

State of Connecticut

Department of Emergency Services and Public
Protection/ Division of Emergency Management
and Homeland Security (DESPP/DEMHS)

Administrative Plan



State of Connecticut
Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security

December, 2019

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Introduction


The State of Connecticut Division of Emergency Management and Homeland Security (DEMHS) Administrative Plan, is a component plan of Connecticut's State Response Framework. This plan outlines the procedures and policies that guide the operations of the Division of Emergency Management and Homeland Security (DEMHS) during normal and emergency operations.

This plan provides guidance to all DEMHS personnel with essential functions that support the Division's mission. In order to execute this plan effectively, all DEMHS personnel must have knowledge and familiarity with the procedures and policies set forth in this plan.

Recommended changes to this plan may be addressed to:

State Emergency Management Director
DESPP/DEMHS
1111 Country Club Road
Middletown, CT 06457


Regina Y. Rush-Kittle
Deputy Commissioner
Division of Emergency Management and Homeland Security
Department of Emergency Services and Public Protection


William J. Hackett
State Emergency Management Director
Division of Emergency Management and Homeland Security
Department of Emergency Services and Public Protection

Record of Changes

Change Number	Date	Page and/or Section	Brief Description	Initials
1	9/2017	p.5	Update DEMHS address and DC name	RMS
2		Organizational	Deleted school security staff from org. chart.	RMS
3	8/2018	Financial admin	Update financial CORE processes	RMS
4	8/2019 - 9/2019	Various	Signature page, Org. charts, additions to Corrective Action, the Plan Maintenance Plan/Procedures	RMS
5	10/2019	Addition of Weather/Website SOP	New Appendix per decision memo	RMS

Section 1: Summary of Organization

1.1 History of Emergency Management in Connecticut

In January 2005, the Department of Emergency Management and Homeland Security (DEMHS) was established by Public Act 04-219. The Office of Emergency Management (OEM) was removed from the Military Department and the Division of Homeland Security was removed from the Department of Public Safety (DPS) and merged into DEMHS.

The charge of the new agency was to provide a coordinated, integrated program for statewide emergency management and homeland security. This has remained the statutory charge throughout subsequent organizational changes.

1.2 Department of Emergency Services and Public Protection (DESPP)

In July 2011, the Department of Emergency Management and Homeland Security, the Department of Public Safety and several other state agencies were merged to create the Department of Emergency Services and Public Protection (DESPP). The statutory mission of DESPP is to provide a coordinated, integrated program for the protection of life and property and for state-wide emergency management and homeland security. Connecticut General Statutes Section 29-1r.

Under Connecticut General Statutes Section 29-1b, the DESPP commissioner serves as the administrative head of the DESPP Division of Emergency Management and Homeland Security (DEMHS). By statute, the commissioner delegates jurisdiction of DEMHS to a deputy commissioner.

DESPP is comprised of six divisions:

- **Emergency Management and Homeland Security (DEMHS)** is charged with developing, administering, and coordinating a comprehensive and integrated statewide emergency management and homeland security program that encompasses all human-made and natural hazards, and includes prevention, mitigation, preparedness, response, and recovery components to ensure the safety and well-being of the citizens of Connecticut.
- **Connecticut State Police (CSP)** is responsible for primary law enforcement services for all municipalities that do not have their own chartered police department. The State Police provide additional special police resources to all municipalities on request. Special police services include: the bomb squad, aviation unit, marine unit, dive team, tactical unit, canine search and rescue, arson cause and origin investigation, and major crime investigative units.

- **Scientific Services (DSS)** is comprised of three laboratories: the Forensic Laboratory; the Toxicology and Controlled Substance Laboratory; and the Computer Crime and Electronic Evidence Laboratory. The three laboratories are co-located and provide forensic services to local, state and federal agencies statewide.
- **Police Officers Standards and Training Council (POST)** is responsible for the certification of all police officers, law enforcement instructors and police training programs throughout the state of Connecticut.
- **Commission on Fire Prevention and Control / CT Fire Academy (CFPC)** prevents or mitigates the effects of fires and disasters through training, education, and the certification of career and volunteer fire service personnel.
- **Statewide Emergency Telecommunications (DSET)** develops and maintains coordinated state-wide emergency service telecommunications for public safety organizations and the residents. It coordinates with area states as well as the FCC and acts as a liaison with the public safety community to ensure that its needs are addressed.

Section 2.0 Division of Emergency Management and Homeland Security

2.1 Division Charge and Critical Missions

The duties of the Division of Emergency Management and Homeland Security are outlined and Connecticut General Statutes Title 28 and include:

- Coordinating with state and local government personnel, agencies, authorities and the private sector to ensure adequate planning, equipment, training and exercise activities by such personnel, agencies, authorities and the private sector with regard to emergency management and homeland security;
- Coordinating, and as may be necessary, consolidating homeland security communications and communications systems of the state government with state and local government personnel, agencies, authorities, the general public and the private sector; distributing and, as may be appropriate;
- Coordinating the distribution of information and security warnings to state and local government personnel, agencies, authorities and the general public; and establishing standards and security protocols for the use of any intelligence information;
- Providing a coordinated, integrated program for state-wide emergency management and homeland security. DEMHS maintains an Emergency Management and Homeland Security Statewide Strategy, developed in coordination with stakeholders from state, local governments and private response and recovery organizations.

Critical missions of DEMHS include terrorism prevention, coordination of emergency preparedness, response, recovery, and mitigation, and administering federal emergency management and homeland security grant programs, including disaster aid. DEMHS puts into place measures to respond to emerging threats, including developing within the Connecticut Intelligence Center (CTIC) a fully operational and staffed State Fusion Center.

DEMHS manages the state’s response to emergencies in coordination with local municipalities, other state agencies and federal and nongovernmental partners. This may include operation of the State Emergency Operations Center (SEOC) if activated by the Governor.

