

**Meeting Notice
Of the
The Connecticut EMS Advisory Board
Emergency Preparedness Committee
Thursday, December 04, 2014
09:30 – 11:30**

**Hosted by New Britain EMS
NBEMS Headquarters**

Agenda

1. Call to Order
2. Approval of previous meeting minutes
3. Initiatives for discussion:
 - Emergency Vehicle Response in Hazardous Conditions
 - Submitted to Advisory Board
 - To be discussed at next CEMSAB Meeting
 - EMS Preparedness
 - Reporting standard, policy & practice
 - Notification tree
 - Mass Gatherings
 - Stand-bys
 - Special or unusual events
 - Event incidents
 - MCI Trailers
 - Inventory
 - Storage
 - Deployment
4. Other business
 - Regional Events, Plans, Initiatives
 - Regional Unit Identifiers
 - 2015 Meeting Schedule
 - 2015 Goals & Benchmarks
5. Adjournment

**Meeting Notice
Of the
The Connecticut EMS Advisory Board
Emergency Preparedness Committee
Thursday, October 09, 2014
09:30 – 11:30**

**Hosted by Danbury EMS
Danbury Hospital**

Agenda

1. Call to Order
2. Approval of previous meeting minutes
3. Initiatives for discussion:
 - Emergency Vehicle Response in Hazardous Conditions
 - Update from Chief Allyn regarding integration into the fire service document
 - EMS Preparedness
 - Reporting standard, policy & practice
 - Notification tree
 - Mass Gatherings
 - Stand-bys
 - Special or unusual events
 - Event incidents
4. Other business
 - NY/NJ/CT Interstate EMS Task Force
 - Overview? Tour of Danbury's new E/D
5. Adjournment

**The Connecticut EMS Advisory Board
Emergency Preparedness Committee
MEETING MINUTES
October 09, 2014
Danbury Hospital**

Present: William Ackley – Committee Chair, Michele Connelly – DPH/OEMS,
Judi Reynolds – DPH/OEMS, John Reed – Danbury, Joe Laucella - Trumbull

1.0 Call to order

Chair Bill Ackley called the meeting to order at 10:06AM at Danbury Hospital.

2.0 Minutes

A motion to approve the minutes was made by Michele Connelly, seconded by John Reed and approved unanimously.

3.0 Initiatives for discussion

- **Emergency Vehicle Response in Hazardous Conditions**

- **Update from Chief Allyn regarding integration into the fire service document**
Bill has not had any feedback from Chief Allyn. There was discussion on the value of the document as a guidance resource. It was noted services need to work within their communities when planning. The differences throughout the state standing up an EOC, staffing and the use of the command structure were discussed.

- **EMS Preparedness**

- **MCI Trailers**

Jon Best and his staff are conducting an inventory of the trailers. Jon Best has a supply of higher quality body bags that may be distributed to the trailers. ALS supplies will be taken off the trailers. There was discussion on what is currently on the trailers. Some trailers have been customized by their hosts. There was a discussion on standardization of the trailers and the need for training on their use. The need for having a person trained in driving vehicles with trailers for the transport of the trailers was discussed. Vehicle requests must be made through Jon Best, they should be requested well in advance. Trailer locations were discussed.

- **Mobile Field Hospital**

There was discussion on the mobile field hospital components, past use and the process of putting the components up properly. Bill Ackley noted one of the things brought to the table by CT in working with the New York/New Jersey Task Force is the Mobile Field Hospital, in return their resources are available to Connecticut. Connecticut does not have multiple patient transport capabilities or staging trailers, the Task Force can assist us with those needs.

There was discussion on the Corrections officers assisting with the Mobile Field Hospital set up in the past and how helpful they were.

- **Reporting standard, policy and practice**

- **Mass Gatherings**

No action reported, would like to break up the tasks over the winter for the group to move forward on. The importance of standardizing forms and protocols was discussed.

