, as requested; and

d) Providing communications support, including immediately providing digital images for requesting law enforcement agencies and by the dispatching of mobile data terminals for use by any law enforcement agency that loses communications.

25. The OFFICE OF POLICY AND MANAGEMENT (OPM) has responsibility for:

a) Staffing the State EOC upon request of the DEMHS Commissioner or Governor's Office;

b) If necessary, assisting the Governor's Office with emergency and non-emergency public information as directed;

c) Providing information (census data, budget information, etc.) as requested by DEMHS for use in the development of requests for Presidential disaster or emergency declarations;

d) If necessary, assisting FEMA officials in locating an appropriate facility for use as a Joint Field Office (JFO) and Joint Information Center (JIC) and staffing the JFO/JIC;

e) Expediting establishment of special accounts for disaster assistance funds and taking other actions necessary to expedite the availability of disaster assistance funds to local governments and individual disaster victims; and

f) Locating supplies of fuel for emergency vehicles and making recommendations for fuel allocations.

26. The DEPARTMENT OF PUBLIC HEALTH (DPH) has responsibility for:

a) Staffing the State EOC on a 24-hour basis as requested by DEMHS;

b) Providing DEMHS with such written reports as it may require regarding the impact or potential impact of a disaster or emergency upon public health;

c) Assisting public health and sanitation efforts through the use of state laboratories for micro-bacteriological and chemical analysis;

d) Organizing, operating, and supervising teams for immunization of the general public or selected population groups;

e) Staffing DRCs, JFOs and JICs as requested by DEMHS to answer health-related questions from the public;

f) Assisting the Governor's Office with public information on public health matters including:

1) provision of information on safety of food at nursing homes and at commercial locations such as restaurants and retail markets; and
2) provision of information on cleanup and decontamination.

g) Documenting agency emergency response activities;

h) Activating components of DPH as necessary; including participation in Preliminary Disaster Assessment Teams, as requested;

i) Assisting DEP and local health departments in assessing biological, chemical and radiation risks; and

j) Exercising its authority under the Public Health Emergency Response Authority Act in implementing the State of CT Public Health Emergency Response Plan.

27. **The DEPARTMENT OF PUBLIC SAFETY (DPS) has responsibility for:**

a) Receiving and relaying warnings to local governments as per the State Warning Plan;

b) Staffing the State EOC on a 24-hour basis as requested by DEMHS;

c) Assisting the Governor's Office with emergency and non-emergency public information releases;

d) Controlling access to dangerous or impassable sections of state-maintained and/or state- patrolled roads;

e) Monitoring dams, particularly state dams, as requested by DEP for high water levels and visible signs of loss of structural integrity; notifying appropriate state and local officials;

f) Relaying warnings received from CONVEX (Connecticut Valley Electric Exchange) regarding hydroelectric dam releases and/or possible dam failures to appropriate state and local officials in accordance with specific warning plans for individual dams;

g) Providing aerial assessments;

h) Providing assistance, as requested, to local civil preparedness forces primarily for the purposes of search and rescue, route alerting, anti-looting, traffic control, curfew enforcement, and limiting access to a disaster area;

i) Providing emergency transportation for state and federal officials;

j) Providing emergency communications links through mobile units and the State Police Communications Van;

k) Assisting with victim identification through fingerprint and dental studies;

l) Providing written reports on disaster- or emergency-related expenditures and State Police activities as requested by DEMHS;

m) Activating the State Police EOC as appropriate;

n) Advising the Governor as to necessary actions, particularly regarding the issuance of curfews and the need for National Guard support;

o) Documenting agency emergency response activities; and

p) Coordinating the response of state police forces with local police authorities.

28. The DEPARTMENT OF PUBLIC UTILITY CONTROL (DPUC) has responsibility for:

a) Staffing the State EOC as requested by DEMHS;

b) Coordinating, monitoring and reporting to DEMHS on the restoration, maintenance and operation of utility services;

c) Providing DEMHS with periodic updates on utility company operations and service interruptions throughout the emergency phase;

d) Developing and submitting to DEMHS such written reports as it may require regarding the impact of a natural disaster upon utility operations; and

e) Mobilizing maintenance and repair forces for utilities.

29. The DEPARTMENT OF PUBLIC WORKS (DPW) has responsibility for:

a) Assessing the impact of a disaster upon state buildings and developing and submitting to DEMHS such written impact assessment reports as it may require; providing damage assessors as requested by DEMHS to serve on joint federal/state damage assessment teams to assess municipal property damage in selected communities;

b) Approving the leasing of all state property and maintaining an inventory of same; and

c) Assisting OPM and/or DEMHS in locating facilities appropriate for use as JFOs and JICs.

30. **The DEPARTMENT OF SOCIAL SERVICES (DSS) has responsibility for:**

a) Staffing the State Emergency Operations Center (EOC) as requested by DEMHS;

b) Assisting FEMA in the implementation of the Individuals and Households Program (IHP) following Presidentially declared disasters or emergencies for which IHP assistance is authorized by FEMA;

c) Implementing plans for the receipt and care of evacuees, as directed by the Governor;

d) Assisting elderly disaster victims in obtaining ongoing agency services including:

1) chore and handyman services;
2) transportation;
3) nutrition assistance;
4) legal aid;
5) ombudsman services;
6) Connecticut Community Care, Inc. assessment services for those at risk of inappropriate institutionalization;
7) Areas Agencies on Aging; and
8) Protective Services for Elders.

e) Assisting elderly disaster victims in applying for state and federal assistance.

31. **The DEPARTMENT OF TRANSPORTATION (DOT) has responsibility for:**

a) Activating the DOT EOC;

b) Staffing the State EOC on a 24-hour basis as requested by DEMHS;

c) Signing and barricading unsafe or impassable state highways;

d) Closing appropriate rail and airport facilities as a result of damage or other unsafe conditions;

e) Releasing sandbags from DOT garages as requested by DEMHS;

f) Providing Transit Authority buses and drivers to assist with the evacuation of persons needing transportation;

g) Providing public information, in coordination with the Governor's Office, relative to road conditions and closures, flight service, train schedules, and ferry operations;

h) Clearing debris from state-maintained roads;

i) Removing snow and ice from state-maintained roads;

j) Advising the Governor on such matters as:

1) the need to declare driving bans;
2) the need for National Guard/Military Department personnel and equipment relative to the repair or protection of transportation facilities; and
3) the need for federal military assistance in snow removal support;

k) Providing assistance in the regulation of the use of inland waterways and coastal waters by non-military marine craft;

l) Coordinating with U.S. Coast Guard Captain of the Port authority in relation to the closing and subsequent reopening of ports and waterways during or after the occurrence of major natural disasters;

m) Assessing the impact of a disaster or emergency upon state transportation facilities and providing DEMHS with such written reports as it may require; providing damage assessors as requested by DEMHS to serve on joint federal/state damage assessment teams to assess municipal property damages in selected towns and cities;

n) Providing assistance to municipalities for the purposes of debris clearance, inspection, repair and/or condemnation of transportation facilities, once departmental priorities have been met; providing limited assistance in search and rescue operations;

o) Notifying the State EOC of disruptions or impending disruptions to the transportation system (e.g., road closures, bridge outages, damage to railways, etc.) and rectification of such disruptions;

p) Preparing formal requests for financial assistance from the Federal Highway Administration;

q) Documenting agency emergency response activities; and

r) Providing traffic management assistance through the DOT Highway Incident Management System.

WARNING

1. GENERAL

The State Department of Emergency Management and Homeland Security (DEMHS) maintains a detailed State Warning Plan which delineates a procedure for warning all towns and cities of the state of any impending emergency situation. The major features of the State Warning Plan which relate to natural disasters are discussed below; however, the entire State Warning Plan has not been included herein.

2. STATE WARNING POINTS

There are two State Warning Points. The Primary State Warning Point is located in the Communications Center of the Connecticut State Police (CSP), Department of Public Safety, in Middletown. It is manned continuously by full-time civilian radio dispatchers. The Alternate State Warning Point is located at the DEMHS Headquarters in Hartford. It is manned during normal working days from 8:00 AM to 4:30 PM and whenever the State Emergency Operations Center (EOC) located in DEMHS is activated and operational.

State Warning Points receive weather watches, alerts, advisories and warnings from the National Weather Service via the National Warning System (a dedicated phone system also known by the acronym "NAWAS") and/or the National Weather Service Weather Wire. Weather information is also received at the State Warning Points via the National Oceanographic and Atmospheric Administration (NOAA) VHF radio.

The Primary State Warning Point is responsible for acknowledging receipt of weather watches and warnings received from the National Weather Service and for disseminating such watches and warnings over the National Warning System and the COLLECT (Connecticut On-Line Law Enforcement Communications Teleprocessing) System, a teletype system which reaches approximately 90 local police departments statewide. Dissemination of watches and warnings over NAWAS can be assumed by the State DEMHS, but dissemination of watches and warnings over the COLLECT System can only be done by the CSP Communications Center.

3. LOCAL WARNING POINTS

Dissemination of a weather warning over the NAWAS System (by either the State Warning Point or the Alternate State Warning Point) and over the COLLECT System (by the State Warning Point) triggers a fan-out and relay system which ultimately reaches at least one local official within each town. Several different communications and warning systems are utilized to complete this fan-out including the State Fire Radio System, county fire radio systems and telephone. Many towns and dispatch centers are responsible for relaying warnings to other towns. Specific warning assignments are found in the State Warning Plan.

Local authorities have the responsibility for seeing that weather warnings are adequately disseminated to all emergency services.

4. WARNING OF THE GENERAL PUBLIC

In terms of weather warnings, the warning fan-out described above is only intended to officially notify State and local authorities and/or emergency services of hazardous or potentially hazardous weather conditions. The fan-out does not, in and of itself, ensure that warnings will reach the public.

Warning the public of hazardous or potentially hazardous weather conditions is accomplished in several ways. A common means is for the National Weather Service (NWS) to transmit travelers' advisories, watches, warnings or alerts over the National Weather Service Weather Wire to the wire services (AP, UPI). The wire services then disseminate this information to their subscribers including radio and television stations and newspapers. Information is then made available to the public. Many media organizations subscribe to weather services other than the National Weather Service.

Another method of warning the public is for the National Weather Service or one of the two State Warning Points to transmit a warning message over the State's Emergency Alert System. Most of the State's major radio and television stations are part of this system and broadcast EAS announcements made by the National Weather Service or one of the State's Warning Points in accordance with standing agreements.

In addition, federal guidelines allow the use of civil defense sirens to warn the public of severe weather conditions. Local governments should determine the feasibility of using siren signals in their communities. Local emergency plans should be clear on the use of siren signals in severe weather situations, and any plans to employ these signals should be made known to the residents of the community. Only the steady, non-wavering, 3-minute tone should be used for weather warnings.

Local authorities are also encouraged to develop route alerting procedures utilizing emergency vehicles equipped with public address systems for high hazard areas in their communities (e.g., downstream of dams, along rivers susceptible to flash flooding, coastal flood zones, etc.). Route alerting procedures are especially valuable in communities without fixed sirens.

Finally, weather warnings may reach the general public (and some local officials) directly via NOAA VHF-FM radio. Special weather information is available continuously on stations operated by the National Weather Service Offices located in Albany – 162.550 MHz, Taunton (Boston) – 162.475 MHz, and Brookhaven (NYC, NY) – 162.400 MHz. Severe weather warnings, watches, alerts and advisories are broadcast on these stations. NOAA weather receivers have been purchased by many local governments, schools, businesses, congregate care facilities and individual citizens.

COMMUNICATIONS

1. GENERAL

Telephones shall be the primary means of communication between the various levels of government and between the various state agency headquarters and the State Emergency Operations Center (EOC). Although in many instances alternate means of communication are available and may be used if needed, maximum possible utilization should be made of the telephone system.

Local governments are requested to direct their communications with the State, including requests for assistance, through the appropriate Department of Emergency Management and Homeland Security (DEMHS) Area Office which will relay the information to the State EOC.

State agencies are requested to channel their communications from district or sector offices to the agency headquarters and from the agency headquarters to the agency representatives in the State EOC. Several state agencies (CSP, DOT, DMV, and DPH) maintain radio base stations in the State EOC. Normal communications channels should be circumvented only in unusual circumstances.

DMV can support law enforcement communications by providing digital images and by dispatching mobile data terminals for use by any law enforcement agency that has lost communications.

DEMHS, the Connecticut State Police (CSP), and/or the Department of Public Health (DPH) may dispatch their communications vans to the scene of a disaster to allow for rapid and well-coordinated communications between the State EOC and a disaster scene.

2. TELEPHONE OUTAGES

Should the telephone system fail or become overloaded, the DEMHS Area High Band Radio shall serve as the primary means of back-up communication between the towns and the state. Amateur radio should be used as the secondary back-up.

The DEMHS Area Office shall be the network control station for towns using High Band or amateur radio to communicate with the state or neighboring communities. Towns are responsible for developing and maintaining the capability to communicate with the DEMHS Area Office via High Band or amateur radio.

3. COMMUNICATIONS WITH THE FEDERAL GOVERNMENT

DEMHS shall establish and maintain communications with the Federal Emergency Management Agency (FEMA) Regional Response Coordination Center (RRCC) in Maynard, MA and the FEMA Regional Office in Boston,MA. The primary means of communication shall be commercial telephone, as well as satellite phone, supported by the Federal National Radio System (FNARS).

4. COMMUNICATIONS WITH ELECTRIC UTILITIES

Electric utilities can maintain essential communications with the State EOC during telephone outages through a radio network known as the Utility Emergency Radio Network/Connecticut Valley Electric Exchange (UERN/CONVEX).

5. INTEROPERABILITY COMMUNICATIONS

In the event that a natural disaster results in situations requiring State and local first-responders with incompatible radio systems to communicate in the field, the 800 MHz I-TAC channels should be utilized if necessary. All local first-responder agencies, and the Connecticut State Police, have the ability to communicate on the I-TAC channels. I-TAC channels should be activated and utilized at the command and control level, as outlined in the I-CALL/I-TAC operations and training documents of the Department of Public Safety.

CT DEMHS has received an FCC license for the State Tactical On-Scene Channel System (STOCS). This Interoperable Radio System allows responders to communicate while working at the scene of an incident, using portable radios with a maximum output power of 3 watts. The STOCS system consists of three VHF frequencies, three UHF frequencies and five 800 MHz frequencies.

PUBLIC INFORMATION

1. GENERAL

Direction and control of media liaison activities and public information shall be the responsibility of the Governor's Press Secretary or his designee.

To the greatest extent possible, all state agencies will coordinate disaster public information activities with the Governor's Press Secretary to avoid contradictory, confusing, incomplete or erroneous information being given to the public.

2. MEDIA INQUIRIES

Upon activation of the State Emergency Operations (EOC), the Governor's Press Secretary or his designee shall designate a phone line(s) (preferably within the EOC) for the purpose of media inquiries. All EOC personnel receiving media inquiries shall refer such inquiries to the Governor's Press Secretary or his designee at the designated extension.

3. MEDIA BRIEFINGS

The Governor's Press Secretary shall schedule media briefings in the State EOC Media Center. Agency heads, EOC desk officers, or other appropriate agency representatives including those of private agencies such as the American Red Cross (ARC), Northeast Utilities (NU), United Illuminating (UI), and SBC Communications (SBC) may be requested to participate in media briefings.

CT-N (Connecticut Network) may be used for live on-air briefings by the Governor during a statewide disaster or emergency. CT-N is available on cable television and on the web. Briefings are taped and re-broadcasted.

4. PRESIDENTIALLY DECLARED DISASTERS AND EMERGENCIES

In the event of a Presidentially declared disaster or emergency the Governor's Press Secretary or his designee shall have the title of State Public Information Officer (PIO) and shall coordinate closely with the FEMA Public Information Officer. When/if FEMA establishes a Joint Information Center (JIC), the State PIO and his staff should operate from the JIC. The JIC is usually co-located with the FEMA-established Joint Field Office (JFO), but could be established at a separate location. Public information in the post-declaration period will focus on disaster assistance programs and procedures for making application to these programs.