The Radiological Emergency Preparedness Program (REP) develops and maintains Connecticut’s radiological plans and procedures (Connecticut General Statutes Section 28-31). These plans and procedures are exercised every year and evaluated by the Federal Emergency Management Agency (FEMA) and the Nuclear Regulatory Commission (NRC) every other year. A network of ten emergency planning zone communities, five host communities, numerous key state agencies and utility emergency responders all maintain a high level of preparedness and public safety. DEMHS is responsible for off-site planning and preparedness for Millstone Nuclear Power Station located in Waterford, CT. DEMHS’

Radiological Preparedness Program is designed to respond to any incident at the state's nuclear power facility.

DEMHS administers federal Preparedness Grants and Disaster Assistance Programs as well as the state funded School Security Grant Program (SSGP). The Strategic Planning and Community Preparedness Unit (SPCP) administers Homeland Security Grant Program (HSGP) and Emergency Management Performance Grant Programs (EMPG), Non-profit Security Grant Program (NSGP) as well as the Nuclear Safety Emergency Program Funds (NSEF) as referenced in Sec. 28-31. Hazard Mitigation Grant Assistance Programs including Hazard Mitigation, Pre-Disaster Mitigation and Flood Mitigation Grants are also handled by SPCP staff. The School Security Grant Program, a competitive grant program, reimburses schools for eligible improvements to security infrastructure.

The Homeland Security Grant Applications are developed with input from the Homeland Security Working Group, a group of multi-jurisdictional stakeholders who also participate in the development of the Emergency Management and Homeland Security State-wide Strategy.

The DEMHS Recovery Unit administers the Public Assistance Program. They coordinate with Strategic Planning staff on, among other things, FEMA's Individual Assistance and the Small Business Administration's Disaster Loan Programs.

2.2 Legal Authorities and Relevant Legislation

2.2.1 Federal Authorities

National Response Framework (NRF)

Emergency management responsibilities exist at all levels of government: local, state, and federal. At the national level, the United States operates under the National Response Framework (NRF), which outlines how the nation conducts an all-hazards response across agencies and jurisdictions. The NRF outlines key response principles and a unified approach linking all levels of government, nongovernmental organizations, and the private sector.

The NRF is always in effect and elements can be partially or fully implemented at any time. Depending on the scale of an incident, the NRF allows for selective implementation for the delivery of specific resources and capabilities and a level of coordination appropriate to the incident.

Robert T. Stafford Disaster Relief and Emergency Assistance Act

Federal emergency management and disaster assistance is governed in large part by the Stafford Act, which is an amendment of the Disaster Relief Act of 1974, PL 93-288. The Stafford Act, which is implemented in Section 44 of the Code of Federal Regulations, provides the legal authority for the federal government to provide disaster assistance, including Federal

Emergency Management Agency (FEMA) programs, to states. The Stafford Act has been recently amended by the Post-Katrina Emergency Reform Act and the Sandy Recovery Improvement Act of 2013.

2.2.2 State Statutes, Executive Orders and Frameworks

Executive Order No. 34 (State of Connecticut)

Executive Order No. 34 re-enforces the State’s commitment to National Incident Management System (NIMS) which recognizes NIMS and an integrated Incident Command System (ICS) as vital to emergency management in Connecticut.

State of Connecticut State Response Framework

The State Response Framework (SRF) describes the interaction of state government with local, federal and tribal governments, nongovernmental response organizations and other private sector partners, the media, and the public in implementing emergency response and recovery functions in times of crisis. Since DEMHS is in a state of constant monitoring, the division is always operating under the SRF.

State recovery actions are outlined in the Disaster Recovery Framework (ESF 14), which is an annex to the SRF.

Connecticut General Statutes Title 28 and Title 29

Titles 28 and 29 of the Connecticut General Statutes outline the legal authorities and responsibilities of the Department of Emergency Services and Public Protection (DESPP). Emergency management and homeland security responsibilities reside with the Division of Emergency Management and Homeland Security (DEMHS), as described in Title 28. Title 28 also describes the Governor’s emergency powers and outlines local responsibilities in an emergency. Full language for the authorities listed below is attached in Appendix 1.

Governor’s Statutory Authorities

The Governor’s statutory emergency powers are primarily outlined in Conn. Gen. Stat. Sec. 28-9:

Sec. 28-9. Civil preparedness or public health emergency; Governor’s powers. Modification or suspension of statutes, regulations or other requirements.

The Governor may proclaim that a state of civil preparedness emergency exists, in which event the Governor may personally take direct operational control of any or all parts of the civil preparedness forces and functions in the state.

Sec. 28-9a. Governor’s further powers.

These powers are authorized whenever the Governor proclaims a disaster emergency under the laws of this state, or the President declares an emergency or a major disaster to exist in this state.

Sec. 28-9b. Governor’s authority concerning federal loans to state political subdivisions.

These authorities are authorized when, at the request of the Governor, the President has declared a “major disaster” to exist in the state.

Sec.28-9c. Removal of debris or wreckage. Governor’s powers. Under this statute, in a declared emergency, 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.

Sec.28-9d. Federal assistance for individual or family disaster related expenses. Under these authorities, the Governor can enter into an agreement and accept financial assistance from the federal government following a major disaster declaration.

Sec. 28-11. Taking of property during emergency. These powers are authorized during the existence of a civil preparedness or public health emergency.

DESPP/DEMHS Statutory Authorities

DEMHS legal authorities are outlined primarily in Conn. Gen. Statutes Sec. 28 and Sec. 29 and include:

Sec. 28-1a. Division of Emergency Management and Homeland Security. Powers and duties of commissioner. Regulations. Memorandum of understanding. These powers allow for the organization of the Division of Emergency Management and Homeland Security.