4. Other Business

- **Other**

Bill Ackley noted Jon Best has been in Washington discussing Ebola preparedness, there was discussion on the Governors declaration regarding quarantine which allows the Commissioner of the Connecticut Department of Public Health to issue quarantine orders for monitoring of persons that may have been exposed to the Ebola virus. The importance of planning and training in the proper use of PPE was discussed. It is expected there may be a shortage of PPE as things progress. EMD inclusion of the key questions was discussed. John Reed will forward their EMD protocol and algorithm. Other members will also share their materials as available.

The logistics of managing small airports, train stations and charter carriers and the difficulties in monitoring the traffic through them was noted.

There was discussion concerning crew awareness and training to minimize any possibility of exposure for providers, including first responders, police and ambulance crews. The cold and flu season will only complicate our responses. Preparation of vehicles and decontamination were discussed.

- **NJ EMS TF Special Ops Day – September 20, 2014 – Edison NJ**

Bill reviewed the deployment exercise, he will send out notices for future meetings and exercises, they meet quarterly. The group includes the entire state of New Jersey, Westchester County, Suffolk County, Nassau County and Connecticut. One of the emphases for the day was the multi patient transport units and the group was involved in the Super Bowl preplanning Resources. Bill outlined the advantages of working with the group and the resources they are willing to share with Connecticut. Some of their training opportunities have been opened up to the Connecticut group.

5. Adjournment

The meeting adjourned at 11:07. The Committee members were then given a tour of the new Danbury Emergency Department by John Reed.

Respectfully Submitted:

Judi Reynolds

OEMS Region 2 Coordinator

**Meeting Notice
Of the
The Connecticut EMS Advisory Board
Emergency Preparedness Committee
Thursday, August 28, 2014
09:30 – 11:30**

**DPH Facility at Camp Hartel
Windsor Locks, CT**

Agenda

1. Call to Order
2. Approval of previous meeting minutes
3. Initiatives for discussion:
 - Emergency Vehicle Response in Hazardous Conditions
 - Update from Chief Allyn regarding integration into the fire service document
 - Standards for call prioritizing and response once suspension has been lifted.
 - Towns and agencies must have a plan in place to resume operations and triage calls that came into the cue during the response suspension
 - EMS Preparedness
 - Update from Jon Best
 - Reporting standard, policy & practice
 - Notification tree
 - Mass Gatherings
 - Stand-bys
 - Special or unusual events
 - Event incidents
4. Other business
 - Overview of DPS CP & assets
 - NJ EMS TF Special Ops Day – September 20, 2014 – Edison, NJ
 - Next meeting – October 09, 2014 – Danbury EMS to host
5. Adjournment

**The Connecticut EMS Advisory Board
Emergency Preparedness Committee
MEETING MINUTES
August 28, 2014
Camp Hartell**

Present: William Ackley – Committee Chair, Jonathan Best – DPH/Preparedness, Michele Connelly – DPH/OEMS, Judi Reynolds – DPH/OEMS, David Bailey – DPH/OEMS, Jonathan Lillpopp – DPH/OEMS, Rachele Bowman-DPH/Preparedness, Anna Sigler – DPH/Preparedness, Diana Villegas – DPH/Preparedness, Brett Cass – VA, Elen Steelman – DPH/Preparedness, Gary Allyn – WHFD, Art Groux – Suffield EMS, Al Boudreau – DPH/Preparedness, Joe Soto – Greenwich EMS

1.0 Call to order

Chair Bill Ackley called the meeting to order at 9:30AM, at Camp Hartell, Windsor Locks. Several guests were present, introductions were done.

2.0 Minutes

A motion to approve the minutes of the July 17, 2014 (Soto/Lillpopp) was made and approved unanimously.

Alan Boudreau, DPH/Preparedness/Strategic National Stockpile and CHEMPACK Coordinator, reviewed the history through present day of **The New England Disaster Training Center**, NEDTC, Camp Hartell via power point. A copy of the power point may be requested through Al. Al gave a detailed overview of the training room capabilities and informed the group that the facility is available for training to outside groups and the procedures for requesting the space. Requests can be also be made through DPH.

A walking tour of the facility was conducted for the group. Jon Best spoke about vehicle assets that are available and how requests for resources are made.