5. EMERGENCY PUBLIC INFORMATION

Emergency public information is defined as official instructions given to the general public regarding immediate actions necessary to protect life or health. Emergency public information announcements concerning weather-related events will be made primarily by the National Weather Service (NWS) utilizing the Emergency Alert System (EAS). The EAS utilizes Connecticut-based radio and television

stations working together in voluntary cooperation with government agencies to broadcast emergency public information.

Use of EAS is indicated in the following situations:

1) tornado warnings,
2) severe thunderstorm warnings,
3) dam failures, and
4) just prior to the arrival of gale force or tropical storm force winds associated with a hurricane.

In unusual circumstances, emergency public information announcements may be broadcast over the EAS from the State Warning Point (SWP) (Department of Public Safety (DPS) Midpoint facility in Middletown) or the Alternate State Warning Point (ASWP) (State Emergency Operations Center (EOC) in Hartford). This will occur if:

1) the NWS specifically requests the SWP or ASWP to do so,
2) the SWP or ASWP believes that important additional information needs to be conveyed to the public, or
3) some other unusual circumstance exists that warrants activation of the EAS by the SWP or ASWP.

If the EAS is activated by the SWP or the ASWP, the Governor's Office will be notified prior to activation if practical, or immediately thereafter if not practical, through the established channels.

6. LOCAL EAS ANNOUNCEMENTS

Local officials are strongly encouraged to develop agreements with EAS stations serving their towns so that in time of emergency these stations may be readily accessed and important emergency instructions provided to the public.

Local officials are requested to notify DEMHS of local EAS announcements by contacting the appropriate DEMHS Area Office or State DEMHS Headquarters. (Notification should be made prior to EAS activation if practical, or immediately after EAS activation if not practical.)

STATE EMERGENCY OPERATIONS CENTER PROCEDURES

1. ACTIVATION

The State Emergency Operations Center (EOC) is located in the State Armory in Hartford. For natural disaster purposes the State EOC will be activated by the Department of Emergency Management and Homeland Security (DEMHS) Commissioner when deemed appropriate after notification and approval of the Governor's Office.

2. STAFFING

The agencies listed below should be prepared to staff the State EOC on a 24-hour basis as requested by the Department of Emergency Management and Homeland Security:

American Red Cross
Civil Air Patrol
Coast Guard
Emergency Management and Homeland Security
Environmental Protection
FEMA
Governor's Office
Military
Northeast Utilities
Public Health
Public Utilities Control
SBC Communications, Inc.
State Police
Transportation
United Illuminating

Other agencies may also be requested to provide EOC staff on a 24-hour basis.

State agencies shall staff the State EOC with at least one "Desk Officer", and such other personnel as are necessary, to operate pre-positioned agency radios and to handle telephonic communications. Desk officers are direct representatives of their corresponding agencies and must have the authority to make decisions on behalf of their agency and to direct and commit agency resources. Ideally, Commissioners, Deputy Commissioners, or other senior agency officials should serve as Desk Officers. If this is not possible, a representative with direct, immediate and constant access to appropriate agency authorities is acceptable.

Desk Officers are requested to remain at their stations during their shifts. If it becomes necessary to leave the desk for a period of time, desk coverage should be arranged for.

3. STATE EOC AND MEDIA CENTER OPERATIONS

A. General

Desk Officers are expected to keep abreast of their respective agency's emergency response activities and to provide updated information on agency operations to the Operations Desk. Desk Officers should utilize appropriate forms provided by DEMHS or make appropriate entries to the EOC computer log. In addition, a verbal notification to the Operations Desk should be made in matters of critical importance.

Agency departmental operations centers and agency field personnel are required to keep their State EOC personnel fully informed of agency field operations and matters of concern or potential concern to the agency. It is essential that State EOC personnel be kept aware of the nature and location of all disaster-related operations and problems, including potential problems, so that resources may be applied in the most efficient manner. Conversely, it is the duty of the agency Desk Officer in the State EOC to inform appropriate personnel of his agency in the field or at district offices or EOCs of important matters which are learned of first by State EOC personnel.

B. Local Requests For Assistance

Local governments requesting state assistance with emergency-related problems shall normally do so through DEMHS Area Offices. Requests will be forwarded through DEMHS channels to the Operations Desk for disposition by the Operations Desk Officer. The Operations Desk Officer shall classify the nature of the request and determine the appropriate resource agencies for the mission. The Operations Desk Officer shall confer with the Desk Officers of the resource agencies to determine if the request can be met, and if so, determine the most appropriate course of action. If a request cannot be met, the requesting official shall be so notified through DEMHS channels. If assistance can be provided, the Operations Desk Officer shall instruct an appropriate agency Desk Officer to notify the requesting official and begin coordinating the delivery of assistance.

State agencies will provide assistance as necessary and available, provided local resources have first been committed to the maximum extent possible and state departmental priorities have been met.

In the event that a local government requests and receives assistance directly from a state agency without going through normal DEMHS channels, the State agency providing the assistance shall so inform its Desk Officer in the State EOC. However, local governments are requested to direct requests for assistance to the appropriate DEMHS Area Office whenever possible.

C. Governor's Briefings

The Operations Desk Officer shall announce the time of agency briefings for the Governor's Office. Agency Desk Officers shall be prepared to provide verbal reports on agency activities to the Governor or his designee.

D. EOC Security

The DEMHS Administrative Officer shall arrange for security on the main entrance to the State EOC. Only personnel assigned to duty in the EOC shall be permitted entrance to the State EOC. Any person who has not been assigned to EOC duty shall be permitted entrance to the State EOC only if expressly authorized by the DEMHS Administrative Officer.

All media personnel shall be directed to the Media Center entrance door.

F. Media Center

Media Center operations shall be supervised by the Governor's Press Secretary or his designee.

The Governor's Press Secretary shall schedule all media briefings in the Media Center and shall arrange for participation by the appropriate state and private agencies. The Governor's Press Secretary shall also coordinate the production and distribution in the Media Center of printed materials relevant to the emergency, and arrange for "background" speakers as appropriate between press briefings.

CT-N (Connecticut Network) may be used for live on-air briefings by the Governor during a statewide disaster or emergency. CT-N is available on cable television and on the web. Briefings are taped and re-broadcasted.

Media representatives in the Media Center shall not be permitted into the operations room except as periodically authorized by the Governor's Press Secretary who shall first consult with the DEMHS Commissioner.

COASTAL EVACUATIONS

1. BACKGROUND

Between 1987 and 1994, the US Army Corps of Engineers (USACE) conducted a comprehensive hurricane evacuation study for the State of Connecticut. The purpose of the study was to provide state and local emergency managers with realistic data quantifying the major factors involved in hurricane decision-making. The study included state-of-the-art computer modeling of storm surges associated with 533 hypothetical hurricanes of varying intensity, direction and forward speed. The major outputs of the Corps of Engineers study were extensive mapping of inundation and evacuation zones, and a two-volume Technical Data Report which included a shelter analysis and evacuation clearance time estimates. These products were provided to state officials and officials of Connecticut's coastal communities.

The coastal evacuation policies and procedures set forth below were developed based on information provided in the Corps of Engineers hurricane evacuation study.

2. STORM INTENSITY

The National Hurricane Center (NHC) in Coral Gables, Florida has adopted use of the Saffir/Simpson scale to classify hurricanes based on their intensity. The Saffir/Simpson scale divides hurricanes into 5 categories with a category 5 hurricane being the most intense.

During the course of their study, the Corps of Engineers noted that category 1 and 2 hurricanes produced very similar effects upon the Connecticut coast in terms of flooding. The Corps also noted that category 3 and 4 hurricanes produced very similar storm surge flooding conditions. Therefore, for the purposes of simplicity, the Corps of Engineers' study considers only two basic hurricane scenarios for Connecticut, a "weak storm" (category 1 or 2 hurricane) and a "strong storm" (category 3 or 4 hurricane). Category 5 hurricanes are considered a theoretical impossibility as far north as Connecticut.

In addition to hurricanes, other extra-tropical storm systems such as nor'easters can create dangerous conditions along the Connecticut coast which may warrant evacuation of coastal areas. Unlike hurricanes, there is no evacuation guidance developed specifically for extra-tropical storms. However, a strong extra-tropical storm system could produce coastal flooding comparable to a category 1 or 2 hurricane.

3. HURRICANE EVACUATION STUDY FINDINGS

The Corps of Engineers study found that as a general rule in Connecticut it takes 7 hours to complete a coastal evacuation from the time residents receive official notification to evacuate. This 7 hours, referred to as "clearance time," does not represent driving time, but the total amount of time necessary for all residents in the threatened area to leave school or work, assemble at home, secure their residences, pack some basic necessities, determine their evacuation destination and arrive at their destination, whether it be a public shelter, an inland hotel or the home of another family member or friend.

To the 7-hour clearance time must be added an additional 2 hours for dissemination time. Dissemination time represents the amount of time required to notify the public to evacuate, measured from the time of an official decision to recommend (or order) a coastal evacuation. Public notification measures include live press conferences and other notification to the electronic media, as well as door-to-door notification by local emergency services personnel.

Therefore, the total evacuation time required for a coastal evacuation is around 9 hours (7 hours clearance time plus 2 hours dissemination time), measured from the time of the decision to recommend (order) an evacuation to the time that evacuees arrive at their evacuation destinations.

Coastal evacuations should be completed before the arrival of dangerous "pre-landfall hazards" such as gale force winds and flooding of low-lying evacuation routes. This means that evacuation decisions should be made before the leading edge of the storm system (measured as the radius of gale force winds from the eye of the hurricane) is within 9 hours of landfall on the Connecticut coastline. Situations in which gale force winds are predicted to arrive during hours of darkness pose particularly difficult evacuation decision-making problems. In such situations, it may be necessary to make evacuation decisions when the leading edge of the storm system is 12 or more hours away. This will allow the greater part of the evacuation to occur during daylight hours.

4. COASTAL EVACUATION PROCEDURES

1. The State Department of Emergency Management and Homeland Security (DEMHS) will maintain close telephone coordination with the National Hurricane Center (NHC) and with local National Weather Service (NWS) Offices.

2. Based upon strike probability information provided by the NHC, DEMHS (following consultation with the Governor's Office) will notify local officials in coastal communities of the possibility of the state issuing an evacuation recommendation. Information regarding the timing and scope of the state recommendation will be communicated to local officials. No public announcements regarding evacuation of specific localities will be made by the state at this time. Local officials are advised to begin readying public shelters at this time.

3. Based upon additional information provided by the NHC and local NWS Offices, and following consultation with the Governor's Office, DEMHS may issue a general public evacuation recommendation for coastal communities. All evacuation recommendations will be geared to the evacuation zones mapped by the Army Corps of Engineers in the *Connecticut Evacuation Zone Atlas*. An evacuation recommendation may be made by the Governor or by the DEMHS Commissioner and does not require declaration of a state of civil preparedness emergency by the Governor, although such a declaration by the Governor would be highly probable.

If practical, notification of the media will be done by means of a press briefing at the Media Center in the State Emergency Operations Center (EOC) in Hartford.

DEMHS will provide local officials in coastal communities with advance warning of the state recommendation before notification is made to the state media. Public shelters should be activated at this time and be prepared to receive evacuees.

4. In the case of a particularly intense hurricane, the Governor may declare a state of civil preparedness emergency and issue an evacuation order in lieu of a recommendation, pursuant to his emergency powers under Section 28-9, C.G.S.

5. DEMHS will notify appropriate federal, state and private agencies of the state's evacuation recommendation.

6. No evacuation recommendations will be made unless the NHC has issued a hurricane warning which includes the Connecticut coastline.

7. Following an evacuation recommendation or order issued by state authorities, local authorities are requested to immediately begin conducting evacuation operations as recommended (ordered) by the state and in accordance with the evacuation zones delineated in the Corps of Engineers *Evacuation Zone Atlas*.

8. The State of Connecticut will not issue area-specific coastal evacuation recommendations for extra-tropical storm systems. Evacuation decisions for these events will be made by local officials, based on information provided by the NWS.

SITUATION REPORTING

1. LOCAL GOVERNMENTS

Local governments shall submit periodic situation reports to the appropriate Department of Emergency Management and Homeland Security (DEMHS) Area Office whenever:

1) requested to do so by DEMHS, or
2) emergency operations are undertaken.

Situation reports should be submitted at least once every eight hours until emergency conditions have been brought under control and all of the following conditions are met:

1) local emergency declarations or other emergency orders are lifted;
2) all shelters have been closed;
3) power and phone service is nearing total restoration;
4) roads have been reopened to the extent possible without reconstruction;
5) search and rescue operations have ceased; and
6) the local Emergency Operations center (EOC) has been deactivated.

Situation reports may be telephoned, faxed, e-mailed, or radioed to the appropriate DEMHS Area Office. Local officials are requested to utilize DEMHS Form 233 (Rev. 5/05), "State of Connecticut Local Government Situation Report." (See copy at end of this section.) If the Area Office cannot be reached, reports should be submitted directly to the State EOC.

This Situation Report Form has been developed to keep the Governor and the State Emergency Operations Center up to date on the disaster situation in each municipality. It is also the format for initial requests for State assistance. The senior official in charge of the municipal Emergency Operations Center is responsible for ensuring the report is submitted to the appropriate DEMHS Area Office.

The first Situation Report(s) sent to the DEMHS Area Offices may be incomplete since a full situation assessment takes time. Whatever information is available should be sent as soon as possible and updates should be sent as emergency conditions change or more information is known. If the Town has not experienced any significant effects in a regional disaster, this fact should also be reported in order to help the State define the geographical area involved.

2. STATE AGENCIES

a) The DEMHS Area Offices will transmit local government situation reports to the DEMHS Operations Section of the State EOC. The DEMHS Operations Section will provide appropriate situation reports to the FEMA personnel at the State EOC or the Federal Regional Response Coordination Center (RRCC) in Maynard, MA.

b) The Department of Public Health (DPH) will provide the State EOC with information from public and private water companies regarding service interruptions and projected restoration times.

c) The Department of Environmental Protection (DEP) will provide the State EOC with information regarding impacts to municipal water pollution control facilities.

d) The Department of Transportation (DOT) will provide the State EOC with an assessment of disaster impacts upon state transportation facilities, including impacts upon ground, rail and air facilities, ports and harbors, and ferry service.

e) All state agency desk officers staffing the State EOC will solicit information from departmental personnel regarding agency operations and impacts of the disaster or emergency upon departmental facilities.

3. PRIVATE AGENCIES

a) Northeast Utilities (NU) will submit periodic reports on power outages, by town, and projected restoration times to the State EOC. NU reports shall also include the number of tree and line crews (both NU and mutual aid) deployed, standing by, or en route. Such reports will normally be submitted to the NU Desk Officer and passed to the Department of Public Utility Control (DPUC) Desk Officer, or the DEMHS Operations Officer if there is no DPUC Desk Officer at the State EOC.

b) United Illuminating (UI) will submit periodic reports on power outages, by town, and projected restoration times to the State EOC. UI reports shall also include the number of tree and line crews (both UI and mutual aid) deployed, standing by, or en route. Such reports will normally be submitted to the UI Desk Officer and passed to the DPUC Desk Officer, or the DEMHS Operations Officer if there is no DPUC Desk Officer at the State EOC.

c) SBC Communications, Inc. (SBC) will submit periodic reports on telephone outages and projected restoration times to the State EOC. Such reports will normally be submitted to the SBC Desk Officer and passed to the DPUC Desk Officer, or the DEMHS Operations Officer if there is no DPUC Desk Officer at the State EOC.

d) The American Red Cross (ARC) will submit periodic reports regarding the ARC relief operation. Such reports shall include the number of shelters being operated by the ARC, number of shelterees, location and scope of feeding operations, location of service centers and types and amounts of ARC assistance provided at these centers, and other pertinent information concerning ARC operations. Such reports will normally be submitted to the ARC Desk Officer in the State EOC.