Sec. 28-1i. Annual report to General Assembly re state-wide emergency management and homeland security activities.

Sec. 28-1j. Designation of hazard zone re liquefied natural gas terminal: Recommendations; approval; notice; hearings; vote; notification

Sec. 28-1k. Designation of security zone re liquefied natural gas terminal: Recommendations; approval; notice; hearing; vote; notification.

Sec. 28-1l. Annual report to General Assembly re homeland preparedness and emergency response planning and activities for children.

Sec. 28-4. Agreements with other states. Local offices.

Sec. 28-5. Preparation for civil preparedness. Subpoenas. Comprehensive plan and program for civil preparedness. Training programs. Cooperation by other state agencies. Orders and regulations.

Sec. 28-6. Mutual aid or mobile support units. All civil preparedness units, forces, facilities, supplies and equipment in the state are deemed to be available for employment as mutual aid or mobile support.

Sec. 28-7. Local and joint organizations: Organization; powers; temporary aid.

Sec. 28-8. Outside aid by local police, fire or other preparedness forces.

DESPP statutory authorities include the following:

Sec.29-1b. Department of Emergency Services and Public Protection: Division of State Police; Division of Emergency Management and Homeland Security. The Commissioner of DESPP shall serve as administrative head of the Division of Emergency Management and Homeland Security (DEMHS). The Commissioner shall delegate said commissioner's jurisdiction of DEMHS to a deputy commissioner.

Sec.29-1r. Department of Emergency Services and Public Protection. Appointment of commissioner. Successor to Departments of Public Safety and Emergency Management and Homeland Security.

Sec. 29-1t. Coordinating Advisory Board. The purpose of this board is to advise the Department of Emergency Services and Public Protection with respect to: (1) strategies to improve internal and external communication and cooperation in the provision of emergency response services on the state and local level; (2) strategies to improve emergency response and incident management in areas including, but not limited to, communications and use of technology and the coordination and implementation of state and federally required emergency response plans; (3) improvements in the state's use of regional management structures; and (4) strengthening cooperation and communication among federal, state and local governments, the Connecticut National Guard, police, fire, emergency medical and other first responders, emergency managers and public health officials.

DEMHS Deputy Commissioner

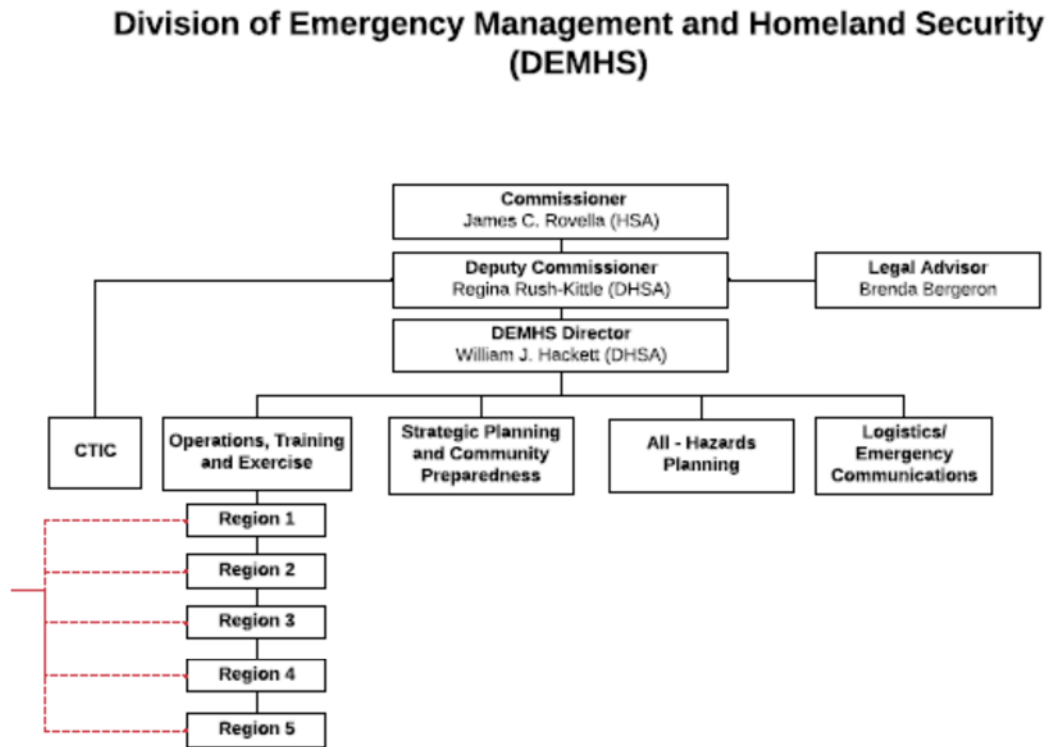
Sec.29-1b. Department of Emergency Services and Public Protection: Division of State Police; Division of Emergency Management and Homeland Security. The Commissioner shall delegate said commissioner's jurisdiction of DEMHS to a deputy commissioner.

Sec.29-1r. Department of Emergency Services and Public Protection. Appointment of commissioner. Successor to Departments of Public Safety and Emergency Management and Homeland Security.