3.0 Initiatives for discussion

- **Emergency Vehicle Response in Hazardous Conditions**
 - **Update from Chief Allyn regarding integration into the fire service document**
Chief Allyn is working on an update for integration with CFPA today.
 - **Standards for call prioritizing and response once suspension has been lifted**
Bill noted; using available information and guidelines, towns and agencies need to develop their own thresholds and procedures for ceasing and resuming response operations before an incident or situation presents itself.

- **EMS Preparedness**
 - **Jon Best - Update**
Jon spoke about the DMAT team being a federal not Connecticut asset, if DMAT team is requested it would not be the Connecticut group. The assumption would be if a team is needed in Connecticut the members of the

Connecticut team would be working in other critical roles and would be unavailable. The on call team would be mobilized. Connecticut does not have a state specific team; Jon will be working toward creating a team called CMAT, that will be specifically for Connecticut based events. The criteria and makeup of the team members expertise is under discussion, once established members will be recruited. Jon would like the Preparedness Committee to add this to their discussions.

There was discussion on the mobile field hospital set up and staffing options. Jon spoke about Danbury Hospital's request for the mobile field hospital, the set up required and the successful use during an emergency that shut down their emergency department. He commented on the time and logistics to get the components to a location and the time required to set it up. Alternate care trailers, (there are 4), are available with equipment such as cots, lighting, generator, body bags, 25 cots each, backboards, registration equipment and oxygen supply equipment to be used during a deployment. Alternate care trailers can be requested for other needs like shelter set up.

Jon gave a brief update on the state COOP plan and review of the FMOP and Medical Surge Plans. Jon emphasized the FMOP Plan is for a planned movement of patients and differs from the Rapid Mobilization Movement Plans. Jon will send the Forward Movement of Patient's Plan to the Preparedness Committee for review and revision input.

- **Reporting standard, policy and practice**

- **Notification tree**

Jon reviewed the status of DPH's effort to establish a notification tree. The project started approximately one year ago with the goal of a single number for notifications to DPH. Mandated reporting was discussed.

- **Mass Gatherings**

Jon briefed the group on the upcoming Durham Exercise and Vice President Biden's recent visit. Logistical issues during Vice President Biden's visit were discussed, including local access issues, communications, utilization and positioning of resources. Communications between agencies was discussed.

There is a Connecticut Joint Regional Criminal and Epidemiological Workshop that will be held in Rocky Hill on September 3rd and 4th.

4. **Other Business**

- **Other**

TEEX Course – Children in Disasters being held at the CT EMS EXPO was discussed, it would be a two-day pre-con. Bill would like to have 2 other offerings of the course at different locations during 2015.

Jon Best distributed and reviewed the Connecticut Hazardous Materials Incidents Report – January 1st to June 30th 2014.

- **NJ EMS TF Special Ops Day – September 20, 2014 – Edison NJ**
On September 20th the New Jersey Task Force Special Ops Day will be held. Call Bill for details if interested.
- **Next meeting -**
Our next meeting will be held on October 09, 2014 at Danbury EMS. Possible change of the regular meeting date each month was discussed.

5. Adjournment

Thanks was extended to Jon Best and Al Boudreau for hosting the meeting and conducting a tour of the facility. Meeting adjourned at 11:35AM.

Respectfully Submitted:
Judi Reynolds
OEMS Region 2 Coordinator

DRAFT

**Meeting Notice
Of the
The Connecticut EMS Advisory Board
Emergency Preparedness Committee
Thursday, July 17, 2014
09:30 – 11:30**

**New Britain EMS Academy
Central CT State University ITBD
185 Main Street, 4th Floor
New Britain CT 06050**

Agenda

1. Call to Order
2. Approval of previous meeting minutes
3. Initiatives for discussion:
 - Emergency Vehicle Response in Hazardous Conditions
 - Update from Chief Allyn regarding integration into the fire service document
 - Standards for call prioritizing and response once suspension has been lifted.
 - Captain Morisano provided an overview of the Sansio-Powerphone prioritizing matrix the City of New Britain & New Britain EMS utilizes
 - EMS Preparedness
 - Reporting standard, policy & practice
 - Notification tree
 - Mass Gatherings
 - Stand-bys
 - Special or unusual events
 - Event incidents
4. Other business
 - NBEMS Academy Overview
5. Adjournment