STATE OF CONNECTICUT
LOCAL GOVERNMENT SITUATION REPORT

Department of Emergency Management and Homeland Security

DEMHS Form 233 Revised 05/05

TOWN _____ OEM AREA _____ REPORT # _____ DATE _____

REPORTED BY _____ TELEPHONE _____ TIME _____

1. OVERALL EMERGENCY CONDITION N/A _____ Minor _____ Significant _____ Major _____
2. CASUALTIES (provide latest cumulative figures) Fatalities _____ Injuries _____ Missing _____
3. EOC ACTIVATION Closed _____ Partial _____ Full _____
4. EMERGENCY ORDERS (Emergency Declared, Evacuation Ordered, Driving Ban, Curfew, etc.)

   _____

   _____
5. MUTUAL AID RECEIVED FROM Police _____ Fire _____ Public Works _____ Medical _____ Other _____
   (describe) _____
6. SHELTER STATUS

Name/Location	# People	Managed By (Red Cross or Local)	Open/Closed

7. DAMS/RIVERS STATUS _____

   _____
8. ROADS/BRIDGES STATUS (Blocked/Washed Out/Flooded/Closed - Give Location)

   _____

   _____

9. DAMAGE REPORT	Minor*	Significant*	Major*
Residential			
Business			
Municipal Bldgs.			
Water Supply			
Sewer Plant			
Debris			
Power Outages			
Telephone Outages			

*Check One - Give numbers under remarks if available

10. REMARKS

11. ASSISTANCE REQUESTED

_____

_____

_____

Name/Title of Contact: _____ Telephone: _____

INSTRUCTIONS FOR LOCAL GOVERNMENT SITUATION REPORT FORM

1. Overall Emergency Condition: Check one designation (N/A-not applicable, Minor, Significant, Major as described below:

N/A — **No significant emergency operations underway or necessary.**

Minor — **Only partial EOC activation, if at all; local emergency response forces are involved in emergency operations but the situation is clearly manageable; no mutual aid necessary; no declarations of emergency; physical damage generally minor; only small-scale shelter operations, if any; power/telephone outages expected to be of short duration.**

Significant — **A significant event which fully or almost fully involves local emergency response forces (chief executive, police, fire, public works). A full scale or partial EOC activation is generally associated with this event level. The need for mutual aid or state aid, if there is such a need, is not obvious, although some form of assistance might eventually be needed. A state of emergency is not usually declared. The local emergency response system is strained but not overwhelmed. Some moderate physical damage and power/telephone outages are usually associated with this event level, as are shelter operations.**

Major — **Mutual aid needed; direct state and/or federal support needed to some degree; may be casualties; possibly some search and rescue operations; damage to many homes, businesses and other facilities, with possible destruction of some; restricted areas established; shelter operations ongoing, state of emergency declared, EOC fully activated, widespread power and telephone outages, some areas inaccessible by vehicles.**

2. Casualties: Provide the best estimate of disaster related casualties. Provide latest cumulative figures, not an update from the previous Situation Report.

3. EOC Activation: Indicate if the local EOC is closed, partially activated, or fully activated. Partially Activated means that only a few key agencies are represented in the EOC. Fully activated means that all key agencies are represented in the EOC on a 24-hour a day basis.

4. Emergency Orders: Indicate any emergency orders issued by the Chief Elected Official (State of emergency declared, Evacuation orders, Driving Ban or Curfews in effect, etc.)

5. Mutual Aid Received From: Indicate any mutual aid being received from other towns or cities (not the state).

6. Shelter Status: Indicate all public shelters that are currently open or give time when shelters will open or close; name and location of shelter, the number of people in the shelter, and who is managing the shelter (Red Cross, local Fire Department, etc.).

7. Dams/Rivers Status: List the name of any rivers approaching flood stage or currently flooding. List the name of any dams that are threatened or breached.

8. Roads/Bridges Status: Describe the impact of floodwaters on the local road system or bridges (both state and locally maintained) and the extent to which roads and bridges have been made impassable by downed trees, wires, or other debris.

9. Damage Report: Check one designation. Give numbers under #10 (remarks) if available.

	Minor	Significant	Major
Residential	No significant structural damage. Damages limited to broken glass, shingle loss, basement flooding.	Few if any units severely damaged. Structural damage generally limited to non-living space areas.	Severe structural damage or destruction of many residential units.
Business	No significant structural damage. Damages limited to broken glass, shingles, and/or signs, flooding.	Few (if any) businesses severely damaged or requiring long-term closures.	Severe structural damage or destruction of many businesses.
Municipal Bldgs.	No significant structural damage. Damages limited to broken glass, shingles, and/or signs, flooding.	Damage to one key or several non-critical public buildings. Building use restricted or closed.	Severe structural damage or destruction resulting in loss of building for an extended period of time.
Water Supply	Loss of private wells due to minor power outages.	Temporary loss of a major public water supply due to contamination/ damage to distribution system.	Extensive damage to a public water supply, rendering it unusable for several days or longer.
Sewer Plant	Loss of grinder pumps due to minor power outages	Loss of pump stations due to power outages or damage to system	Extensive damage to a sewer plant or distribution system; total loss of system.
Debris	Debris due to fallen trees or branches, utility poles, (or other debris); manageable by local forces.	Debris significant but manageable by local forces. Some roads temporarily closed.	Numerous roads closed due to significant debris; local forces need assistance.
Power Outages	Individual streets or homes without power.	Up to 50% of the town without electrical power.	Nearly all of the town without electrical power.
Telephone Outages	Individual streets or homes without phones.	Up to 50% of the town without phones.	Nearly all of the town without phones.

10. Remarks: Provide any pertinent information that you feel State Officials should be aware of regarding the situation in the community. Provide figures in #9 (Damage Report), if available.

11. Assistance Requested: Indicate what type of assistance the community requires, if any, and a local point of contact (name/title and telephone) for coordination purposes.

DECLARATIONS AND ORDERS BY FEDERAL, STATE & LOCAL AUTHORITIES

1. LOCAL DECLARATIONS OF EMERGENCY

Local authorities shall promptly notify the State Department of Emergency Management and Homeland Security (DEMHS) (via Area Offices if possible) of the declaration of a local civil preparedness emergency or disaster emergency by the local chief executive officer. Such notification shall include:

1) the date and time of the declaration;
2) reason for the declaration; and
3) any special powers invoked or to be invoked by the local chief executive;

The DEMHS Commissioner or the DEMHS Operations Officer shall inform the Governor's Office or the Governor's representative in the Emergency Operations Center (EOC) of any emergency declarations by local officials.

Local authorities shall also notify DEMHS when the state of emergency is lifted. The Governor's Office, or the Governor's representative in the State EOC, shall be notified by the DEMHS Commissioner, or Operations Officer, of the lifting of local declarations of emergency.

State agencies shall take local declarations of emergency into consideration when allocating state agency resources.

In addition, local authorities shall notify DEMHS (via the appropriate Area Office) of any other emergency orders or decrees issued in response to the emergency, including, but not limited to:

1) driving bans,
2) evacuations,
3) curfews, and
4) school closings.

2. DECLARATION OF EMERGENCY BY THE GOVERNOR

The Governor shall declare a state of emergency pursuant to Section 28-9, C.G.S. based upon his evaluation of the situation and the recommendations of the DEMHS Commissioner.

DEMHS shall disseminate word of an emergency declaration to local officials via Area Offices.

The Governor's Press Secretary shall ensure that the appropriate media organizations are notified of an emergency declaration.

The Governor's emergency powers in a declared emergency are enumerated in Sections 28-6, 28-6a, 28-7f, 28-9, 28-9a, 28-9b, 28-9c, 28-9d, 28-9f, 28-9g, and 28-11, C.G.S. With regard to natural disasters, some of the Governor's most significant powers are:

(1) the power to modify or suspend any statute, regulation or requirement which is in

conflict with the efficient and expeditious execution of civil preparedness functions (Section 28-9a);

(2) the power to take direct operational control of any or all parts of the civil preparedness forces and functions in the State (Sections 28-6a and 28-7f);

(3) the power to order into action any or all parts of the civil preparedness forces (State or local) of the State (Section 28-9b);

(4) the power to order the evacuation of all or part of the population of stricken or threatened areas and to take such steps as are necessary for the receipt and care of such evacuees (Section 28-9f);

(5) the power to take any other steps as are reasonably necessary to protect the health, safety, and welfare of the people of the State, or to prevent or minimize loss or destruction of property (Section 28-9g);

(6) the power to acquire temporary housing units and to assist any political subdivision in acquiring and preparing sites for temporary housing units (Section 28-9a);

(7) the power to designate such vehicles and persons as shall be permitted to move and the routes which they shall follow (Section 28-9d).

With regard to item (1) above, all state agencies are requested to notify DEMHS whenever a need arises to have certain statutes, regulations or requirements modified or suspended in order to efficiently and expeditiously execute the agency's civil preparedness mission. Such notification shall be an indication of the need for an emergency declaration by the Governor.

3. AUTHORITY OF GOVERNOR TO DECLARE DRIVING BAN

A. Statutory Reference:

The Governor may issue an order pursuant to Sections 3-1 and 3-6a, C.G.S. declaring a driving ban for some or all of the highways and streets in the State without declaring a civil preparedness emergency pursuant to Section 28-9, C.G.S.

Section 3-6a, C.G.S. reads as follows:

"Section 3-6a. Power of Governor to restrict use of streets and highways during extreme weather conditions.

(a) Whenever an emergency situation exists because of extreme weather conditions or other acts of nature, other than as is provided in Section 28-9, requiring the restriction of movement of persons and vehicles upon the streets and highways of the state, the Governor may issue an order pursuant to Section 3-1 designating the persons and vehicles which shall be permitted to move and the routes which they shall follow.

(b) Violation of an order issued pursuant to subsection (a) of this section shall be an infraction."

Section 3-1, C.G.S. reads as follows:

"Section 3-1. General powers and duties. The supreme executive power of the state shall be vested in the Governor. He may, personally or through any authorized agent, investigate into, and take any proper action concerning, any matter involving the enforcement of the laws of the state and the protection of its citizens. He may appoint any officer of the state whose office is provided for by law but for whose appointment no other provision is made by the constitution or the statutes. He may demand in writing from any officer, department, board, commission, council or other agency of the state a report on any matter relating to the official duties of such agencies."

B. Procedures

The Commissioner of the State Department of Transportation (DOT), in consultation with the Commissioner of Public Safety, shall be responsible for advising and recommending such driving bans to the Governor. The DOT Commissioner shall inform the DEMHS Commissioner of his recommendation to the Governor.

DEMHS shall notify local officials of the Governor's decision to implement a driving ban via the DEMHS Area Offices.

The Governor's Press Secretary or his designee shall ensure dissemination of driving ban orders to the appropriate media organizations.

4. U.S. COAST GUARD

The U.S. Coast Guard Captain of the Port has the authority to close and reopen ports and waterways before, during, and/or after the occurrence of major natural disasters. In the event a waterway or port should become unsafe for normal transit, the Captain of the Port may deem it necessary to secure or restrict movement of any or all vessels in or on that waterway or port.

SHELTERS

1. GENERAL

The identification, activation and operation of public shelters in response to a disaster or emergency is primarily the responsibility of local officials working in conjunction with their local American Red Cross (ARC) Chapters.

In natural disaster situations involving evacuations from a threatened area (e.g., coastal flood zone or riverine flood zone) prior to disaster impact, only a small percentage of those evacuated will require sheltering; the majority will find accommodations with family or friends. It has been the experience of the ARC that not more than 25% of evacuees require public shelter, and in most cases the percentage is much smaller.

The *Connecticut Hurricane Evacuation Study* estimates that a Category 1 or 2 hurricane would require sheltering of approximately 30,000 people in coastal communities and that a Category 3 or 4 hurricane would require sheltering of approximately 50,000 shoreline residents.

2. IDENTIFICATION OF SHELTERS

Identification of suitable shelter facilities is the responsibility of local officials working in conjunction with the ARC. Shelter facilities should be selected based on criteria established in ARC 3031 (Mass Care Preparedness and Operations) and ARC Form 6564. Shelter facilities should be surveyed by a structural engineer and certified as capable of withstanding wind loads according to ASCE 7-88 (American Society of Civil Engineers) or ANSI A58 (American National Standards Institute) (1982) structural design criteria.

Shelters should be located outside riverine and coastal inundation areas shown on Flood Insurance Rate Maps (FIRM) and coastal storm surge areas depicted in the *Connecticut Hurricane Evacuation Study, Inundation Map Atlas*. Whenever possible, shelters should also be located outside the evacuation areas mapped in the *Hurricane Evacuation Study, Evacuation Map Atlas*.

In order to meet shelter demands, officials in coastal communities may need to utilize facilities which do not meet all ARC criteria in terms of sleeping space, eating facilities, emergency power generation, cooking facilities, handicapped access, etc. These shelter facilities, if needed, will not be operated by ARC personnel. Such facilities are intended as short-term "storm shelters," used solely for the purpose of providing a short-term safe-haven for evacuees from threatened areas. These facilities should not be utilized for long-term shelter operations. Such "storm shelters" should meet the wind load criteria of ASCE 7-88 or ANSI A58 (1982) structural design criteria and should be located outside areas vulnerable to flooding as mapped on the FIRMs and the *Connecticut Hurricane Evacuation Study Inundation Atlas and Evacuation Zone Atlas.*

3. SHELTER OPERATIONS

Local officials may request that state facilities within their jurisdiction be activated for use as public shelters in accordance with pre-existing agreements between local officials and the appropriate state agency.

Local officials are requested to inform the State Emergency Operations Center (EOC) through the appropriate DEMHS Area Office, of the names of all facilities activated for use as shelters, the number of persons sheltered, and the times at which individual shelters cease operations.

HEALTH/MEDICAL

1. GENERAL

Most natural disasters will not cause casualties in numbers sufficient to exceed the capacity of normal emergency medical service operations. Nevertheless, tornadoes and earthquakes both have mass casualty potential, possibly requiring augmented emergency medical operations.

Natural disasters can pose serious public health problems as a result of such things as floodwater contamination, lack of refrigeration, lack of sanitation and potable water, disruption of pharmaceutical operations, and vector (disease producing organism) proliferation.

2. MASS CASUALTY INCIDENTS (MCI)

A. Local Emergency Medical Services (EMS) Operations

Local emergency medical services shall respond to the scene of a mass casualty incident in accordance with established protocols of the local EMS organization for mass casualty response. Mass casualty operations should be conducted in accordance with the MCI Guidelines, Job Action Sheets, and Checklists developed by the State Mass Casualty Care Committee of the State EMS Advisory Board and approved by the Commissioner of the State Department of Public Health. (Current MCI Guidelines, Job Action Sheets, and Checklists are available through the State Department of Public Health Office of Emergency Medical Services and through the State Department of Emergency Management and Homeland Security.)

B. State Department of Public Health (DPH)/Office of Emergency Medical Services (OEMS)

Appropriate personnel from the State DPH/OEMS shall immediately respond to the site of any mass casualty incident and shall report to the EMS Control Officer. The role of EMS will be to monitor mass casualty response operations and assist the EMS Control Officer, as requested, with medical communications coordination and technical advisement on medical operations and on obtaining state resources necessary to cope with the situation.

3. PUBLIC HEALTH ISSUES

The State DPH will provide technical advice and assistance to local health officials regarding public health threats and issues.

DPH will also provide information for the general public regarding measures and precautions to minimize threats to health. Public information should be coordinated through the Governor's Press Secretary, or his designee, who shall be called the State Public Information Officer (PIO).