2.3 DEMHS: Organizational Structure

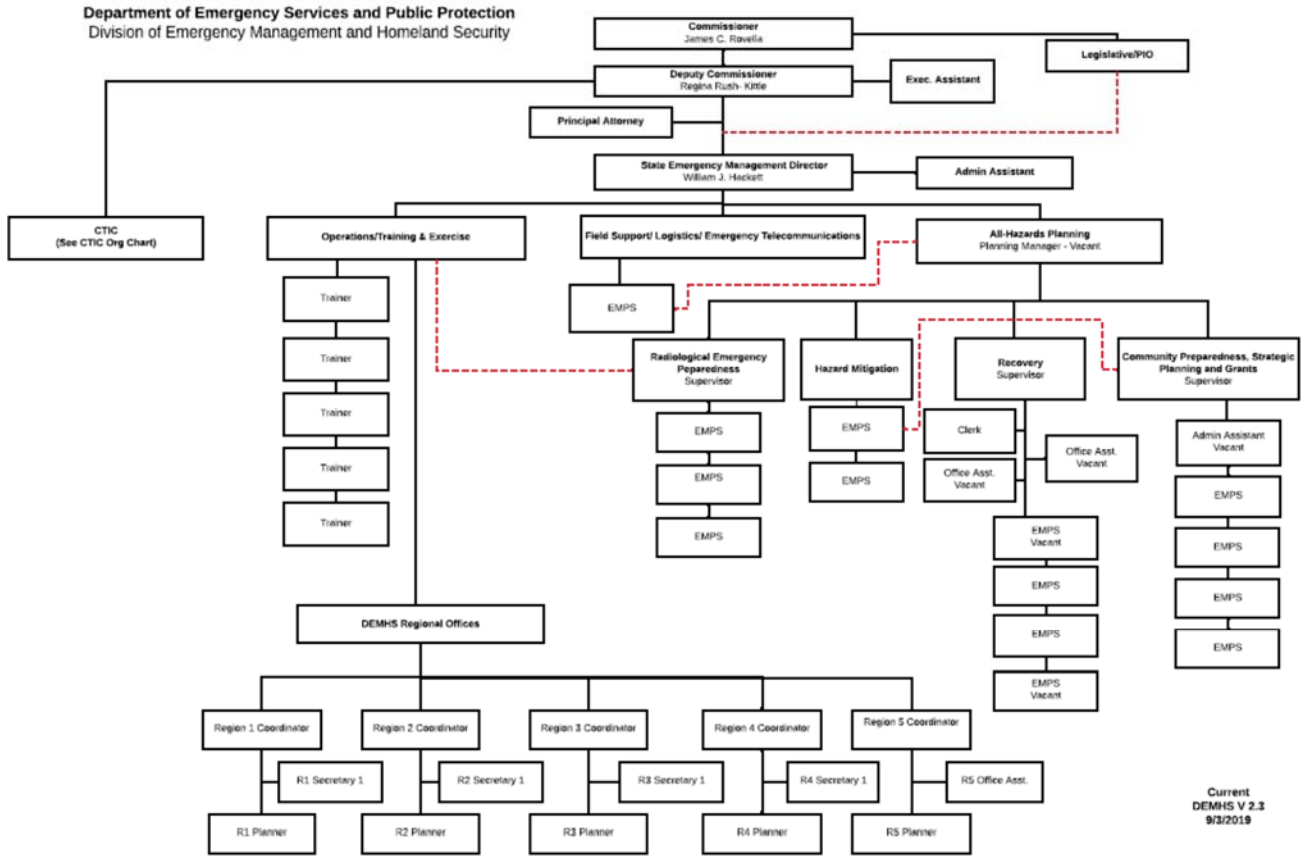
2.3.1 Organizational Charts

Division of Emergency Management and Homeland Security (DEMHS)



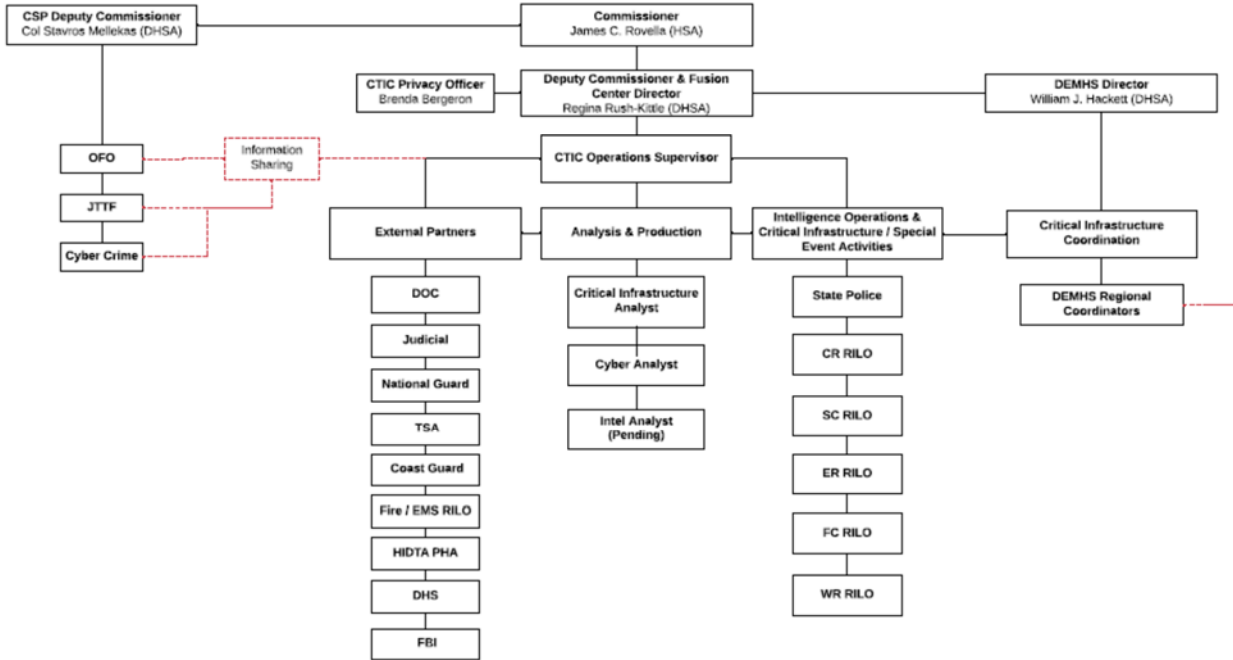
KEY:

HSA - Homeland Security Advisor
DHSA- Deputy Homeland Security Advisor



Connecticut Intelligence Center Unit (CTIC)

Connecticut Intelligence Center (CTIC)



2.3.2 DEMHS Unit Descriptions

Office of the Deputy Commissioner

The Deputy Commissioner of DEMHS reports to the Commissioner of the Department of Emergency Services and Public Protection (DESPP), and is supported by the DEMHS legal advisor, one support staff, and one Director. The DEMHS Deputy Commissioner currently serves as the Director of the Connecticut Intelligence Center. The Deputy Commissioner supervises the activities of this Division through the Office of Emergency Management and CTIC.