**Meeting Notice
Of the
The Connecticut EMS Advisory Board
Emergency Preparedness Committee
Thursday, June 19, 2014
09:30 – 11:30**

New Britain EMS Headquarters

Agenda

1. Call to Order
2. Approval of previous meeting minutes
3. Initiatives for discussion:
 - Emergency Vehicle Response in Hazardous Conditions
 - EMS Preparedness
 - IAPs
 - Texas ICS Forms Tool
 - ❖ Link distributed to EPC members
 - VEOCI
 - Reporting standard, policy & practice
 - Stand-bys
 - Special or unusual events
 - Event incidents
4. Other business
 -
5. Adjournment

**EMERGENCY PREPAREDNESS COMMITTEE
MEETING MINUTES
June 19, 2014
New Britain EMS**

Members Present: William Ackley – Committee Chair, Jonathan Best – DPH, Michele Connelly, Judi Reynolds, Alex Morisano, Robert Zeigler, David Bailey, Gary Allyn, Damian Rickard, John Reed, Art Groux

1.0 Call to order

Chair Bill Ackley called the meeting to order at 9:37AM.

2.0 Minutes

A motion was made to approve the minutes of the May 15, 2014 meeting, Connelly/Morisano, discussion followed. An amendment to the minutes was requested to reflect Damien Rickard, Joe Soto, John Reed and Joe Laucella as being excused from the meeting due to work obligations. There being no other changes, a vote was taken and the motion passed unanimously.

3. Initiatives for discussion

- Emergency Vehicle Response in Hazardous Conditions
Mark could not attend today due to a work obligation. As requested he put together the material that had been under review, developed an appendix and it was sent to CEMSAB for comment. None was received. Gary Allyn has spoken to Jeff Morrisette who along with Bill Higgins will be looking at integrating our document with the CFPC's document. Gary will have an answer on the status by the next meeting.

The following changes were discussed:

- Alex commented that in Appendix I, the last paragraph talks about storms, which is out of place in that section. Consensus was to remove everything from "the entire eastern seaboard" down.
- Appendix E has "footnote 32" which refers to nothing, will be removed.
- Dave Bailey noted that throughout the document there is reference to "fire", consensus was to change that to public safety where possible.
- Appendix G, after blackout there is a footnote reference that should be removed.
- Michele noted there are several footnote references on page 10 also.
- Dave Bailey commented that during cell phone failures text messaging can sometimes be retained, there was discussion on adding guidance to that effect.
- Pros and cons of GETS cards were discussed.

There was discussion on how to carry this document forward and how to integrate it into existing documents with the ultimate goal of a joint document. Mark was recognized for the extensive work he has contributed to the document.

There was discussion on suspension of service during a state of emergency and when a state of emergency has not been declared. Art Groux questioned the legality of suspending service prior to a state of emergency declaration. Jon Best noted safety is the priority and the ultimate decision rests with the Chief Operating Officer in the municipality. The development of standards was discussed and the importance of dispatch being included in the process. Dave Bailey questioned Page 3, #2, changing ensure priorities to reconfirm priorities, discussion followed. EMD algorithms and call prioritization matrixes were discussed. Alex gave a detailed overview of how New Britain EMS developed their current system. Consistency and objectivity are important.