DPH may exercise its authorities under the Public Health Emergency Response Authority Act and as detailed in the State of CT Public Health Emergency Response Plan.

The Department of Children and Families (DCF) may provide medical support staff to DPH, as requested.

SEARCH AND RESCUE

1. BASIC AREAS OF RESPONSIBILITY

Search and rescue operations are primarily the responsibility of local emergency services personnel.

State agencies including the Department of Emergency Management and Homeland Security, Connecticut State Police, National Guard, Environmental Protection, and Transportation have personnel and equipment capable of supporting local search and rescue operations if necessary.

In addition, the U.S. Coast Guard is well suited to perform search and rescue operations. Coast Guard resources are especially capable of performing rescue operations in areas subject to coastal flooding.

The Civil Air Patrol (CAP) may be utilized to coordinate air and ground search operations. CAP assistance is contingent upon a mission authorization number being granted to the Connecticut Wing of the CAP by the U.S. Air Force at the request of the CAP or the State Department of Emergency Management and Homeland Security (DEMHS) Commissioner.

2. PREPOSITIONING OF SEARCH AND RESCUE ASSETS

In situations involving impending hurricanes or other coastal storms, the State Emergency Operations Center (EOC) may consider pre-positioning resources and allocating resources based upon availability, predicted point of landfall, predicted surge elevations at various points along the coast, availability of local resources, and degree of compliance with local evacuation orders.

3. OPERATIONS

If search and rescue assistance is needed, local emergency services shall first invoke any mutual aid agreements in effect with emergency service agencies of neighboring communities. If mutual aid is insufficient, unavailable, or inappropriate given the particular circumstances at hand, local authorities may request assistance from other appropriate sources including the U.S. Coast Guard or the State EOC.

The State EOC can also be reached via the State Fire Radio Network (46.16 MHz) or amateur radio (145.11 MHz, voice; 145.03 MHz, packet radio).

Towns which have DEMHS High Band radio may also contact the DEMHS Area Offices on the appropriate frequency listed below:

Area 1 - 153.755 MHz
Area 2 - 153.800 MHz
Area 3 - 153.935 MHz
Area 4 - 153.965 MHz
Area 5 - 153.740 MHz

4. U.S. COAST GUARD OPERATIONS

The U.S. Coast Guard operates two Small Boat Stations in Connecticut, in New London and New Haven. These stations conduct search and rescue missions on Long Island Sound and any adjacent navigable waters.

In cases of imminent peril to life, where Coast Guard resources are required, local authorities should contact the Duty Officer at Group Long Island Sound in New Haven at one of the following numbers:

1) 203-468-4401
2) 203-468-4404
3) 203-468-4498
4) 800-774-8724

If telephone service has been interrupted, the Coast Guard continuously monitors VHF radio signals on Channel 16.

5. CT Urban Search and Rescue (USAR)

Connecticut Task Force 1 (CT-TF-1) has been established within the Department of Emergency Management and Homeland Security, as the state's Urban Search & Rescue Team. CT-TF-1 is made up of appointed volunteer members whose mission is to provide a coordinated effort of personnel and resources to locate, extricate, and provide immediate medical treatment to victims trapped within collapsed structures. The USAR Team is based out of Brainerd Airport.

MASS CARE

1. GENERAL

Mass care is defined as those resources and measures necessary to provide disaster victims with sleeping accommodations, prepared food, and emergency first aid. Mass care facilities provide some or all of these services. A shelter facility is a mass care facility, but a mass care facility is not necessarily a shelter.

It is the responsibility of local officials working in conjunction with their American Red Cross (ARC) Chapters and other appropriate local organizations such as church groups to develop a system for providing mass care services.

2. MASS CARE OPERATIONS

Local officials are requested to notify the State Emergency Operations Center (EOC), through the appropriate Department of Emergency Management and Homeland Security (DEMHS) Area Office, of mass care facilities activated in response to a disaster or emergency and the types of services being offered at each facility.

If additional resources to support mass care operations are required at the local level, and the Area ARC Chapter advises local officials that additional ARC resources are not readily available through the state level or national level ARC organizations, or through existing ARC agreements with the State Department of Administrative Services, Food Distribution Program, then a request for mass care assistance should be made by local officials to the State EOC, through the appropriate DEMHS Area Office.

The Connecticut National Guard may be requested by DEMHS to provide mass care assistance in support of local government/ARC mass care operations.

DEBRIS MANAGEMENT

1. GENERAL

Debris management operations necessitated by a natural disaster can be very expensive and last for several months. In a catastrophic disaster, debris management operations could conceivably last for more than a year.

Local officials are urged to closely monitor statements of federal and state officials regarding eligibility for reimbursement for debris management operations, and to adopt debris management policies and strategies that will maximize eligibility for federal or state assistance.

However, in no case should essential debris removal operations to open roads, or otherwise protect public safety, be delayed pending clarification of eligibility for state or federal assistance.

Wetlands may not be used for disposal areas for scrap materials. Potential for illegal disposal of scrap building materials in wetlands is particularly acute in coastal areas where condominiums and other buildings are sited immediately adjacent to wetlands (tidal and inland).

2. BASIC AREAS OF RESPONSIBILITY

A. Local governments are responsible for the removal of debris from municipally owned lands and waters. Local governments are also responsible for development of debris management plans including identification of debris staging areas and potential open-burning sites within their respective communities. Debris staging areas are locations where any type of debris can be deposited on a temporary basis until final disposition sites such as specially created landfills, old landfills, or burn pits are prepared for operations by the state or federal government. Wetlands (tidal and inland), beaches, dunes, and other natural coastal resources can not be used as debris staging areas. To the greatest extent possible, debris at staging areas should be separated into burnable, non-burnable, and salvageable materials.

B. The Department of Transportation (DOT) is responsible for clearing and/or removing wreckage and debris from state owned or maintained transportation facilities. The State DOT is also the lead state agency for support of local debris management operations.

C. The Department of Environmental Protection (DEP) is responsible for removing debris from all DEP-owned lands and state waterways and advising state and local officials on proper disposal of debris.

DEP is also responsible for determinations regarding open-burning waivers to allow for expeditious disposal of burnable debris. In addition, DEP is responsible for identifying suitable sites for large-scale open-burning operations and landfilling of non-burnable, unsalvageable disaster debris, should such sites be needed.

The DEP is a support agency for local debris management operations and debris management operations of the DOT. Enlistment of DEP personnel and equipment to assist local debris removal

operations will be coordinated through the Department of Emergency Management and Homeland Security (DEMHS).

D. The Connecticut National Guard (CTNG) is a support agency for debris management and will assist other state or local debris management forces as necessary. Enlistment of National Guard forces to assist with debris management operations will be coordinated through DEMHS.

3. LOCAL DEBRIS MANAGEMENT POLICIES REGARDING DEBRIS ON PRIVATE PROPERTY

As soon as possible following a disaster, or even preceding a disaster if there is sufficient warning time, local officials should communicate local debris management policy to all residents of the community. It is highly advisable that the debris management policy as it pertains to private property and local residents be put in writing, as this may become important with regard to eligibility for federal and state reimbursements at a later date. In addition, debris management policies must be applied uniformly to all residents of the community for the municipality to be eligible for any subsequent federal or state reimbursements.

Local debris management policy must be clear on such matters as types of debris (if any) that may be brought to the public right-of-way for pickup by local forces or contractors working for local government, whether local forces will remove debris from private lands and waters, access to temporary debris staging areas by residents, and other pertinent aspects of debris removal. Local policies can be amended as the situation warrants.

If a local government elects to clear and remove debris and wreckage from privately owned lands and waters, appropriate written authorizations from landowners should first be obtained. (See Sample Authorization included in this section.) In most cases, neither the federal government nor the state will reimburse local governments for the cost of debris removal from private property. Private landowners are generally held responsible for bringing debris to the public right-of-way for pickup by local government forces or debris haulers under contract to the local government. However, in some cases, the Federal Emergency Management Agency (FEMA) may offer funding to state and local governments willing to perform debris removal on private property. In such cases, the state and FEMA will require written authorizations from landowners.

In developing local policies for removal of debris associated with private property, local officials are advised that insurance carriers are required to pay for the removal of certain types of debris from private property such as trees on insured structures and material from damaged structures. Towns removing disaster-generated debris from private property (as opposed to curbside pickup from the public right-of-way) must attempt to recover any insurance proceeds received by private property owners and must forward all recovered proceeds to FEMA.

Also, building contractors performing repairs or reconstruction of buildings and structures should be held responsible for disposing of scrap building materials and should not be allowed to place such materials on the public right-of-way for pickup by local, state or federal government agencies or their agents.

4. RESPONSIBILITY OF LOCAL OFFICIALS TO MONITOR DEBRIS MANAGEMENT OPERATIONS

To maximize potential federal reimbursements for debris management costs, it is essential that local officials monitor and document the movement of debris by local forces and contractors in terms of the load sizes, types, and quantities and equipment and personnel involved. The town should appoint a local official to monitor debris removal contractors. After the emergency phase of the debris management operations (generally one to two weeks after the incident), the town should sign a competitively bid written contract with all debris removal contractors.

Local officials may be required by FEMA or the State to explain local procedures for validating contractor invoices and other costs associated with the removal of disaster-deposited debris. Inadequate monitoring of debris removal operations, particularly by contractors, could result in loss of, or reduction of, federal and state disaster assistance funds in cases where, for example, FEMA or the State Public Assistance Coordinator (PAC) determine that contractor invoices are excessively high and that local monitoring of contractors was inadequate to guard against inappropriate billings by contractors.

5. FEDERAL/STATE SUPPORT OF LOCAL DEBRIS MANAGEMENT OPERATIONS

If assistance with the removal of debris from municipal lands and waters is needed, local governments shall first invoke any mutual aid agreements in effect with neighboring communities.

If mutual aid is insufficient to meet the need, local chief executives may request support via the DEMHS Area Office. Requests should be made as part of a Local Government Situation Report (See form in Section I, pages I-3 and I-4.) and should indicate numbers and types of equipment needed as well as requirements for manpower (skilled and unskilled labor). Local requests for debris removal assistance will be relayed by the DEMHS Area Office to the State Emergency Operations Center (EOC) Operations Desk. If possible, a properly authenticated, unconditional authorization for removal of debris should be immediately faxed to the State EOC. (See Sample Authorizations on pages O-5 and O-6.) Otherwise, such authorization must be presented before state forces or agents of the state will assist with emergency debris removal.

If possible and appropriate, the state will provide emergency debris management assistance in one of the following ways:

a) The State DOT, National Guard, DEP or state contract forces will support local operations. State forces so employed will be under the operational control of local authorities unless otherwise directed by the Governor in a State declared emergency. However, direction of state forces (i.e., authority to commit or withdraw from operations) shall at all times be retained by the appropriate state agency authority, civil or military.

b) The DEMHS Commissioner or the Governor may order civil preparedness forces of another town to assist with emergency debris removal as authorized by Sections 28-7(f), 28-8(a) and 28-9, C.G.S. The State shall reimburse towns rendering aid under these Sections.

c) The DEMHS Commissioner or the Governor may request direct federal assistance through FEMA from the Department of Defense in a Presidentially declared disaster or emergency or in an event

which is likely to result in a Presidential declaration of a disaster or emergency. Local units of government requesting federal debris removal support will be required to sign an unconditional authorization for debris removal.

d) Private agency resources may be solicited as described in Section 6, below.

6. OTHER DEBRIS MANAGEMENT SUPPORT

A. The Mennonite Disaster Service can provide unskilled labor to assist in the removal of debris, but usually in Presidentially declared disasters only. The Red Cross will solicit Mennonite assistance at the request of the Governor, the DEMHS Commissioner, or local authorities. Mennonite services are primarily intended to assist the elderly, the infirm, and the handicapped.

B. The Connecticut Construction Industries Association, Inc. (CCIA) may provide personnel and equipment through various construction companies. A maximum effort will come on the call of the Governor when the Governor has declared a civil preparedness emergency or disaster emergency. In undeclared situations either the Governor or the State DEMHS Commissioner may request CCIA assistance. CCIA will respond with equipment and manpower as available.

7. STATUTORY REFERENCE - SECTION 28-9(c) C.G.S.

"Sec. 28-9c. Removal of debris or wreckage. Governor's powers illuminated.

(a) Whenever the Governor has declared a disaster emergency to exist under the laws of this State, or the President, at the request of the Governor, has declared a major disaster or emergency to exist in this state, the Governor is authorized: (1) Notwithstanding any other provision of law, through the use of state departments or agencies, or the use of any of the state's instrumentalities, to clear or remove from publicly or privately owned land or water, debris and wreckage which may threaten public health or safety, or public or private property; (2) to accept funds from the federal government and utilize such funds to make grants to any political subdivision for the purpose of removing debris or wreckage from publicly or privately owned land or water.

(b) (1) Authority under this section shall not be exercised unless the affected political subdivision, corporation, organization or individual owning such property shall first present an unconditional authorization for removal of such debris or wreckage from public and private property and, in the case of removal of debris or wreckage from private property, shall first agree to indemnify the state against any claim arising from such removal; (2) whenever the Governor provides for clearance of debris or wreckage pursuant to subsection (a), employees of the designated state agencies or individuals appointed by the state are authorized to enter upon private land or water and perform any tasks necessary to the removal or clearance operation."

SAMPLE AUTHORIZATION (PRIVATE OWNER)

Pursuant to Section 28-9c of the Connecticut General Statutes and 42 U.S.C., Section 5173, I, _____, we, _____, the owner(s) of the property known and identified as (number and street)__, ____(city or town)____, _____(county)___, State of Connecticut, do hereby grant and give freely, and without any coercion whatsoever, the right of access, entry and use of the aforesaid property to the Town/City of _____, the State of Connecticut and the United States Government, their departments, agencies, instrumentalities, contractors and subcontractors for the purpose of clearing and removing from said property any disaster-related debris and wreckage that the Town/City of _____, the State of Connecticut or the United States Government determines may threaten public health or safety and/or public or private property.

IT IS FULLY UNDERSTOOD THAT THIS AUTHORIZATION DOES NOT OBLIGATE THE TOWN/CITY OF _____, THE STATE OF CONNECTICUT OR THE UNITED STATES GOVERNMENT TO PERFORM ANY OF THE ABOVE-DESCRIBED WORK.

I, we, release and agree to indemnify and hold harmless the Town/City of _____, the State of Connecticut and the United States Government, their departments, agencies, instrumentalities, contractors and subcontractors for any damages or claims of any type whatsoever, either to the above-described property or persons situated thereon, and, hereby release, discharge and waive any and all action, either legal or equitable, which might arise out of any such use or activity on the above-described property.

I, we, agree to report to the Town/City of _____, the Department of Emergency Management and Homeland Security of the State of Connecticut and the Federal Emergency Management Agency of the United States Government any insurance settlements or other funds obtained from any other source for the removal of debris and wreckage from the above-described property performed at the expense of the Town/City of _____, the State of Connecticut or the United States Government.

Date:

_____ _____
Witness Owner

_____ _____
Witness Owner

_____
Current Address

_____
Town/City, State

_____
Telephone

SAMPLE AUTHORIZATION (TOWN)

Pursuant to Section 28-9c of the Connecticut General Statutes and 42 U.S.C., Section 5173, the Town/City of _____, a political subdivision of the State of Connecticut, acting herein by its duly authorized representative(s) does hereby grant and give freely, and without any coercion whatsoever, the right of access, entry and use of its public lands to the State of Connecticut and the United States Government, their departments, agencies, instrumentalities, contractors and subcontractors for the purpose of clearing and removing from its public lands or waters any disaster-related debris and wreckage that the State of Connecticut or the United States Government determines may threaten public health and safety and/or public and private property.