Advisory Council

The Deputy Commissioner also chairs the DEMHS Advisory Council, which was established under Connecticut General Statutes Section 4-8 as an Emergency Support Function-based advisory board with designated supporting working groups. As outlined in its bylaws, the DEMHS Advisory Council meets quarterly.

Homeland Security Advisor

The Commissioner of DESPP was appointed by the Governor to serve as the Governor's Homeland Security Advisor (HSA). After the governor, the HSA is the state's lead point of contact with the Department of Homeland Security (DHS). The HSA has access to key intelligence networks and advises the governor on emerging threats, events and responses. The Governor also appointed Deputy HSA's: the Deputy Commissioner of DEMHS, the Deputy Commissioner of State Police and the State Emergency Management Director.

DEMHS Office of Emergency Management (OEM)

The DEMHS Office of Emergency Management is headed by the State Emergency Management Director, who is supported by the DEMHS legal advisor, one support staff, a Planning Manager, an Operations, Training and Exercise Manager, a Field Support/Emergency Telecommunications Manager, and a Strategic Planning and Community Preparedness Unit.

The purpose of this Office is to:

Provide a coordinated, integrated program for state-wide emergency management, including strategic and operational all-hazards planning, community preparedness, exercise, training, and grants planning and management;

Coordinate and collaborate with state, local, federal, tribal, and private sector partners, as well as the public to develop, maintain, exercise, and train on a comprehensive state-wide emergency management plan and program;

Direct and coordinate all available resources to protect the life and property of the residents of Connecticut in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery, mitigation, and public education;

Maintain, operate, and oversee the Governor's State Emergency Operations Center (SEOC).

The Office of Emergency Management (OEM) contains four Units: Operations, Training and Exercise, All-Hazards Planning, Strategic Planning and Community Program, and Field Support/Telecommunications Coordination.

1. **The DEMHS OEM Operations, Training and Exercise (OTE) Unit** works under the Incident Command System of the National Incident Management System (NIMS) and includes the five DEMHS Regional Offices. Each Regional Office is staffed by a Regional Coordinator, a regional planner and secretary. Each DEMHS Region is also supported by DEMHS trainers.

A critical function of the OTE Unit is the operational coordination of the State Emergency Operations Center (SEOC). The OTE Unit coordinates and is responsible for:

- Monitoring of emergency situations as they develop and/or threaten communities;
- Disseminating watches, warnings and emergency information to state agencies and local jurisdictions;
- The collection and consolidation of emergency related data and situation reports;
- Assignment of tasks to state agencies and the deployment of state resources in a coordinated State response to support local emergency response operations;
- Requesting and coordinating outside assistance from other states through the Emergency Management Assistance Compact (EMAC);
- Providing situation analysis and reporting to FEMA Region1, and requesting and coordinating Federal assistance through FEMA Region I;
- Providing situation analysis and reporting to the Governor's Office.

The five DEMHS Regional Offices serve as direct points of contact to local jurisdictions to provide:

- Distribution of warning and emergency information to local jurisdictions;
- On-site monitoring of localized emergencies;
- Collection, verification and consolidation of local emergency situation reports and requests for assistance;
- Assistance to local jurisdictions in regional budget development and funding requests;
- Assistance to local governments in requesting training and exercise development assistance;

- Guidance and assistance to local governments in Local Emergency Operations Plan development, review, and revision;
- Oversight of the maintenance and updates of Regional Emergency Support Plans;
- Coordinate a regional response to ongoing emergency situations.

The OTE Unit is also responsible for the establishment of training programs and the development, delivery and evaluation of exercises, in accordance with Homeland Security Exercise and Evaluation Program guidance. The OTE staff works collaboratively with local, state, tribal and federal partners to coordinate and conduct training and exercises in accordance with the state strategic plan developed and maintained by DEMHS. The substance of training and exercises is developed through the identification of local and regional needs, the DEMHS statewide strategy, and federal guidance.

The OTE Unit is also responsible for the Connecticut Urban Search & Rescue Team, which is a volunteer civil preparedness force trained to locate, extricate and preserve life in the event of any large-scale structural collapse, regardless of the cause.

2. The DEMHS All-Hazards Planning (AHP) Unit is responsible for all-hazards planning, program design and development, administration, coordination, development and maintenance of plans and programs to enhance Connecticut’s prevention, preparedness, response and recovery capabilities.

The AHP Unit includes Radiological Emergency Preparedness staff, whose work includes planning, coordination, development, maintenance, exercises and training for the State’s Radiological Emergency Response Plan (RERP) for Millstone’s Nuclear Power Station.

The Connecticut RERP details the steps that would be taken to protect the public in response to an emergency situation at both Indian Point Nuclear Power Station in New York State and Millstone Nuclear Power Station in Waterford. This plan is constantly under review and is exercised with local, state and Federal agencies as well as the neighboring States of New York and Rhode Island. REP staff’s preparedness plans and exercises are evaluated by the United States Department of Homeland Security’s Federal Emergency Management Agency and the U.S. Nuclear Regulatory Commission.