- EMS Preparedness
 - IAPS – Texas ICS Tool

Bill sent the tools out to the group for review. Alex noted NBEMS has switched to using the ICS forms 100% and it is working well. Others in the group noted their success with use of the forms. Gary noted the group that developed the tool allows changes, he urged care in changing some of the items which might impact the auto fill feature and linkage to their pages. Gary will be acquiring the password to make changes.
 - Gary questioned if there are representatives at the SEOC when it is activated, Jon noted DPH is part of the core group and is present for partial and full activations. There was discussion on DPH ECC activation. Jon spoke about the upgrades to DPH communication capabilities and the new radio system now in place. Gary questioned if the OEMS Regional coordinators are being included in notification, consensus was currently that is not consistently done. Jon reviewed the current notification process overall and structural development, the admin prices are still being worked on. Cross notifications were discussed and the development of situational awareness/ operational group lists.
 - Large scale events, resource management and special equipment requests were discussed. It was noted there are multiple large scale events that are handled well each year, the concern is for groups that do not regularly deal with these events. There was discussion on DMAT becoming a federal asset. When DMAT is activated, it is not the Connecticut team and federal activation is required. Other in state assets, development of a state based team and recruitment of appropriate people were discussed. The activation of the mobile field hospital was reviewed.
 - Jon reviewed the status of the trailers and the equipment in each. There are two types of trailers, mass's care trailers and alternate care trailer (alternate care trailers have cots), they will be inventoried and stocked as appropriate. Jon requested that services present holding a trailer please send him an initial inventory list and any customization that has been done. Storage solutions inside the trailers was discussed. Jon noted that the mobile field hospital when requested is only a tent, the alternate care trailer carries cots, etc. for initial set up and can be sent as needed.

- Reporting Standards
 - Bill asked if anyone would like to work on reporting standards. The criteria were discussed. Jon Best reviewed current regulations on reporting. Thresholds were discussed, number of people and length of time of event. Jon will send current mass gathering documents to Bill.
 - The importance of community planning, IAP's and groups working together was stressed. Art noted there are directions available for the ICS forms and knowing which forms are key to an incident and proper use is essential. Training options were discussed.
- VEOCI

There was discussion on VEOCI, pros and cons, and services currently using it. WebEOC and VEOCI are not interchangeable. Jon gave an overview on the status of WebEOC and some beneficial changes that are being made.

4. Other Business

- Gary questioned if everyone across the state are using the LTC maps. All regions except Region 2. Gary questioned who has access to be able to view; Jon said requests could be made to access view only. There was discussion on group homes. LTC Plan use for recent events has proven the value of the system in the regions currently using it. The entire State of Connecticut (with the exception of Region 2), Massachusetts and Rhode Island are all participating in the LTC Plan.
 - There was discussion on integration of an EMS liaison into planning with other groups.
 - Task Force response, procedures and organization were discussed.
 - Development of asset lists was discussed.
 - EMS resources responding with a task force was discussed in regard to PSA's.
 - Forward Movement of Patients Plan status was discussed.

5. Adjournment

Meeting adjourned at 11:35AM, Allyn/Rickard).

Respectfully Submitted:

Judi Reynolds
OEMS Region 2 Coordinator

**EMERGENCY PREPAREDNESS COMMITTEE
MEETING MINUTES
May 15, 2014
New Britain EMS Headquarters**

Members Present: William Ackley – Committee Chair, Jonathan Best – DPH, Michele Connelly, Judi Reynolds, Alex Morisano, Robert Zeigler, Mark Franzese
Members Excused: Gary Allyn (work obligation)

1.0 Call to order

Chair Bill Ackley called the meeting to order at 9:33AM.

2.0 Minutes

A motion was made to approve the minutes of the April 17, 2014 meeting, Best/Franzese, approved unanimously.

3. Initiatives for discussion

- Emergency Vehicle Response in Hazardous Conditions (review revisions)

The Emergency Vehicle Response document was forwarded to the Advisory Board for comment. There was discussion on the evolution of the document and its content. It was noted that Gary Allyn has offered to take the document to the fire services for comment. The document's intent is to provide guidance. Discussion followed on how recent events were handled. Comment was made that this is primarily a safety issue and response decisions need to be made locally by the agencies involved. Resources available and local conditions can influence local response decisions.

There was continued discussion on decision-making and the factors that drive it.

Dissemination of the document after it is approved was discussed. Leadership and management training were recognized as important; some options currently available were discussed.

The importance of consistency of information was stressed. Merging of documents, the value and the process to accomplish merging were discussed. Bill asked the group please review the NFPA/CT Fire Prevention document and information Mark previously submitted for discussion. Bill will resend the documents.