IT IS FULLY UNDERSTOOD THAT THIS AUTHORIZATION DOES NOT OBLIGATE THE STATE OF CONNECTICUT OR THE UNITED STATES GOVERNMENT TO PERFORM ANY OF THE ABOVE-DESCRIBED WORK.

The Town/City of _____ hereby agrees to report to the Department of Emergency Management and Homeland Security of the State of Connecticut and the Federal Emergency Management Agency of the United States Government, any insurance settlements or other funds obtained from any other source for the removal of debris and wreckage from its lands or waters that has been performed at the expense of the State of Connecticut or the United States Government.

Town/City of _____

Date:

By: _____
(Name, Title)
Duly Authorized Official

Approved: _____
(Town/City Attorney)

Date: _____

MILITARY ASSISTANCE

1. GENERAL

Military assistance may include such things as communications support, debris clearance, evacuation of casualties and disaster victims, search and rescue, feeding, health, medical and sanitation support, housing and shelter, police support, emergency street, road and bridge repair, fire suppression assistance, emergency demolition, emergency power supply, and restoration of utilities.

2. CONNECTICUT NATIONAL GUARD

The Connecticut National Guard (CTNG) is the primary source of military assistance to state and local civil authorities.

The Guard may be called to state active duty by the Governor. The Adjutant General (TAG), in consultation with the Department of Emergency Management and Homeland Security (DEMHS) Commissioner, shall make recommendations to the Governor regarding activation of Guard units.

In some cases, National Guard units on federal drill status may be utilized for disaster response operations.

In Presidentially declared disasters, the cost of mobilizing and employing the National Guard for performance of eligible work under the Stafford Act is reimbursable. The federal assistance share shall not be less than 75% of eligible costs. In a Presidentially declared emergency, certain Guard costs, such as costs associated with debris removal, may also be eligible for 75% (or higher) federal reimbursement. However, federal assistance under a Presidential emergency declaration is more limited than under a major disaster declaration.

In cases where National Guard resources are insufficient to meet the requirements of a disaster or emergency, assistance from active duty military components may be requested as outlined below.

3. POSSE COMITATUS ACT

Generally speaking, National Guard units on state active duty are the only military forces which may be utilized to assist with the enforcement of civilian laws. Federal military forces, including National Guard units on federal active duty, are precluded from law enforcement activities by the Posse Comitatus Act. There are certain Constitutional provisions under which federal military forces may be used for law enforcement, such as in riotous situations beyond the control of state and local authorities, but only following an executive order by the President for insurgents to disperse and retire peaceably within a limited time.

4. U.S. ARMY CORPS OF ENGINEERS - FLOOD FIGHTING ASSISTANCE

The U.S. Army Corps of Engineers (USACE) has authority to supplement state and local flood fighting and rescue operations (PL 84-99 and AR 500-60). Corps assistance may include such things as technical advice, sandbags, high velocity pumps, emergency contracting and boats for rescue

operations. State authorities should contact the Commander, New England District, U.S. Army Corps of Engineers in Concord, Massachusetts to request assistance. The Department of Emergency Management and Homeland Security (DEMHS) and the Department of Environmental Protection (DEP) will evaluate the need for Corps assistance. DEMHS will make requests for Corps assistance.

5. DEPARTMENT OF DEFENSE AUTHORITY UNDER THE STAFFORD ACT

Section 403(c) of the Robert T. Stafford Emergency Relief and Disaster Assistance Act, (PL 93-288, as amended) reads as follows:

"During the immediate aftermath of an incident which may ultimately qualify for (disaster relief or emergency assistance under the Stafford Act), the Governor of the State in which the incident occurred may request the President to direct the Secretary of Defense to utilize resources of the Department of Defense for the purpose of performing on public and private lands any emergency work which is made necessary by such incident and which is essential for the preservation of life and property. If the President determines that such work is essential for the preservation of life and property, the President shall grant such request to the extent the President determines practical. Such emergency work may only be carried out for a period not to exceed 10 days."

The federal share of assistance under this authority shall be not less than 75% of actual costs.

6. OTHER MILITARY ASSISTANCE TO CIVIL AUTHORITIES

Commanders of U.S. military installations may provide support to civil authorities in cases of "imminent seriousness," where prompt and vigorous action is necessary to save lives, prevent immediate human suffering or mitigate great destruction or damage to public or private property. The U.S. Army installation at Fort Drum, New York is primarily responsible for providing any military assistance to civil authorities in the New England States. Requests for assistance should be directed to the Headquarters, First U. S. Army, Fort Gillem, Georgia.

Prior to a Presidential disaster or emergency declaration the State Adjutant General should be the single coordinator for U.S. military (other than USACE) support to civil authorities. If State and local resources are insufficient to deal with an emergency situation, the State Adjutant General shall request necessary assistance from active component military units, following consultation with the Governor's Office and the DEMHS Commissioner.

Following a Presidential declaration, federal active duty military units will receive mission assignments from the Federal Coordinating Officer (FCO) appointed by the President. Mission assignments will be based on needs and priorities identified by the State and transmitted to the FCO by the State Coordinating Officer (usually the DEMHS Commissioner) appointed by the Governor.

PRELIMINARY DAMAGE ASSESSMENT

1. GENERAL

Preliminary Damage Assessments (PDAs) are organized, systematic field surveys of the disaster area by joint federal/state PDA teams, assisted and guided by local officials. PDAs must be conducted in accordance with, and as required by, federal regulations (44 CFR, Part 206, Section 206.35) prior to a gubernatorial request for a Presidential disaster or emergency declaration under the Stafford Act.

Information regarding disaster impacts gathered by PDA teams is used by the state to:

a) make an initial determination of the impact of a disaster upon the state;

b) determine the need for federal disaster assistance; and

c) develop documentation to support a request for federal disaster assistance;

PDA information is used by the federal government to evaluate requests for federal disaster assistance.

Information and estimates developed during the joint federal/state PDA do not serve as the basis for subsequent federal disaster assistance funding. Such information is developed by a variety of federal agencies following a federal disaster declaration and only upon formal application for federal assistance by a disaster-affected resident, local unit of government, state agency or eligible private non-profit organization.

The initial phase of a PDA (i.e., that part of the PDA which takes place in the most heavily impacted county, or counties, prior to submission of a gubernatorial request for federal assistance) can take from one to five days or longer depending upon the magnitude of the disaster. Small scale disasters will generally require a longer initial PDA to identify enough eligible damage to qualify for federal assistance.

After the initial Presidential declaration, PDAs may resume in less seriously impacted counties to determine if additional areas of the state should be declared eligible for federal assistance.

2. INITIATION AND COORDINATION OF PDA

The Department of Emergency Management and Homeland Security (DEMHS) Commissioner will notify the Federal Emergency Management Agency (FEMA) Regional Director of the need for a PDA following consultation with the Governor's Office.

DEMHS and FEMA are responsible for coordinating the PDA effort and will form a PDA coordination team which will:

a) notify appropriate state and federal agencies of the need to perform a PDA and request agencies to provide a specified number of qualified personnel to participate on the PDA teams;

b) designate federal and state representatives to each PDA team, brief PDA team members prior to the commencement of the PDA, provide appropriate forms, itineraries and local points of contact;

c) notify local officials of the estimated day and time of arrival of a PDA team in their community and of the information to have ready for the PDA team (See Section 5, "Local Officials.");

d) debrief each PDA team daily and/or at the conclusion of the PDA;

e) compile the results of the PDA and provide these results to the DEMHS Commissioner and other appropriate state and federal officials; and

f) provide copies of PDA team reports to the DEMHS Commissioner, the State Department of Transportation (DOT) and other state agencies as requested and appropriate.

The PDA coordination team will work from the State Emergency Operation Center (EOC). Briefings for PDA team members will normally be conducted in the Media Center in the State EOC.

3. RESPONSIBILITIES OF STATE AGENCIES

The State agencies listed below may be requested by DEMHS to provide personnel to serve on joint Federal/State PDA teams.

Economic and Community Development
Environmental Protection
Public Health
Public Safety (Office of State Building Inspector)
Public Works
Transportation

Federal members of the PDA teams are primarily responsible for developing actual damage estimates. State personnel serving on PDA teams are primarily responsible for such things as providing information on unit costs, labor and equipment rates, existing state codes and standards, and ensuring that all significant damage sites are surveyed by the PDA team. State PDA team members may also assist federal team members in developing damage estimates.

Other state agencies including Agriculture, Insurance, Public Health, and Consumer Protection may be requested by DEMHS to provide a written report on the disaster's impact with regard to their respective areas of expertise and concern. The National Guard, Department of Transportation, and Department of Public Safety/State Police may be requested by DEMHS to provide estimates of disaster-related costs of their agencies.

4. PDA TEAM OPERATIONS

A typical PDA team will consist of at least one Federal representative and one State representative. Team composition may increase depending upon the mission assigned to the team by the PDA coordination team.

There are two types of PDA teams, known as Individual Assistance (IA) teams and Public Assistance (PA) teams. An IA team assesses impacts upon private property including homes and businesses. PA teams assess damages to public facilities and estimate other public expenditures for such things as debris removal, overtime costs, etc.

Each PDA team will be given a list of towns in which to conduct a preliminary damage assessment by the PDA coordination team. Each PDA team will also be given a name(s) and phone number(s) of a local point of contact in each town. PDA teams will be provided with state road maps and PDA forms. Team members with access to cellular phones are encouraged to utilize them and to provide the PDA coordination team with their cellular phone numbers.

PDA teams are requested to call the local point of contact before proceeding to the town to arrange a rendezvous point with local officials. PDA teams are also requested to periodically call the PDA coordination team at the State Emergency Operations Center (EOC) (phone number to be provided to each PDA team when dispatched from EOC).

PDA teams should complete their surveys as quickly as possible. Reasonably accurate figures pertaining to costs and damages are the objective, not hard figures.

5. LOCAL OFFICIALS

Towns may be surveyed by either one or two PDA teams (an IA team and/or a PA team) depending upon the nature of damages sustained. IA and PA teams will usually arrive independently of one another.

Chief executives of disaster-impacted communities will be contacted by the PDA coordination team or by a DEMHS Area Coordinator and notified of the day on which their town is scheduled for a survey by an IA or PA team. Chief executives should provide the PDA coordination team and/or Area Coordinator with the name and phone number of a local point of contact that PDA teams should call prior to the team's departure for the town.

Local officials should have the following information and personnel available for the Public Assistance (PA) PDA team at the time the PA team reaches the agreed upon rendezvous point:

1) a breakdown of the local budget (minus education figures) showing amounts appropriated for the current fiscal year for:

   a) the Highway/Public Works Department
   b) road maintenance; and
   c) total local budget (minus education);

2) the current balances of the:

   a) total local budget (minus education);
   b) Highway/Public Works Department budget; and
   c) road maintenance account;

3) local road maps for use by the PDA team;

4) estimates of additional payable hours or overtime worked by local government employees in response to the emergency;

5) other costs to local government of responding to the emergency including the costs of purchases, rentals and contracts;

6) information regarding insurance coverage on municipal facilities; and

7) public works director, town engineer, local emergency management director or other local officials desiring to participate in the PDA (building official, assessor, etc.).

Local officials should guide both IA and PA teams to all areas of significant damage in the community. To ensure that acceptably accurate replacement cost estimates of public facilities are developed, the local public works director or a qualified designee should participate in the PDA. Such a local official is essential to adequately describe a destroyed public facility as it existed prior to the disaster.

PRESIDENTIAL DISASTER/EMERGENCY DECLARATION PROCESS

1. GENERAL

The process by which a State requests a Presidential emergency or disaster declaration is found in Sections 401 and 501(a) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, the Stafford Act, as amended) and in regulations of the Federal Emergency Management Agency (44 CFR 206.35 and 206.36) and in 42 U.S.C. 5121-5206. Adherence to the process contained in the applicable laws and regulations mentioned above will ensure rapid processing of State requests by the Federal Emergency Management Agency (FEMA).

The Department of Emergency Management and Homeland Security (DEMHS) will assess the severity and magnitude of a disaster's impact based upon situation reports provided by local governments, state agencies and private response organizations and upon Preliminary Damage Assessments (PDAs) conducted in conjunction with FEMA. (See Section Q.) DEMHS officials will consult with other state agency officials, and the DEMHS Commissioner will advise the Governor as to whether:

a) effective response is within the capabilities of the State and affected local governments;

b) appropriate federal assistance can be provided by individual federal agencies acting under their own statutory authorities; and

c) Federal disaster or emergency assistance under Public Law 93-288 is needed.

Upon a determination by the Governor that Federal assistance under Public Law 93-288 is needed, DEMHS will prepare the formal, written request in accordance with the applicable federal laws and regulations.

2. RESPONSIBILITIES OF OTHER STATE AGENCIES

The Department of Labor and the Office of Policy and Management will provide DEMHS with such statistical information as it may require in preparation of the declaration request including, but not limited to:

a) pre-disaster unemployment rates;
b) median income levels;
c) housing vacancy percentages;
d) other socio-economic conditions;
e) status of the State budget and projected deficits or surpluses; and
f) status of funds available from State accounts to assist with recovery efforts.

3. REQUESTS FOR MAJOR DISASTER DECLARATIONS

The Governor must submit his request for a major disaster declaration to the President through the FEMA Regional Director in Boston, Massachusetts. The request must be submitted within 30 days of the occurrence of the incident. The 30-day period may be extended by the Associate Director of

FEMA, provided that a written request for an extension is submitted by the Governor during the 30-day period. The extension request will stipulate reasons for the delay.

All written requests for a Presidential declaration of a major disaster must include the following information that is required by federal law or regulation:

a) a finding by the Governor that:

1) the situation is of such severity and magnitude that effective response is beyond the capabilities of the State and affected local governments; and

2) Federal assistance under the Stafford Act is necessary to supplement the efforts and available resources of the State, local governments, disaster relief organizations, and compensation by insurance for disaster-related losses;

b) confirmation that the Governor has taken appropriate action under state law and has directed execution of the State emergency plan;

c) an estimate of the amount and severity of damages and losses stating the impact of the disaster on the public and private sectors;

d) preliminary estimates of the types and amount of supplementary Federal disaster assistance needed under the Act {Programs: Individual Assistance, including the Individuals and Households Program (IHP), Disaster Unemployment Assistance, Crisis Counseling, Public Assistance, Hazard Mitigation, Small Business Administration Disaster loans, Direct Federal Assistance such as Debris Removal};

e) information describing the extent and nature of State and local resources which have been or will be used to alleviate conditions of the disaster, stating specifically those activities for which no Federal funding will be requested; and

f) certification by the Governor that State and local government obligations and expenditures for the disaster comply with all applicable cost-sharing; i.e. the State and local governments will assume all applicable non-Federal share of costs required under the Stafford Act.

When Direct Federal Assistance (DFA) is requested, the following information and certifications should be provided: (If DFA is not requested in the Governor's initial request, the Governor's Authorized Representative (GAR) can request DFA at a later date, if needed.)

a) request for direct Federal assistance for work and services to save lives and property;

b) list of reasons State and local government can not perform or contract for performance of the work assistance being requested; and

c) identification of specific types of assistance being requested.

In accordance with Direct Federal Assistance, 44 CFR 206.208, the State of Connecticut agrees that it shall:

1) Provide without cost to the United States all lands, easements and rights-of-way necessary to accomplish the approved work;

2) Hold and save the United States free from damages due to the requested work, and shall indemnify the Federal Government against any claims arising from such work;

3) Provide reimbursement to FEMA for the non-Federal share of the costs of such work in accordance with the provisions of the FEMA-State Agreement;

4) Assist the performing Federal agency in all support and local jurisdictional matters;

5) In requests for debris removal where the debris poses an immediate threat to lives, public health and safety, the Governor's request shall state "Pursuant to Sections 403 and 407 of the Stafford Act, 42 U.S.C. 5170b and 5173, the State agrees to indemnify and hold harmless the United States of America for any claims arising from the removal of debris or wreckage for this disaster. The State agrees that debris removal from public and private property will not occur until the landowner signs an unconditional authorization for the removal of debris."