The REP staff ensures that the 10 communities around Millstone, the five Host Communities, the Transportation Staging Area, and support towns are all trained and have up to date plans and procedures on state and local Emergency Operations Centers and radiological monitoring.

The DEMHS AHP Unit includes a Disaster Recovery Unit that works with other DEMHS personnel to facilitate Initial Damage Assessments (IDA) and Joint Preliminary Damage Assessments (PDA) and coordinate the federal Public Assistance disaster relief funds for

state and federal governments, and eligible non-profit organizations. In addition, the Recovery Unit assists in the coordination of the Emergency Management Assistance Compact (EMAC).

The DEMHS AHP Unit works closely with the Strategic Planning and Community Preparedness Unit on strategic planning and disaster recovery. AHP Unit staff draft and revise the state’s emergency management plans, including the State Response Framework. DEMHS staff members also work with other states, as well as the Eastern Provinces of Canada, to provide coordinated, collaborative emergency planning and preparedness.

3. The DEMHS Strategic Planning and Community Preparedness Unit works closely with the DEMHS All Hazards Planning Unit on strategic planning and disaster recovery, as well as program and financial management of grant programs to enhance Connecticut’s prevention, preparedness, response and recovery capabilities.

The chief programmatic responsibilities of SPCP Unit include:

- Collaborate with the OTE and AHP Units on oversight and direction for the regional collaboration planning initiative, which established Regional Emergency Planning Teams (REPT) in each of the five DEMHS regions. SPCP staff assist in the execution of regional spending plans that address identified preparedness and planning needs through the administration of the Homeland Security Grant Program;
- SPCP staff support various subcommittees of the DEMHS Advisory Council’s including: ESF 1 Transportation and Evacuation, ESF 2 Interoperable Communications, ESF 5 Regional Collaboration, Emergency Management Data, Homeland Security Working Group, and Citizen Corps, ESF 6 Mass Care, ESF 14 State Long Term Recovery and ESF 15 Emergency Communications and External Affairs ;
- Administer the Emergency Management Performance Grant, which continues to provide critical resources to municipal emergency management programs;
- Administer the State-funded School Security Grant Program.
- Collaborate with the Field Support Coordination Unit, including executing interoperable communications programs such as the State Tactical On-Scene Communications System (STOCS), and
- Collaborate with the AHP Unit to administer federal disaster assistance programs to state and local governments, eligible non-profit organizations and individuals.

4. The **DEMHS Field Support Coordination Unit** performs a number of functions designed to enhance and support field operations, including statewide interoperable communications. The Unit also provides direct communications from the State Emergency Operations Center to the five DEMHS Regional Offices and to every municipality in Connecticut as needed during a significant incident. This unit is also responsible for the repair, maintenance and procurement of all supplies as well as repairs and maintenance of the various systems and equipment used by the Division.

5. The **DEMHS Duty Officer program** consists of three full time DEMHS employees who are paid on call employees. The Duty Officers rotate through a two week period of being the primary on call contact person. The Duty Officer receives calls for assistance after hours and sends out notifications to the DEMHS Command staff of all requests. The Duty Officer also monitors any adverse weather conditions and reports conditions to the Command Staff and Regional Coordinators for distribution to external partners. The Duty Officer may staff the State EOC in an enhanced monitoring capacity during escalating events at the request of the DEMHS Command Staff. In addition, the Regional Coordinators serve as on-call staff.

The Connecticut Intelligence Center Unit (CTIC)

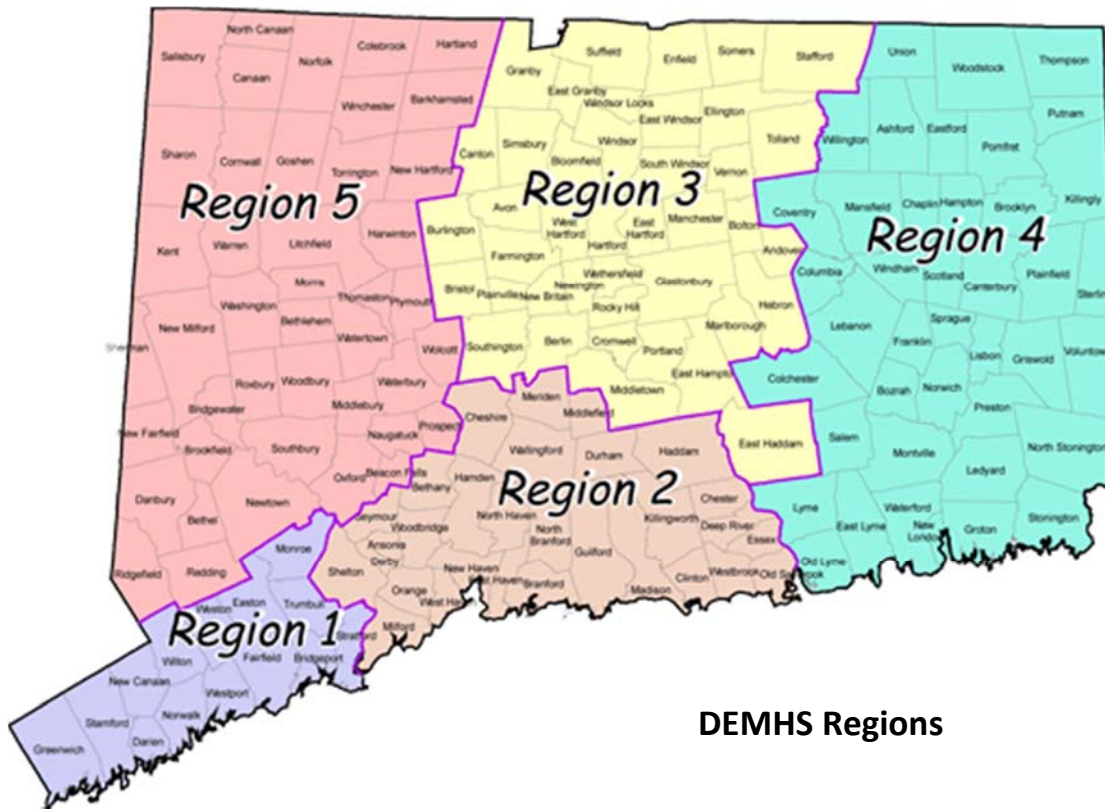
CTIC is headed by the Director of the Connecticut Intelligence Center, this role is currently held by the DEMHS Deputy Commissioner, who is supported by an assistant director/administrative officer, and the DEMHS legal advisor. The purpose of the CTIC is to utilize all resources within state government to develop unified safety and security measures to prevent, mitigate and manage incidents threatening the quality of life of the citizens of Connecticut. The purpose of the CTIC includes coordinating the collection, analysis and distribution of information and security warnings to state and local government personnel, agencies and authorities, and the general public; establishing standards and protocols for the use of any intelligence information, and; working with federal, state, local, and private sector representatives on intelligence and critical infrastructure issues.