- EMS Preparedness

Jon Best presented a power point on the recent SNS Exercise. Each component of the exercise and personnel involved were reviewed. He explained the CDC's IMAT system that was utilized during the exercise. IMAT is a tracking system that was BETA tested during this exercise. There was discussion on all aspects of the exercise, including the high-level security involved. Discussion continued on the strengths and weaknesses found during the exercise and lessons learned. The new DPH radio system was used during the exercise with success. Some of the agencies involved were CSP, CDC, CERT, CT DPH, Consumer Protection and National Guard.

Jon Best presented the EMS Mass Casualty Management power point for discussion, the system is still in development. He stressed the system will be used within the context of ICS. Recent presentations have been well received. The use of CMED during an MCI and the familiarity of personnel with NIMs were discussed. Training was recognized as critical. Much discussion followed.

4. Other Business

- Bill Ackley gave an overview of a meeting representatives of Region 1 EMS had with the New Jersey EMS Task Force. Discussion at the meeting covered, leadership, planning, supplemental equipment resources and management needs/tools. They reviewed the evolution of the Task Force and its success. Discussion followed on building health care coalitions, EMS involvement with their ESF8 groups and regionalization. Committee members interested in attending their regional ESF8 meetings should contact their DEHMS Coordinator. Bill will distribute the initial New Jersey Task Force white paper and solicit other Task Force materials for the group.
- Reporting Standards Policy and Procedures – Bill Ackley will forward the Texas 2010 ICS Forms and Resource Workbook to the group. The workbook contains necessary ICS forms and pre-populates some fields. The group that developed the workbook allows it to be shared with credit.
- Standbys, special events and mass gathering planning and response were discussed. Bill will send out the mass gathering document for review and discussion next month.
- Alex gave an overview of New Britain EMS special events planning, resources utilized and operations.

5. Adjournment

Meeting adjourned at 11:55AM.

Respectfully Submitted:

Judi Reynolds
OEMS Region 2 Coordinator

**Meeting Notice
Of the
The Connecticut EMS Advisory Board
Emergency Preparedness Committee
Thursday, April 17, 2014
09:30 – 11:30**

Connecticut Hospital Association, Wallingford, CT

Agenda

1.Call to Order

2. Approval of previous meeting minutes

3.Initiatives for discussion:

- Emergency Vehicle Response in Hazardous Conditions
 - Review revisions (Final Review)
- MCI Plan Guidance Document
 - Discuss “Planning Assumptions & Limitations”
 - Developing guidelines for Incident Action Plans & filing requirements
 - Discuss State/Regional EMS Admin & Roles/Responsibilities
 - Integrating State & Regional DPH/OEMS personnel
 - Discuss Concept of Operations / MCI Threshold Levels
 - Developing statewide/regional MCI plans (TF model?)
 - Communication and forward movement of resources (C-MED's role?)
 - EMS Management at MCIs
 - Leadership integration
 - EMS IMT
 - Triage
 - Tagging standards, options?
 - Training - Initial vs. continuing
 - SMART Commander
 - Regional MCI Trailers
 - Follow up with Jonathan Best
- NHTSA recommendations related to preparedness

4.Other business

5.Adjournment

EMERGENCY PREPAREDNESS COMMITTEE
MEETING MINUTES
April 17, 2014
CHA

Members Present: William Ackley – Committee Chair, Jonathan Best – DPH, Michele Connelly, David Bailey, Judi Reynolds, Gary Allyn, Joe Soto, Joe Laucella, Alex Morisano, John Reed

1.0 Call to order
Chair Bill Ackley called the meeting to order at 9:31AM.

2.0 Minutes
Approval of the previous meeting minutes was tabled until next month.

Due to a conflict in his schedule, the group agreed to suspend the order of the agenda to allow Jonathan Best to speak. Jon's report and discussions follow:

- Mass Casualty Management System - Jon updated the group on the development of the system, he emphasized the system does not change the basic SMART system and is still in draft stage. He reported the system was utilized at the Boston Marathon bombing last year with success.
- Jon gave an overview of the statewide SNS exercise that will be conducted April 21st through April 25th, the exercise objectives and agencies participating. He noted the following week Operation Benedict, a multi-agency drill will be conducted in the Groton area.
- The new DPH communications system has been operating well since installation. Work toward full functionality and integration with the CSP message center with a goal of one answering point for DPH is progressing. The system will be utilized during the SNS exercise.
- A memo was sent to all EMS agencies and CMEDs concerning the status of mandated minimum operational requirements for UHF radios, (256 channels/12 character display) deadline of February 1, 2014 concerning vehicle inspections and the ability to bill for service. John Reed asked if there would be training on how to navigate the new radios, there was discussion on the services having the technology of the updated equipment but not necessarily the knowledge to operate it. Joe Soto noted the 12 character labels were specifically required for clear labeling and easier operation. A few issues were found with PL programming not following the guidelines. Joe Soto suggested the services have their vendors print a template for them.
- In June DPH staff and members of the CT Chief Medical Examiner's office will participate in a regional mass fatality exercise in New York.
- 5 Mass Casualty trailers and 4 alternate care trailers are positioned regionally, Jon reviewed a recent deployment for Danbury Hospital and logistic issues resulting in a request to all hospitals to submit proposed sites if assets are requested and call before you dig information for each.
- There was discussion on EMS arriving first on scenes and identifying certain situations that obligate reporting to DPH

- There was discussion concerning ambulance task force requests and mobilization, coordination of EMS leaders and operating under the ICS structure. Chief Allyn spoke about task books that are available for each ICS position that may be modified to fit our model and require completion of training tasks on an ongoing basis. He feels considering a mix of services and people with management ability is essential. There was further discussion on training field personnel in incident management and EMS supervisor training.
- The EMS Plans and new template that were recently distributed, municipality responsibilities, importance of ICS 100 and ICS 200 for EMS, management and decision-making skills, management of resources and the importance of management tools were discussed.
- Jon spoke about the NHTSA recommendations related to preparedness and DPH's broad responsibilities.

3. Initiatives for discussion

- Emergency Vehicle Response in Hazardous Conditions (review revisions)
Bill distributed "EMS Operations During Hazardous Conditions" – draft dated 08/07/2013 and "Model Procedures for Response of Emergency Vehicles During Hurricanes and Tropical Storms" – Version 1.2, June 2011. There was discussion on integrating, pages 1 to 3 and 6 of the 08/07/2013 document with other information moved to an appendix. Gary spoke on the reconciling of both creating one reference document for all services. Joe Laucella suggested forwarding any comments to Bill who will work on preparing the document for presentation to the Advisory Board this month.
- MCI Plan Guidance Document
Developing guidelines for Incident Action Plans & filing requirements
Bill distributed "2013 UBS Balloon Parade Spectacular", "Stamford Event Advisory" – 11/24/13 and "Medical Plan – UBS Balloon Parade", he reviewed the content, duties and purpose of each of them.

Alex Morisano, New Britain EMS, distributed "Support Services Division, Special Operation's Incident Action Plan, Great American Boom 2013" for discussion. He commented IAP's are used for every event in New Britain assuring familiarity. Discussion on the plan details followed.

Joe Soto distributed "Greenwich EMS Incident Action Plan, Greenwich Fireworks, July 7, 2012" for discussion. The plan is unique due to two events occurring on the same day, time and area of the town. Logistics planning is difficult due to road limitations, severe congestion, and the need to transport some patients by boat from the area. Detailed preplanning is essential requiring multi agency coordination.

Joe Soto distributed "Stand-by Guidelines Mass Gatherings and Athletic Events" for discussion. Joe reviewed the guidelines, commenting that their service is involved in the town permit process and sign off by them is required for a permit to be issued.

Danbury's IAP for the Dayglow Concert was reviewed, followed by group discussion on other events throughout the state. Gary Allyn suggested adopting ICS format for

uniformity. ICS forms 201 through 208 were discussed with Gary noting he has an auto fill template that cross populates which was developed in Texas, he will forward it to Bill Ackley to share with the group. ICS forms are also available in WebEOC. WebEOC has been redesigned with positive feedback on the revisions.