4. REQUESTS FOR EMERGENCY DECLARATIONS

When an incident occurs or threatens to occur in the State, which would not qualify under the definition of a major disaster as defined in PL 93-288, as amended, the Governor may request that the President declare an emergency. The request must be submitted within 5 days after the need for assistance becomes apparent, but no longer than 30 days after the occurrence of the incident. The period may be extended by the Associate Director of FEMA, provided that a written request for such extension is made by the Governor during the 30-day period immediately following the incident. The basis for the Governor's request must be that the situation:

a) is of such severity and magnitude that effective response is beyond the capabilities of the State and affected local governments; and

b) requires supplementary federal emergency assistance to save lives and to protect property, public health and safety, or to lessen or avert the threat of a disaster.

In addition to the above findings, the complete request shall include:

a) confirmation that the Governor has taken appropriate action under state law and has directed execution of the state emergency plan;

b) information describing the state and local efforts and resources which have been or will be used to alleviate the emergency,

c) information describing other federal agency efforts and resources which have been or will be used in responding to this incident; and

d) identification of the type and extent of additional federal aid required.

5. PROCESSING OF REQUESTS FOR PRESIDENTIAL DECLARATIONS

The Governor's request shall be sent to the FEMA Region I Director who is required by regulation to acknowledge receipt of the request in writing. The FEMA Regional Office will perform an analysis of the Governor's request and forward it to the Director of FEMA in Washington along with a recommendation to grant or deny the request. The FEMA Director will review the FEMA Regional analysis and make a final recommendation to the President to grant or deny the request.

Based on the Governor's request and the FEMA Director's report and recommendation, the President may:

a) grant the Governor's request;

b) deny the Governor's request; or

c) grant an emergency declaration if a major disaster declaration has been requested.

The Governor will be promptly notified of the President's determination by the Director of FEMA or his designee.

6. DESIGNATION OF AREAS ELIGIBLE FOR FEDERAL DISASTER ASSISTANCE

Upon a determination by the President that a major disaster or emergency exists, the Associate Director of FEMA will designate which areas of the State are disaster-affected and the types of federal aid to be made available. Designation of disaster-affected areas and types of federal aid is usually by county; however, it may be by town or other area. The Regional Director of FEMA will notify the Governor of the Associate Director's designations.

7. APPEALS

If a request for a major disaster or emergency declaration is denied, the Governor may appeal the decision within 30 days after the date of the letter denying the request. This request for reconsideration, along with appropriate additional information shall be submitted to the President through the FEMA Regional Director. The processing of this request shall be similar to the processing of the initial request.

DEMHS will be responsible for preparing all letters on behalf of the Governor's Office appealing federal decisions regarding declaration requests or designation of disaster-affected areas and types of assistance.

FEMA-STATE AGREEMENT FOR ASSISTANCE UNDER THE STAFFORD ACT

1. GENERAL

Upon the declaration of a major disaster or emergency by the President, the Governor, acting for the State, and the Federal Emergency Management Agency (FEMA) Regional Director, or his/her designee, acting for the Federal Government, shall execute a FEMA-State Agreement. The Governor's Authorized Representative (GAR) and the Regional Director (or his/her designee) may execute amendments to the agreement.

The FEMA-State Agreement states the understandings, commitments, and conditions for assistance under which FEMA disaster assistance shall be provided. This Agreement imposes binding obligations on FEMA, the State and its local governments in the form of conditions for assistance which are legally enforceable. However, such conditions may be modified by a properly executed amendment to the FEMA-State Agreement. No FEMA funds may be disbursed until such time as this Agreement for the Presidential declaration has been signed.

Much of the language contained in the FEMA-State Agreement is required by Federal regulations. The FEMA Regional Office is responsible for preparing the Agreement document and presenting it to the Governor for his review and signature.

For major disasters the Agreement describes the incident period for which assistance will be made available, the type and extent of the Federal assistance to be made available, and contains the commitment of the State and local government(s) with respect to funds to be expended in alleviating damage and suffering caused by the major disaster. The Agreement also contains other terms and conditions consistent with the declaration and the provisions of applicable laws, Executive Orders, and regulations.

For emergencies the Agreement specifies the beginning and the end of the incident period, identifies the type and extent of Federal assistance, and includes any details unique to the current emergency.

2. ESTABLISHMENT OF FEDERAL-STATE-LOCAL COST SHARE RATIOS

ONE OF THE MOST IMPORTANT ASPECTS OF THE FEMA-STATE AGREEMENT IS THE COST SHARE RATIO ESTABLISHED FOR FEDERAL ASSISTANCE TO STATE AND LOCAL UNITS OF GOVERNMENT AND ELIGIBLE PRIVATE NON-PROFIT ORGANIZATIONS. The federal share is not less than 75% of eligible costs and damages. In a particularly severe disaster, the Governor may negotiate an increase in the federal share.

The Governor will determine what percentage of local government and private non-profit organization expenditures and obligations, if any, will be absorbed by the State. Consultation with State legislative leaders may be necessary if legislative action to pay the State share of local obligations will be required.

Since the cost share ratios established in the FEMA-State Agreement are important to all applicants for public assistance (i.e., local governments) the terms of the FEMA-State Agreement should be communicated to all concerned parties as soon as possible.

3. DESIGNATION OF STATE OFFICIALS TO ADMINISTER DISASTER ASSISTANCE

In executing the FEMA-State Agreement, the Governor must designate a Governor's Authorized Representative (GAR) to act on his/her behalf in subsequent matters related to securing federal disaster assistance. Considering the nature of the responsibilities of the Governor's Authorized Representative, it is advisable that the Commissioner of the Department of Emergency Management and Homeland Security (DEMHS) be appointed to this position, and that the DEMHS Deputy Commissioner be appointed as the Alternate Governor's Authorized Representative (AGAR).

JOINT FIELD OFFICE/JOINT INFORMATION CENTER

1. GENERAL

The Joint Field Office (JFO) is a facility established by the Federal Coordinating Officer (FCO) from which disaster assistance operations are coordinated. The JFO is a management center for the disaster assistance programs where the State and Federal staff partners work together to carry out the mission of disseminating time-critical assistance to state/local government and individuals. The JFO should be functional (furnished, staffed and all necessary computers and telephone hookups operational within 48 to 72 hours of the State's declaration) and be located within the designated counties.

The JFO will be staffed by the FCO, the State Coordinating Officer (SCO) and their respective staffs. The major disaster assistance functions coordinated from the JFO are:

a) Disaster Recovery Center (DRC) operations;
b) Individuals and Households Program (IHP);
c) Inspection, by Federal Emergency Management Agency (FEMA) contractors, of damaged private properties whose owners have applied for federal disaster assistance;
d) State Crisis Counseling;
e) Small Business Administration loan program;
f) Hazard Mitigation program;
g) Community Relations;
h) Public Assistance program; and
i) Congressional Relations.

The Joint Information Center (JIC) is a facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. The Federal Public Information Officer (PIO), the State PIO, and the PIOs from all participating agencies and jurisdictions collocate at the JIC. Normally, the JIC occupies the same facility as the JFO.

2. SELECTION OF FACILITY FOR USE AS JFO/JIC

Normally, the FCO will locate and secure a facility adequate for use as a JFO/JIC through the US General Services Administration. If state assistance in locating an appropriate facility is needed, the Department of Emergency Management and Homeland Security (DEMHS) will contact the Real Estate Division of the Department of Public Works (DPW).

The FCO will provide specific guidance on the necessary features of the JFO/JIC (including floor space, number of private offices, conference and meeting rooms, training space for disaster relief workers, and other resources for the Disaster Field Training Officer (DFTO).

All JFO/JIC operating expenses are the responsibility of the federal government. This includes arrangements and costs for renting/leasing, furnishing, phone installation and billings, utilities, parking, security, janitorial services, etc.

3. STATE AGENCY STAFFING REQUIREMENTS

The following State personnel will staff the JFO:

a) the SCO (designated by the Governor; normally the Department of Emergency Management and Homeland Security (DEMHS) Commissioner) or,
b) the Alternate SCO (designated by the Governor, normally the DEMHS Deputy Commissioner);
c) the Governor's Authorized Representative (GAR) (designated by the Governor; normally the DEMHS Commissioner) or,
d) the Alternate GAR (AGAR) (designated by the Governor; normally the DEMHS Deputy Commissioner);
e) the State Public Assistance Officer (appointed by the Governor; normally the AGAR);
f) the State Hazard Mitigation Officer (SHMO) (appointed by the Governor; normally from the Inland Water Resources Division of the DEP); and
g) the Individuals and Households Program Coordinator (from the Department of Social Services (DSS).

The following State personnel will staff the JIC:

a) the State Public Information Officer (i.e., the Governor's Press Secretary or his designee);
b) DEMHS Director of Communications; and
c) PIOs of other State agencies as determined necessary by the State PIO.

These officials are the State partners of their Federal counterparts. All officials listed above shall be responsible for arranging for any necessary staff and/or clerical support, computers, printers, etc.

The SCO may request other State agency personnel to staff the JFO/JIC as necessary.

All State personnel assigned to the JFO/JIC are considered part of the SCO's staff and shall participate in such meetings and submit such written reports and information as may be requested by the SCO.

TELEREGISTRATION AND DISASTER RECOVERY CENTER

1. TELEREGISTRATION

The Federal Emergency Management Agency (FEMA) utilizes a 1-800 telephone number as the primary means of establishing contact with disaster victims. A call to a FEMA National Teleregistration Center number begins the disaster assistance application process. FEMA will widely publish a specific 1-800 telephone number at the time the disaster is declared by the President. Inspectors under contract to FEMA may visit the homes and businesses of victims who call and register for assistance through a National Teleregistration Center. These inspections will be the basis for eligibility determinations and referral to other appropriate disaster assistance programs.

2. DISASTER RECOVERY CENTERS (DRCs)

Disaster Recovery Centers (DRCs) may be requested by the State as a component to any disaster recovery strategy. They are the principal provider of community level applicant assistance and represent the only intergovernmental presence available to the general public. DRCs supplement the delivery of Federal and State programs while simultaneously providing an environment conducive to interactive workshops and emotional support. A Disaster Recovery Center is a readily accessible facility in the disaster area where individuals, family members, and business owners may visit for:

a) Guidance on Disaster Recovery (various Federal, State, and local agencies);
b) Assistance to help clarify any written correspondence received;
c) Housing assistance and rental resource information from the Individuals and Households Program (IHP) program;
d) Answers to questions, problem resolution, and appropriate referrals;
e) Status of applications being processed by FEMA and the Small Business Administration (SBA);
f) Workshops (SBA, Mitigation, etc.); and
g) Applicant Registration via telephone (National Teleregistration Center).

a. Selection of Disaster Recovery Centers

Upon submission of a request for a Presidential disaster declaration, the State Coordinating Officer (SCO) (usually the Commissioner of the Department of Emergency Management and Homeland Security [DEMHS}) and the Federal Coordinating Officer (FCO) shall jointly begin determining the number of DRCs that should be opened and the general areas in which they should be located. The DEMHS Commissioner will advise the Governor's Office concerning the number and location of DRCs.

The DEMHS Area Coordinators will contact the local chief executives of towns specified by the DEMHS Commissioner to secure adequate local facilities for use as DRCs. If there are suitable State facilities in a town where a DRC is to be located, Area Coordinators should contact State officials of those facilities, following consultation with the chief executive of the town in which the State facility is located.

All DRCs should have, as a minimum, the following features:

1) an open floor space, such as a basketball court;
2) adequate restroom facilities;
3) office space for the DRC manager;
4) a private area(s) for crisis intervention work;
5) easy building access, with handicapped ramps; and
6) telephones (including a TDD/TT for the hearing impaired) and computer hookup capability.

Under present federal regulations, the operating costs of the DRC are not reimbursable (e.g., heat, lights, janitorial, etc.).

In the pre-declaration phase it is imperative that no public announcements be made by State or local officials concerning DRCs. Regardless of any preliminary arrangements between State and local officials, FEMA makes the final decisions regarding the number of DRCs that will be staffed by federal relief workers. The SCO and the FCO shall determine the hours and days of DRC operation. All local officials contacted during the pre-declaration phase shall be notified of the Federal/State decision regarding the final numbers and locations of DRCs. Premature statements about DRCs can be a source of confusion to disaster victims and public officials alike.

b. Staffing Disaster Recovery Centers

Sufficient numbers of employees should be committed to the DRCs to service disaster victims in a timely manner. DRCs are particularly busy in the late afternoon and evening after normal working hours, on weekends, and on the first and last days of operation.

In addition to Federal agencies, the State and private agencies listed below will staff all DRCs during all hours of operation if so requested by the SCO:

1) the Department of Economic and Community Development will provide information on relocation sites for businesses and state aid available to affected businesses;
2) the Department of Mental Health and Addiction Services will arrange for crisis intervention workers at DRCs to assist emotionally distressed disaster victims and to observe and assist emergency workers as well;
3) the Department of Labor will provide representatives to handle questions about disaster-caused unemployment benefits, and to take applications for the Disaster Unemployment Assistance program;
4) the Department of Environmental Protection will provide flood insurance map-readers, if necessary;
5) the Department of Social Services will provide staff for the IHP program administered by FEMA, as needed;
6) the Department of Revenue Services will provide tax related assistance; and
7) the American Red Cross will provide information on ARC relief programs and make appropriate referrals.

In addition, DEMHS will ensure that the DRC Manager is provided with phone numbers for obtaining other state services that may be needed by disaster victims including phone numbers for interpreting

services, insurance questions, consumer fraud issues, deaf and hearing impaired services, services for the elderly, services for the blind, and services for Tribal Nations.

c. Mobile Disaster Recovery Centers

The FCO and the SCO will jointly determine that one or more mobile DRCs are necessary to provide adequate service to disaster victims in outlying areas. Individual State agencies listed above may be requested by the SCO to staff such mobile DRCs.

FEMA PUBLIC ASSISTANCE PROGRAM

1. GENERAL

In Presidentially declared disasters or emergencies State and local government agencies and certain private non-profit organizations may be eligible for grant assistance under the Federal Emergency Management Agency's (FEMA) Public Assistance Program, authorized by PL93-288. The program provides assistance for removal of debris, the implementation of emergency protective measures, and the permanent restoration of the public infrastructure. The program also encourages protection from future damage by providing assistance for mitigation measures during the recovery process. In most circumstances FEMA will pay 75 percent of the cost of eligible work. In the case of local governments, the State may pay an additional share of the eligible work. The exact amount of the State share will be determined at the time of the disaster and will be set forth in the FEMA-State Agreement.

2. RECORD KEEPING

When a disaster strikes, there is a tendency to "do whatever needs to be done" with a minimum of red tape. Normal documentation and record keeping are often overlooked or waived for the sake of expediency. While this tendency is understandable, it may well prove to be extremely costly.

All potential applicants for FEMA disaster assistance including State agencies, local governments, and private non-profit organizations are requested to begin documenting and recording expenditures and damages as soon as emergency response activities are undertaken. **Federal reimbursements will not be provided if it cannot be demonstrated that: 1) money has been actually expended, or 2) that damages have been incurred as a direct result of the declared disaster and/or emergency.**

The following suggestions are offered to assist potential applicants with record keeping:

a) **Take Pictures.** Before and after photographs of damaged facilities may provide the most irrefutable evidence on damages. Often it is necessary for State and local forces to perform emergency work without delay, before there is a Presidential disaster declaration and before federal inspectors have arrived to view the disaster area. Good pictures of such things as disaster deposited debris, buildings or bridges in need of immediate demolition, sandbag dikes, etc. may help to demonstrate that emergency work was:

1) necessary,
2) performed, and
3) eligible for reimbursement.