The CTIC includes a co-located team of federal, state and local partners (including DESPP, Department of Correction, CT National Guard, the FBI, U.S. Coast Guard, the Office of the United States Attorney, the federal Department of Homeland Security, and municipal police). 19. CTIC operates under a privacy, civil rights, and civil liberties protection policy.

The Infrastructure Coordination Group (ICG) works to assess and protect Connecticut’s public and private critical infrastructure assets and key resources, both physical and cyber-based, that are essential to maintaining minimal operational capabilities of government and are necessary to the wellbeing of the economy. The ICG identifies these key assets, assesses their vulnerabilities, participates in multi-agency deter and protect activities, and develops a mitigation strategy designed to improve security at those sites. The ICG also works with the OEM and the State Emergency Operations Center during emergencies to assist in preparedness, response, protection, and recovery issues related to the state’s critical infrastructure.

2.4 DEMHS Regions

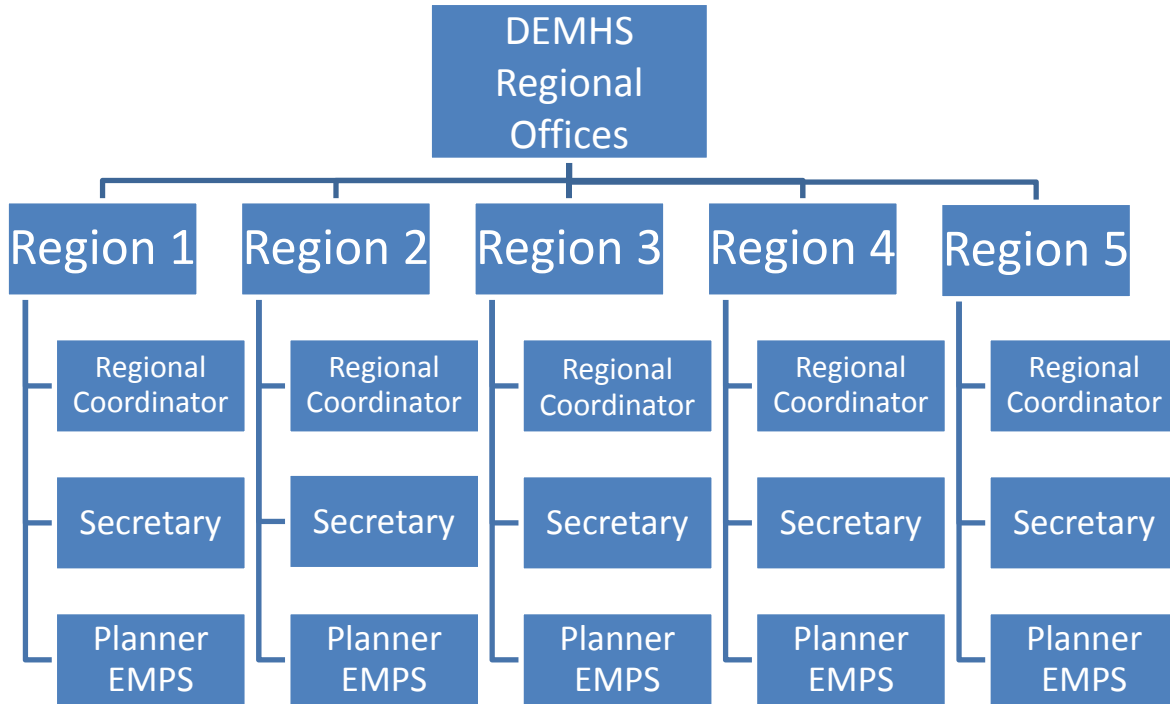
With a lack of county government structure in Connecticut, DEMHS developed emergency preparedness regions in 2007 in cooperation with the local partners. As outlined in the State of Connecticut Department of Emergency Management and Homeland Security Regional Planning Model and DEMHS Advisory Bulletin 2007-1, these regions were created to facilitate emergency management planning and regional collaboration. The Regional Emergency Planning Team (REPT) in each Region operates under bylaws which address their mission, membership and procedures. The multi-jurisdictional REPTs are supported by Regional Emergency Support Functions (RESFs). These RESFs are discipline oriented workgroups that provide collaborative planning and resource support within each discipline.



DEMHS Regions

To support the regional model, DEMHS maintains five regional offices. Regional Coordinators are the eyes and ears of DEMHS in the field serving as the primary interface with the local chief elected officials/ executive officers and emergency management directors. The Regional Offices are also supported by Regional Planners and Secretaries and report to the Operations, Training and Exercise Manager.

DEMHS Regional Office Structure



In addition, each Region is assisted by a DEMHS Trainer.