Gary commented that the ICS 300 class covers working with IAP's. There was discussion on educational offerings and resources. Bill stated the regional coordinators are a good conduit to disseminated information. Joe Laucella commented on the TEEX ICS Forms class and noted IMT team training is a good resource. Joe will forward IMT team information to the group.

Bill distributed "Stamford Emergency Medical Services Mass Gathering Event – After Action Treatment Report". He reviewed the report noting listing the cost factors a key component in future planning and determination of actual costs.

4. Other Business

Bill introduced new members Chief Joe Laucella of Trumbull EMS and Captain Alex Morisano of New Britain EMS.

Bill also reported, On May 14th representatives from Region 1 will be going to New Jersey to meet with the NJ EMS UASI (Urban Area Security Initiative) Task Force leaders at Robert Wood's New Brunswick Hospital. Committee members are welcome to attend.

Region 1 has tentatively scheduled an EMS Special Operations Day, inviting all Region 1 EMS organizations to display their specialty resources (UTVs, MCI trailers, deployable shelters, etc). Region 1 will unveil their NIMS City Tabletop Exercise System that was recently secured with funding through the REPT.

The event is scheduled for Sunday, May 18, 2014 from 10:00 -13:00 at the Southwestern Regional EMS Office, 100 Mona Terrace, Fairfield. This will be the region's kick-off for EMS week 2014.

Bill Ackley has ordered NIM's City to be used during kick off for EMS Week.

5. Adjournment

Meeting adjourned at 11:30AM.

Respectfully Submitted:

Judi Reynolds
OEMS Region 2 Coordinator

EMERGENCY PREPAREDNESS COMMITTEE
MEETING MINUTES
January 16, 2014
Connecticut Department of Public Health, Room 2H

Members Present: Judi Reynolds, Michele Connelly, William Ackley - Committee Chair, Mark Franzese, Jeff Merwin, Gary Allyn, Damien Rickard, David Bailey

1.0 Call to Order

Meeting called to order at 10:46AM by Bill Ackley.

2.0 Minutes

A motion to accept the minutes of the previous meeting was made by (Connelly/Merwin), approved unanimously.

3.0 Initiatives for Discussion

The following topics were discussed. A summary of each discussion follows:

- **Emergency Vehicle Response in Hazardous Conditions**

Mark gave an overview of the draft document, noting that it is intended as a guide and welcomes comments or suggestions. There was discussion on the sections and adding a definition page. It was noted Mark did an extensive amount of work in researching and developing the draft. Gary would like to bring it to the CT Fire Chief's for review.

Resuming operations was discussed and is considered an important component of the guide. Altered/limited operations during hazardous conditions were also discussed. Jeff noted that conditions could vary in different parts of the state during the same period affecting operations. There was discussion on; dispatch center issues and responsibilities, response risk assessment, risk levels and the definition of "Other Essential Personnel". The chart was reviewed and discussed including the possible reworking and/or removal columns. Mark reviewed his research and reasoning behind the chart development. Gary Allyn commented on the need to define this as a flexible guidance document to assist in planning.

Wind effect on operations was discussed. Bill asked the group to look for references that could assist with this section. Gary noted there is language on ceasing fire operations during hurricanes in a reference document distributed earlier in the sub-committee's work, and in a document from the Commission on Fire Prevention and Control.

- **MCI Plan Guidance**

The State Statutes regarding Mass Gatherings, the difference in planning needs for each town, the role of the local EMS plan, regionalization of MCI operations and Emergency Management's roles were discussed. Bill spoke on the CMED's being utilized in acquiring resources. There was discussion on the need for uniformity across regions and a common structure.

4.0 Other Business

The next meeting will be Thursday, February 20, 2014.

5.0 Adjourn

A motion to adjourn the meeting was made at 12:20PM, (Allyn/Rickard) approved.

Respectfully Submitted:

Judi Reynolds
SCCEMS Regional Coordinator