If at all possible, **wait for federal damage survey teams** to survey the area before beginning permanent restorative work or debris removal operations. Bear in mind, however, that it may be several days before these teams arrive and that public health and safety should not be compromised if a clear and present danger requires immediate address.

b) For all disaster-related work which is contracted out keep:

1) copies of requests for bids,

2) the bid documents,
3) the contracts which are let,
4) invoices submitted by the contractor,
5) warrants authorizing check issuance, and
6) copies of checks issued in payment.

c) For work performed by force account, i.e., the applicant's own forces, keep:

1) appropriate extracts from payrolls with any cross-references needed to locate original documents,
2) a schedule of equipment used on the job, and
3) invoices, warrants and checks issued and paid for materials and supplies used on the job.

All records and documents which may be used in claiming reimbursement should be kept in a central location. The applicant is responsible for ensuring compliance with state and local procurement regulations. Record keeping and documentation should continue throughout the response and recovery phases of a disaster or emergency. **Remember, the most common reason for failure to obtain federal assistance is a lack of adequate documentation.**

Should a Governor's request for a Presidential disaster declaration be denied, it is possible that the State, through a special act of the legislature, might appropriate funds for its own disaster assistance program. In all likelihood, documentation and records similar to those described above would also be necessary in order to be eligible for assistance under a State disaster assistance program.

3. DESIGNATION OF AREAS ELIGIBLE FOR PUBLIC ASSISTANCE

Following the declaration of a disaster or emergency by the President, the FEMA National Office in Washington, D.C. will determine which areas of the State will be eligible for Public Assistance. The Governor will be notified of FEMA's determination through the FEMA Regional Director.

Emergency work and permanent restorative work on damaged/destroyed public facilities within the designated area may be eligible for assistance in accordance with the specific disaster declaration criteria. The Preliminary Damage Assessment (PDA) data forms the foundation for immediate funding for emergency; work in the communities hardest hit by the disaster. This Immediate Needs Funding, up to 50% of the Federal share of the PDA estimates for emergency work, provides funds for applicants to continue recovery activities without the burden of extensive documentation and review during the peak of crisis operations.

4. DESIGNATION OF STATE PUBLIC ASSISTANCE OFFICER (PAO)

If the disaster declaration authorizes the implementation of the FEMA Public Assistance Program, the Governor must appoint the State Public Assistance Officer (PAO), usually a DEMHS staff member. The State PAO will locate at the Joint Field Office (JFO) and will work closely with the FEMA PAO to schedule Applicants' Briefings to assist State agencies and local governments in developing project applications for federal assistance.

5. INITIAL NOTIFICATION OF ELIGIBLE APPLICANTS

The State Public Information Officer (i.e., Governor's Press Secretary or his designee) and the FEMA Public Information Officer shall be responsible for developing and issuing joint press releases describing areas of the State eligible for public assistance.

6. APPLICANTS' BRIEFINGS

Applicants' Briefings are conducted by the FEMA and the State PAOs. The Briefings are attended by appropriate local officials and representatives of State agencies. The purposes of the Briefings are to explain the FEMA Public Assistance Program including application eligibility and appeal procedures as well as to answer questions. Applicants will be furnished informative materials including handbooks and fact sheets.

The State PAO shall confer with the FEMA PAO and shall determine the number of Applicants' Briefings that will be necessary, and the most suitable location(s) for such Briefings.

The State PAO shall make arrangements for the use of appropriate facilities in which to conduct Briefings and shall notify the local chief executives of all eligible communities of the time, date and place of the Applicants' Briefing for their community. It is recommended that the following officials from each eligible community attend the Applicants' Briefing.

a) Chief Executive Officer,
b) Finance or Fiscal Officer, and
c) Town Engineer or Public Works Director.

At the Applicants' Briefing, or subsequent to it, local officials should provide the State PAO with the names of eligible private non-profit facilities in their towns which have sustained disaster-related damages. Eligible private non-profit facilities include educational, utility, emergency, medical, custodial care, or other private non-profit facilities providing essential governmental type services to the general public, as well as such facilities on Indian reservations. The State PAO will review all Requests for Public Assistance (RPAs) for private non-profit organizations to determine if they are eligible entities prior to submitting the RPAs to FEMA.

A separate Applicants' Briefing will normally be held for state agencies. The State PAO will notify appropriate state agency officials of the location, date and time of Applicants' Briefings for state agencies. It is important that officials attending Applicants' Briefings are aware of the types of public facilities which have sustained damage and the types of emergency work already performed or to be performed.

Applicants will be encouraged to complete and hand in a Request for Public Assistance (RPA) form and a Receipt of the List of Assurances form (LOA) at the Applicants' Briefings, but may submit their RPA and LOA forms up to 30 days after the designation of a county as eligible for public assistance. If the RPA and LOA forms are not submitted before the deadline, the Applicant will be ineligible for the program. (See the RPA and the LOA forms at the end of section V.)

7. INSPECTOR BRIEFINGS

The FEMA and State PAOs shall schedule briefings for state and federal inspectors who may assist state and local governments in developing Project Worksheets (PWs). Normally these briefings will be held at the Joint Field Office (JFO). Inspector briefings will be conducted by FEMA Public Assistance personnel and are intended to familiarize state and federal inspectors with the use of appropriate forms and procedures and to provide disaster-specific information.

The Departments of Transportation, Environmental Protection, and Public Works shall provide personnel with engineering and/or construction expertise as requested by the State PAO to attend inspector briefings and to assist federal inspectors. The State PAO will request personnel from State agencies based upon a review of the RPAs and guidance of the FEMA PAO.

8. KICK-OFF MEETINGS AND PROJECT WORKSHEETS (PWs)

The FEMA PAO will assign a Project Officer to each applicant (i.e., state agency and community). The Project Officer will conduct a "Kick-Off Meeting" held in the community to explain procedures for preparing Project Worksheets (PWs) for Large and Small Projects. Local officials will be encouraged to prepare PWs for all Small Projects under $55,500 (amount adjusted periodically). The Project Officer will provide training and guidance to local officials regarding preparation of PWs for Small Projects. FEMA will be responsible for preparing PWs for all Large Projects (i.e., projects over $55,500, adjusted periodically). FEMA will use a predetermined Cost Estimating Formula (CEF) for determining the amount of federal assistance for each eligible Large Project. The FEMA CEF is a cost estimating methodology which uses standard construction industry practices and includes: labor, materials, equipment, project design and management, contractor overhead and profit, escalation due to inflation, and other factors that can increase project costs significantly over long construction periods.

9. PROJECT APPLICATIONS

Upon review and approval of PWs by FEMA, the State PAO prepares a Project Application (PApp) on behalf of the applicant (local government, state agency or private non-profit).

The PApp represents the total amount of financial assistance requested by an applicant from FEMA and the State for each category of assistance (i.e., debris clearance, emergency protective measures, roads systems, water control facilities, public buildings and equipment, public utilities, other damages such as parks and recreational facilities). The amounts represented on the PApp are based on the PWs. If additional damages are discovered, or if estimates on the original PWs prove too low, supplemental PWs and PApps may be developed by the State PAO. If it appears that the cost of restoring a damaged public facility will exceed the amount on the original PW, the State PAO should be contacted immediately and appropriate FEMA officials consulted. Failure to do so could result in the applicant bearing the additional costs.

10. SPECIAL CONSIDERATIONS

It is absolutely imperative that applicants for public assistance provide the State PAO with all pertinent information regarding: 1) insurance coverage on applicant-owned facilities and properties, 2) historical structures, and 3) environmental considerations. All project worksheets involving facilities and

equipment for which there are special considerations must be reviewed by FEMA. The applicant has a critical role in identifying special considerations. Insurance proceeds will be deducted from assistance received from FEMA.

11. COORDINATION WITH STATE PUBLIC ASSISTANCE OFFICER (PAO)

Applicants are assigned to a federal program expert called a Public Assistance Coordinator (PAC), who will serve as their customer service representative on PA Program matters and who will manage the processing of all of the applicant's recovery projects. It is frequently a year or more from the time of the disaster before all federal funds are received by eligible local governments, private non-profit entities and state agencies. Throughout the recovery period it is absolutely essential that local officials keep in close touch with the State PAO. If there is any question whatsoever as to how to proceed, local officials should first consult with the State PAO. This will minimize confusion and delays and will ensure that all eligible costs are fully reimbursed by the federal government.

12. RESPONSIBILITY OF LOCAL OFFICIALS TO MONITOR WORK

Local officials are responsible for oversight of disaster-related work performed by private contractors working for the municipality. This can be especially important in disasters involving extensive debris removal operations. Local officials may be required by FEMA or the State PAO to explain local procedures for validating contractor invoices for work done. Inadequate monitoring of contractors by local officials could result in loss or reduction of federal and state disaster assistance funds in cases where FEMA or the State PAO determines that contractor invoices are excessively high and that local monitoring of contractors was inadequate to guard against inappropriate billings.

13. APPEALS

The appeal process is an opportunity for the applicant to request FEMA to review its decision regarding eligibility. Usually an appeal can be resolved informally. If, however, the applicant is not satisfied with the decision, there is a two-level appeal process: first to the Regional Director; second to the Associate Director at FEMA headquarters. The State PAO can assist the applicant through the appeals process.

14. AUDITS

Audits of eligible applicants will be conducted in accordance with FEMA guidelines and the Single Audit Act, P.L. 98-502. For purposes of the FEMA Public Assistance Program, the State of Connecticut is considered the grantee; local units of government and private non-profits are subgrantees.

15. PUBLIC ASSISTANCE FLOWCHARTS

The Public Assistance (PA) Program is based on a partnership of FEMA, State and local officials. FEMA is committed to enhancing this partnership through improved communication, training and information exchange. PROCESS Flowcharts, available on the FEMA website, show the PA Program from disaster planning to project approval stages.

FEDERAL EMERGENCY MANAGEMENT AGENCY **REQUEST FOR PUBLIC ASSISTANCE**	O.M.B. No. 3067-0151 FEMA Form 90-49
APPLICANT *(Political subdivision or eligible applicant.)*	DATE SUBMITTED
COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*	

APPLICANT PHYSICAL LOCATION

STREET ADDRESS			
CITY	COUNTY	STATE	ZIP CODE

MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS			
POST OFFICE BOX	CITY	STATE	ZIP CODE

Primary Contact/Applicant's Authorized Agent	**Alternate Contact**
NAME	NAME
TITLE	TITLE
BUSINESS PHONE	BUSINESS PHONE
FAX NUMBER	FAX NUMBER
HOME PHONE (Optional)	HOME PHONE (Optional)
CELL PHONE	CELL PHONE
E-MAIL ADDRESS	E-MAIL ADDRESS
PAGER & PIN NUMBER	PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? ☐ **Yes** ☐ **No**

Private Non-Profit Organization? ☐ **Yes** ☐ **No**
If yes, which of the facilities below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public. Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

SAMPLE COPY ONLY

SAMPLE ONLY An interactive version of FEMA Form 90-49 is available online at www.fema.gov/docnet. SAMPLE ONLY

RECEIPT
OF
LIST OF ASSURANCES

Submit to: State Public Assistance Officer, c/o DEMHS, 360 Broad Street, Hartford, CT 06105

I,_____, (Print your name & title) of the

_____ (town, city, borough, non-profit, agency)

have received/reviewed the List of Assurances and will submit a copy to the Administrative Head and the Finance Office of my Agency.

I am also aware that I have to keep records for three years from the starting date as specified in §13.42 (I)(c).

_____
(Signature & Title)

_____
(date)

APPLICANT ASSURANCES (revised 12/02)

The applicant hereby assures and certifies that he will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars A-102 for local governments and A-110 for institutions of higher education, hospitals and Private Non-Profits (PNPs), as they relate to the application, acceptance and use of Federal funds for this Federally-assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that its charter and/or ordinances direct and authorize the person identified as the official dealing with the state to act in connection with the application and to provide such additional information as may be required.

2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management, and Executive Order 11990, relating to Protection of Wetlands.

3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.

4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.

5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.

6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.

7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.

8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.

9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.

10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.

11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color. or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.

14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.

15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.

16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.

17. To the best of his knowledge and belief the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.

18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.

19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.

20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the authorized to sign assurances on behalf of the applicant.

21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

22. It will comply with the insurance requirements of Section 314, P.L. 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.

23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.

24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identity properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and. will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES - The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

ACRONYMS, ABBREVIATIONS, AND GLOSSARY

AGAR	**Alternate Governor's Authorized Representative.** Individual designated by the Governor in the FEMA-State Agreement to exercise the same powers as the Governor's Authorized Representative (GAR) in the administration of federal disaster assistance on behalf of the State and local governments and other grant and loan recipients.
ANSI	**American National Standards Institute**
ARC	**American Red Cross**
ASCE	**American Society of Civil Engineers**
ASWP	**Alternate State Warning Point.** The State Department of Emergency Management and Homeland Security office located at 360 Broad Street, Hartford, CT 06105 is Connecticut's ASWP. The ASWP is responsible for disseminating weather watches and warnings issued by the National Weather Service when the State Warning Point is not covering this responsibility.
CAP	**Civil Air Patrol**
CCIA	**Connecticut Construction Industries Association, Inc**
CEF	**Cost Estimating Formula.** Estimating methodology using standard construction industry practices.
CEO	**Chief Executive Officer.** The official of the community who is charged with the authority to implement and administer laws, ordinances and regulations; a mayor, first selectman, town/city manager.
CFR	**Code of Federal Regulations**
CFPC	**Commission on Fire Prevention and Control (State of Connecticut)**
CGS	**Connecticut General Statutes**
CHOC	**Connecticut Helps Oversight Council.** A group of state agencies and nonprofit organizations convened by DEMHS on behalf of the Governor to coordinate resources and services for disaster victims. Includes OPM, DCF, DMHAS, DOI, DOL, DPH, DSS, Office of Victim Advocate, Office of Victim Services, American Red Cross, United Way, Salvation Army, Catholic Charities, Governor's Prevention Partnership, Center for Trauma and Response, Family and Children's Agency and CT Volunteer Organizations Active in Disaster (VOAD).
C-MED/ RCC	**Centralized Medical Emergency Dispatch/Regional Coordination Center.** Coordinates and communicates between hospitals and pre-hospital emergency medical service providers. Also coordinates movement of medical resources to a mass casualty incident scene and the distribution of patients. There are 13 communications centers that perform the C-MED function. They are located in Bridgeport, Colchester, Groton, Litchfield, New Haven, Norwich, Prospect, Thompson, Tolland, Waterford, Westbrook and West Hartford.
COLLECT	**Connecticut On-Line Law Enforcement Communications Teleprocessing.** On-line system for disseminating text data among federal, state and local law enforcement agencies.
CONVEX	**Connecticut Valley Electric Exchange.** CONVEX is located in Newington, CT and is responsible for monitoring, planning and coordinating the electrical transmission system for Connecticut and Western Massachusetts under both normal and emergency conditions.
CSP	**Connecticut State Police**
CT	**Connecticut**
CT-N	**Connecticut Network**
CTNG	**Connecticut National Guard**
DAS	**Department of Administrative Services (State of Connecticut)**
DECD	**Department of Economic and Community Development (State of Connecticut)**
DCF	**Department of Children and Families (State of Connecticut)_**
DCP	**Department of Consumer Protection (State of Connecticut)**
DEMHS	**Department of Emergency Management and Homeland Security (State of Connecticut)** formerly called Office of Emergency Management – OEM.
DEP	**Department of Environmental Protection (State of Connecticut)**
DFA	**Direct Federal Assistance**
DFO	**Disaster Field Office.** The DFO is now called the JFO – Joint Field Office. See JFO definition.

