



**EVERYONE WORKING TOGETHER - FOR THE SAFETY OF EVERYONE**

# MAKE - SAFE

## ACTIVATION QUICK REFERENCE GUIDE

### Activation Prerequisites:

Local EOC is OPEN and STAFFED, Multiple Blocked Roads have been IDENTIFIED (diagrams on second page bottom) and Contact made with Utility Company Liaison and/or Utility EOC.

### Instructions:

**Identify, Record, Prioritize, and Track**  
Local EOC / Municipalities

#### Local Emergency Operations Center (EOC)

- a. OPEN Local EOC and STAFF appropriately (including Utility Co. Liaison) for the incident.
- b. USE the Blocked Roads form and RECORD the Make-Safe <sup>1</sup>blocked road location, condition, and priority in the Town EOC.
- c. NOTIFY the applicable utility companies of the Make-Safe blocked road location that need their support for clearing. NOTIFY any municipal town/city agencies needed to assist.
- d. TRACK progress and use proper COMMUNICATION FLOW and METHODS for the Make-Safe location operation and utility support needed until the scenario is complete.
- e. The town designates an **On-site Town Representative** as the point of contact to stay with the Utility Company crew on site and report back completion or status of Make-Safe work to the town EOC.

### Responsibilities:

#### **Municipality (possibly-Public Works)**—[Responsibilities may vary depending on each municipality.]

- a. Identify all major utilities that operate in the municipality, or that may affect the continuity of operations for public businesses and private residents in the municipality.
- b. Prepare Blocked Roads form as needed.
- c. Identify the local primary point of contact person to all Utility Companies affecting the municipality; this is the- **On-site Town Representative**
- d. Maintain an updated list of emergency contacts for all Utility Operators.
- e. Identify a liaison from each Utility Operator that will be available to report to the local EOC, as needed.
- f. Work with local EMD to coordinate recovery plans and actions with all Utility Providers.
- g. Review plans and procedures. Work closely with the local EMD to create Incident Action Plans and After Action Reports.

<sup>1</sup> **MAKE-SAFE Blocked Road**—is a road that is impassible to emergency vehicles. This could be caused by trees, damaged utility equipment, Snow, other third party attachment equipment, a dead ended street or any combination of previous items preventing access and involves utility equipment. A road is only considered blocked if there is no other reasonable means of access to an area.

## Responsibilities:

### Utility Companies

- RECEIVE Make-Safe blocked road locations and priorities needing utility company support from the Town EOC as recorded on the Blocked Roads form (**The information on this form may be given to the Electric Utility Company Town Liaison who notifies the Utility EOC**)
- MOBILIZE necessary resources in appropriate manner (i.e. Taskforce, Strike team).
- ASSIGN resources to the Make-Safe scenario location working from the highest priority to the lowest priority until scenario issues are addressed.

## Operational Priorities:

### Incident Priorities

**The incident priorities will be safely achieved in the following order:**

Life Safety

Incident Stabilization

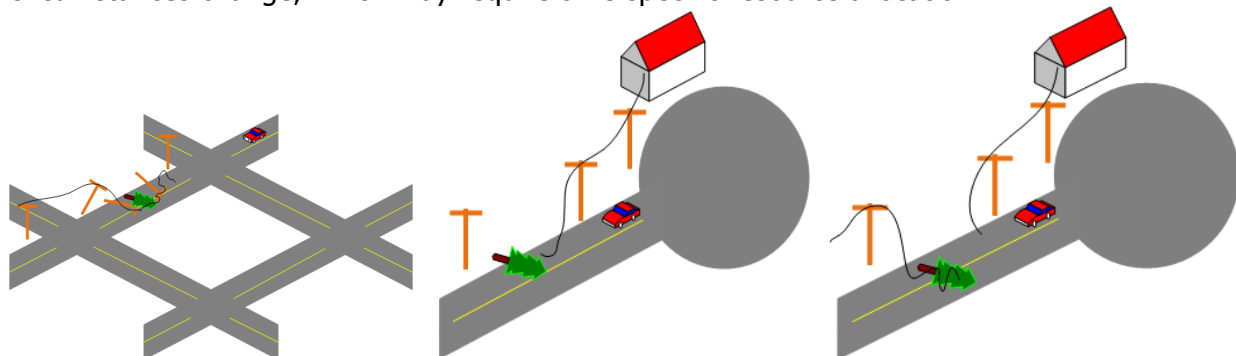
Property Conservation

**Remember coordination for MAKE-SAFE will be in concert with the Incident Commander, who will recognize the technical expertise of the Utility service company. Energy and Non-Energy Companies that provide public services acknowledge and shall work towards accomplishing this First Priority:**

### **First Priority: Immediate Life Threatening Situations, Public Health and Safety**

- Public Safety requires the de-energizing or cutting down of downed primary voltage distribution lines.
- Restoration of service to previously designated public emergency service institutions such as major hospitals, evacuation centers, as prioritized by municipal officials.
- After the storm has passed to allow for safe operation of aerial devices (winds of less than or equal to 30 mph), establish city/town cut down crews (line and tree crews paired up) and have them muster with the municipal public works department or police/fire department representatives to cut and clear all trees in order to open roadways.

**NOTE:** A utility may repair or restore a "lesser" priority facility before a higher priority facility in order to meet higher priority needs. In addition, evaluation of priorities must be flexible as circumstances change, which may require time specific resource allocation.



**NOT BLOCKED** – alternate access route | **NOT BLOCKED** – one lane passable | **BLOCKED** – not accessible

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