DHS	**Department of Homeland Security (U.S.)**
DMHAS	**Department of Mental Health and Addiction Services (State of Connecticut)**
DMR	**Department of Mental Retardation (State of Connecticut)**
DMV	**Department of Motor Vehicles (State of Connecticut)**
DOAG	**Department of Agriculture (State of Connecticut)**
DOC	**Department of Corrections (State of Connecticut)**
DOE	**Department of Education (State of Connecticut)**
DOHE	**Department of Higher Education (State of Connecticut)**
DOIT	**Department of Information Technology (State of Connecticut)**
DOL	**Department of Labor (State of Connecticut)**
DOT	**Department of Transportation (State of Connecticut)**
DPH	**Department of Public Health (State of Connecticut)**
DPS	**Department of Public Safety (State of Connecticut)**
DPUC	**Department of Public Utility Control (State of Connecticut)**
DPW	**Department of Public Works (State of Connecticut)**
DRC	**Disaster Recovery Center.** Facility located in or near a Presidentially-declared disaster area which individual disaster victims and business owners may visit for guidance and information on a variety of federal and non-federal disaster assistance programs, telephonic registration for disaster assistance, status reports concerning previously submitted applications for disaster assistance, interactive recovery workshops, emotional support, clarification of written correspondence from disaster relief agencies and other forms of assistance.
DSS	**Department of Social Services (State of Connecticut)**
DWI System	**Disaster Welfare Inquiry System.** Established by the American Red Cross after a large disaster to help family members locate living relatives in or near the disaster area. ARC collects names of survivors located in hospitals and shelters and provides information to relatives who may inquire as to their whereabouts.
EAS	**Emergency Alert System.** A statewide association of broadcast and cable media stations which assist federal, state and local officials by disseminating emergency public information related to weather and other emergencies.
EM	**Emergency Management**
EMAC	**Emergency Management Assistance Compact.** A Congressionally-sanctioned, interstate mutual aid compact to which most states, including Connecticut, belong.
EMS	**Emergency Medical Services**
EOC	**Emergency Operations Center**
ERT	**Emergency Response Team.** The ERT consists of federal disaster relief officials from the Federal Emergency Management Agency and other federal agencies. The ERT deploys to the Joint Field Office following a Presidential declaration of disaster or emergency and works under the direction of the Federal Coordinating Officer. The ERT provides operational, administrative and logistical support to federal response activities in the field. The ERT also provides support for the dissemination of information to the general public, the media and Congress
ESF	**Emergency Support Function.** A category of disaster response or recovery operations identified in the National Response Plan/Federal Response Plan (NRP/FRP) and assigned to primary/lead and support Federal agencies. The Federal ESF agencies support State response and recovery operations and other Federal ESF agencies.
ESF # 1	**Emergency Support Function # 1 -Transportation**
ESF # 2	**Emergency Support Function # 2 - Communications**
ESF # 3	**Emergency Support Function # 3 - Public Works and Engineering**
ESF # 4	**Emergency Support Function # 4 - Firefighting**
ESF # 5	**Emergency Support Function # 5 - Emergency Management** (in the NRP/ Information and Planning in the FRP)
ESF # 6	**Emergency Support Function # 6 - Mass Care, Housing and Human Services** (in the NRP/Mass Care in the FRP)
ESF # 7	**Emergency Support Function # 7 - Resource Support**
ESF # 8	**Emergency Support Function # 8 - Public Health and Medical Services** (in the NRP/Health

	and Medical Services in the FRP)
ESF # 9	**Emergency Support Function # 9 - Urban Search and Rescue**
ESF # 10	**Emergency Support Function # 10 - Oil and Hazardous Materials Response** (in the NRP/Hazardous Materials in the FRP)
ESF # 11	**Emergency Support Function # 11 - Agriculture and Natural Resources** (in the NRP, Food in the FRP)
ESF # 12	**Emergency Support Function # 12 - Energy**
ESF # 13	**Emergency Support Function # 13 - Public Safety and Security** (new in NRP)
ESF # 14	**Emergency Support Function # 14 - Long Term Community Recovery and Mitigation** (new in NRP)
ESF # 15	**Emergency Support Function # 15 - External Affairs** (new in NRP)
FCO	**Federal Coordinating Officer.** A federal official appointed by the Director, Deputy Director or Associate Director of FEMA to ensure that federal disaster assistance is provided in a timely and coordinated fashion and in accordance with all applicable laws, regulations and agreements between FEMA and the State.
FEMA	**Federal Emergency Management Agency** is now a part of the U.S. Department of Homeland Security, Emergency Preparedness and Response Directorate – (DHS/EPR/FEMA).
FIRM	**Flood Insurance Rate Map**
FNARS	**Federal National Radio System**
FRP	**Federal Response Plan** has been replaced by the National Response Plan – NRP.
GAR	**Governor's Authorized Representative.** Individual designated by the Governor in the FEMA/State Agreement to administer federal disaster assistance programs on behalf of the State and local governments and other grant and loan recipients.
GEOC	**General Emergency Operations Concepts.** Principles of emergency operations that generally hold true in natural and technological disasters and emergencies of all types and magnitudes,
HHS	**Department of Health and Human Services (US)**
IA	**Individual Assistance.** Disaster assistance provided to an individual victim or business owner.
IC	**Incident Commander.** Individual responsible for the management of all incident operations at the incident site. In Connecticut, by statute, this is the Senior Fire Officer in Charge.
ICP	**Incident Command Post**
ICS	**Incident Command System.** A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. ICS concepts and principles include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.
IHP	**Individuals and Households Program.** Federal grant program for individuals and households for housing and other disaster-related needs.
INS	**Incident of National Significance.** An actual or potential high-impact event that requires a coordinated response by an appropriate combination of Federal, State, local, tribal, non-governmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.
IRRs	**Initial Response Resources.** Resources commonly needed in a disaster area which are stockpiled by FEMA or available through emergency contracts with private vendors that can be quickly deployed to a disaster site.
JFO	**Joint Field Office.** The primary field location for the coordination of response and recovery operations in a Presidentially-declared disaster or emergency. The JFO houses the Federal Coordinating Officer (FCO) and staff comprising the federal Emergency Response Team (ERT). The JFO operates with a schedule (up to 24 hours per day) sufficient to sustain federal response operations. The State Coordinating Officer (SCO) usually maintains a staff at the JFO as well. (JFO was formerly called the DFO – Disaster Field Office.)
JIC	**Joint Information Center.** An intergovernmental public information center established to ensure the coordinated release of information by federal, State and local officials to the media

and the public regarding disaster-related activities and recovery programs.

MCI **Mass Casualty Incident.** Any incident that causes emergency medical service providers to alter their normal pre-hospital patient care protocols in order to provide the most effective possible pre-hospital patient care. An MCI can also be defined as any single incident with at least 6 casualties or some other threshold number of casualties established in the local mass casualty plan.

MERS **Mobile Emergency Response Support.** A FEMA detachment that deploys to a disaster area to support the initial federal responders with communications, data processing, food, water,shelter, etc. Designed to be self-supporting for at least 72 hours.

MMRS **Metropolitan Medical Response System.** A federally funded initiative to enhance a local jurisdiction's capability to responds to a mass casualty incident resulting from any cause including weapons of mass destruction.

NAWAS **National Warning System.** A dedicated national telephone circuit connecting federal, state and local warning points. NAWAS is frequently used for the dissemination of weather warning information.

NDMS **National Disaster Medical System.**

NGO **Non-Governmental Organization.** A nonprofit entity serving a public purpose, not a private benefit.

NHC **National Hurricane Center.**

NIMCAST **NIMS Capability Assessment Support Tool.** A web-based self-assessment tool for states and local governments to use to evaluate their incident response and management capabilities.

NIMS **National Incident Management System.** As directed by the President and administered by the US DHS, this is a system that includes a standardized approach to incident management and response, training, credentialing, communications, equipment, and technologies. The NIMS system provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations (NGOs) to work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS includes a core set of concepts, principles, and terminology – the Incident Command System (ICS). The NIMS includes, and is in the process of developing, multi-agency coordination systems; training; identification and management of resources; qualification and certification of personnel; and the collection, tracking, and reporting of incident information and resources.

NOAA **National Oceanographic and Atmospheric Administration**

NRP **National Response Plan.** (Developed by the U.S. DHS) will replace the Federal Response Plan, the Federal Radiological Response Plan, and the CONPLAN. The NRP incorporates best practices and procedures from incident management disciplines – homeland security, emergency management, law enforcement, firefighting, public works, public health, responder and recovery worker health and safety, and emergency medical services. The NRP describes how federal agencies will coordinate with each other to provide support and assistance to state, local, and tribal governments; non-governmental organizations; and the private sector.

NU **Northeast Utilities**

NWS **National Weather Service**

OEM **Office of Emergency Management (State of Connecticut)** is now called DEMHS – Department of Emergency Management and Homeland Security

OEMS **Office of Emergency Medical Services (State of Connecticut)** part of DPH

OPM **Office of Policy and Management (State of Connecticut)**

PA **Public Assistance.** Any disaster assistance program which provides relief to a public entity such as a state agency or local unit of government. In some circumstances, private non-profit entities may be eligible for public assistance programs. The term public assistance is usually used in reference to the public assistance grant program of the Federal Emergency Management Agency.

PAC **Public Assistance Coordinator.** FEMA official who conducts the Kick-Off meetings and provides assistance in developing project worksheets under the FEMA Public Assistance

	program.
PAO	**Public Assistance Official.** State official designated by the Governor and FEMA official designated by the FEMA Regional Director to administer the FEMA Public Assistance program authorized under Section 406 of the Robert T. Stafford Disaster Relief and emergency Assistance Act, as amended.
PApp	**Project Application.** The Project Application represents the total amount of financial assistance requested by an applicant from FEMA and the State for each category of assistance.
PDA	**Preliminary Damage Assessment.** A survey of damages in a disaster-affected area by a joint federal-State-local team of damage assessors. PDAs are required by federal regulations prior to a gubernatorial request for a major disaster declaration under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
PFO	**Principal Federal Official.** Federal official designated by the Secretary of Homeland Security to act as his representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.
PIO	**Public Information Officer**. Designated spokesperson for a public or private organization in dealing with the media.
PL	**Public Law (of the United States).**
PW	**Project Worksheet.** Form used for estimates for public assistance application.
ROC	**Regional Operations Center** is now called the Regional Response Coordination Center – RRCC.
RPA	**Request For Public Assistance.** A form used by a state, local or tribal government or a public or private non-profit organization to apply for disaster assistance from the Federal Emergency Management Agency.
RRCC	**Regional Response Coordination Center.** Located in Maynard, Massachusetts the RRCC is a federal interagency operations center for coordination of federal support to states in disasters and emergencies. The RRCC houses the federal Emergency Response Team (ERT) prior to the establishment of the Joint Field Office (JFO) in the disaster-affected state.
SAO	**State Approving Official**
SBC	**SBC Communications, Inc.**
SCO	**State Coordinating Officer.** State official designated by the Governor in the FEMA-State Agreement following a Presidentially-declared disaster or emergency to coordinate state and local response and recovery activities with those of the federal government. The SCO is usually the State Emergency Management and Homeland Security Commissioner.
SHMO	**State Hazard Mitigation Officer.** State official designated by the Governor in the FEMA-State Agreement to ensure compliance with federal hazard mitigation requirements under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
STOCS	**State Tactical On Scene Channel System**
SWP	**State Warning Point.** The State Department of Public Safety located at 1111 Country Club Road in Middletown, CT 06457 is the SWP for Connecticut.
TAG	**The Adjutant General.** The Commissioner of the State Military Department.
TDD/TT	**Telecommunications Devices for the Deaf/Text Telephones**
UC	**Unified Command**
UCS	**Unified Command System.** Multi-agency, multi-jurisdictional command system in which operational goals and response strategies are jointly determined by the various responding organizations.
UERN	**Utility Emergency Radio Network.** Radio network operated by Northeast Utilities
UI	**United Illuminating**
USACE	**U.S. Army Corps of Engineers**
USC	**United States Code**
USCG	**United States Coast Guard**
USDA	**United States Department of Agriculture**
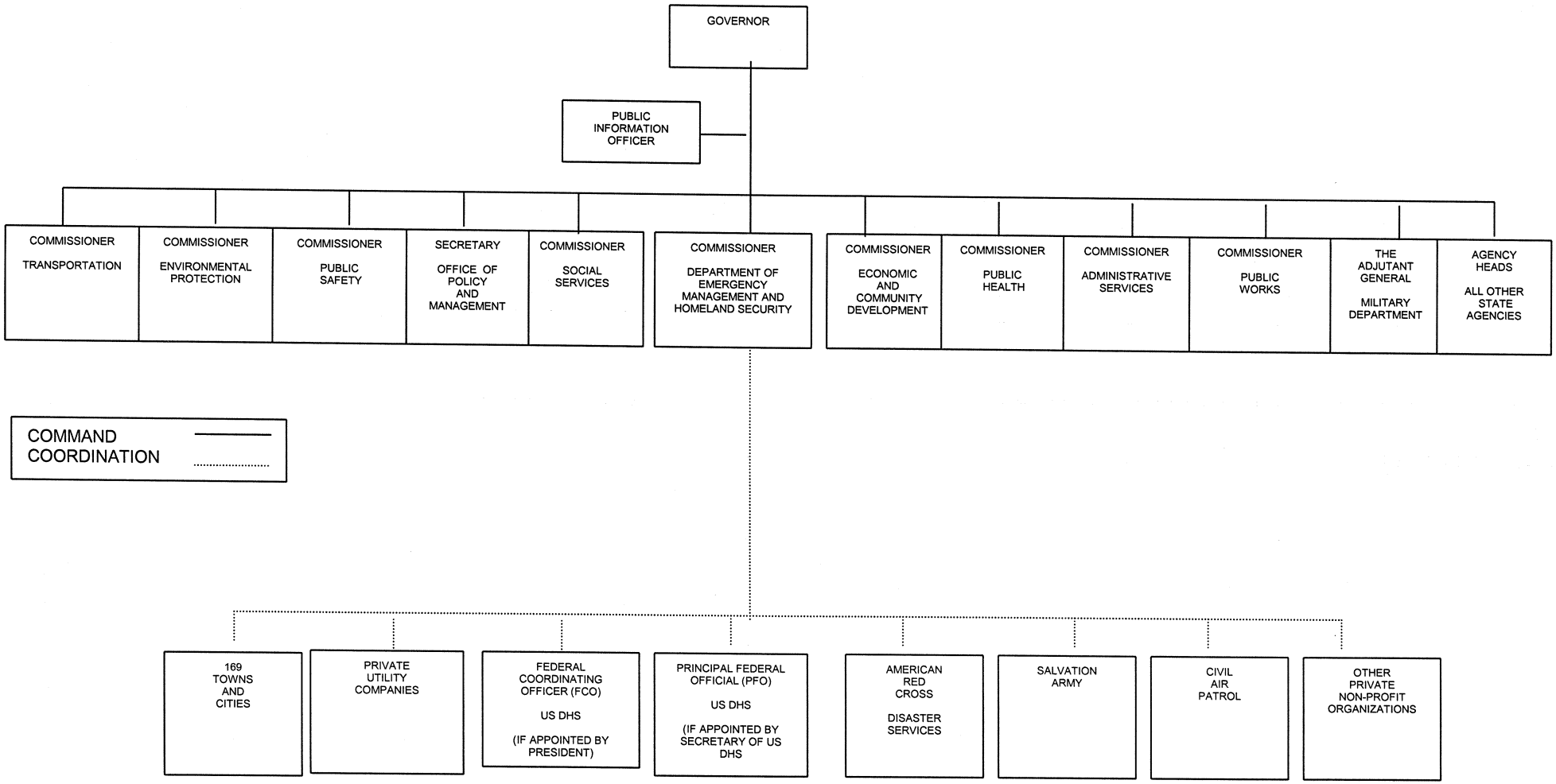
CHART OF AGENCIES INVOLVED IN DISASTER RESPONSE IN CONNECTICUT