Towns located within each DEMHS Region

Region 1 State Police–Troop G 149 Prospect St. Bridgeport, CT 06601	Region 2 Public Safety Headquarters 1111 Country Club Rd. Middletown, CT 06457	Region 3 William A. O’Neill Armory 360 Broad St. Hartford, CT 06105	Region 4 State Police – Troop K 15-B Old Hartford Rd. Colchester, CT 06415	Region 5 Rowland Gov. Center 55 West Main St. 3 rd Floor Waterbury, CT 06701
Bridgeport	Ansonia	Andover	Ashford	Barkhamsted
Darien	Bethany	Avon	Bozrah	Beacon Falls
Easton	Branford	Berlin	Brooklyn	Bethel
Fairfield	Cheshire	Bloomfield	Canterbury	Bethlehem
Greenwich	Chester	Bolton	Chaplin	Bridgewater
Monroe	Clinton	Bristol	Colchester	Brookfield
New Canaan	Deep River	Burlington	Columbia	Canaan
Norwalk	Derby	Canton	Coventry	Colebrook
Stamford	Durham	Cromwell	East Lyme	Cornwall
Stratford	East Haven	East Granby	Eastford	Danbury
Trumbull	Essex	East Haddam	Franklin	Goshen
Weston	Guilford	East Hampton	Griswold	Hartland
Westport	Haddam	East Hartford	Groton	Harwinton
Wilton	Hamden	East Windsor	Hampton	Kent
	Killingworth	Ellington	Killingly	Litchfield
	Madison	Enfield	Lebanon	Middlebury
	Meriden	Farmington	Ledyard	Morris
	Middlefield	Glastonbury	Lisbon	Naugatuck
	Milford	Granby	Lyme	New Fairfield
	New Haven	Hartford	Mansfield	New Harford
	North Branford	Hebron	Mashantucket T.N.	New Milford
	North Haven	Manchester	Mohegan T.N.	Newtown
	Old Saybrook	Marlborough	Montville	Norfolk
	Orange	Middletown	New London	North Canaan
	Seymour	New Britain	North Stonington	Oxford
	Shelton	Newington	Norwich	Plymouth
	Wallingford	Plainville	Old Lyme	Prospect
	West Haven	Portland	Plainfield	Redding
	Westbrook	Rocky Hill	Pomfret	Ridgefield
	Woodbridge	Simsbury	Preston	Roxbury
		Somers	Putnam	Salisbury
		South Windsor	Salem	Sharon
		Southington	Scotland	Sherman
		Stafford	Sprague	Southbury
		Suffield	Sterling	Thomaston
		Tolland	Stonington	Torrington
		Vernon	Thompson	Warren
		West Hartford	Union	Washington
		Wethersfield	Voluntown	Waterbury
		Windsor	Waterford	Watertown
		Windsor Locks	Willington	Winchester
			Windham	Wolcott
			Woodstock	Woodbury

Each of the state's 169 political subdivisions and two tribal nations has an emergency management director appointed by the local chief executive official of the municipality or tribe. Although some local emergency management directors are full time, paid directors, the majority of local emergency management directors are part time directors with no staff support. Many of these part time directors are volunteers. Most towns and cities have a municipal facility designated as a local Emergency Operations Center (EOC), which serves as the local chief executive official's direction and control center. During emergencies, local officials maintain communications with the DEMHS Regional Office serving their community.

Section 3: DEMHS Policy

3.1 DEMHS Advisory Council

The DEMHS Deputy Commissioner chairs the DEMHS Advisory Council, which is comprised of representatives of local, state, federal, and private sector partners. The Council was created by the Commissioner of DESPP under Connecticut General Statutes Section 4-8. The Advisory Council operates under bylaws.

The goals of the Advisory Council include the following:

- The maintenance and enhancement of a coordinated, integrated program of statewide emergency management and homeland security;
- Foster coordination and collaboration at the federal, state and local levels, and the private sector, with regard to emergency management and homeland security prevention, preparedness, planning, response, recovery, mitigation, and public education, with an emphasis on multi-municipality regional collaboration;
- Assist DEMHS with the development of integrated state and local all-hazards emergency planning, including training and exercise;
- Provide State Emergency Support Function (ESF) working group/task force liaisons to DEMHS in order to coordinate local, state or regional resources in major emergencies or serious disasters;
- Evaluate and make recommendations to DEMHS and/or municipalities with regard to resources for plan development, maintenance, and implementation for all types of emergencies;
- Report on at least a quarterly basis to the DESPP Coordinating Advisory Board.

3.1.1 Process for Providing Coordinated Input

As an advisory committee to DEMHS, the Council (and its various subcommittees and working groups) provides coordinated input to the Emergency Management Program. The process for providing coordinated input includes:

- Report outs: Each member provides updates in their area of subject matter expertise.
- Items for Council Review: set as Agenda items and/or raised under Round Table:
- Process can include: Discussion, requests for additional information, request for Working Group review, tabling review to the next meeting, etc.
- Consensus or votes may be taken on items (ex. State-wide Emergency Management and Homeland Security Strategy)

The Advisory Council also supports a number of the DEMHS subcommittees and working groups that are designed to coordinate policy and planning using the Emergency Support Function (ESF) system.

Examples of these groups/committees include:

- ESF 1: Transportation and Transportation Security
- ESF 2: Communications
 - State Interoperability Communications Committee
 - Telecommunications Restoration Task Force
- ESF 3: Public Works, Critical Infrastructure
 - Debris Management
- ESF 4: Fire Prevention and Control/State Fire Plan
- ESF 5: Emergency Management
 - Child Emergency Preparedness
 - Regional Collaboration
 - Homeland Security Working Group
 - Citizens Corps Advisory
 - Training
 - Emergency Management Data Working Group
 - Incident Management Teams
 - Cyber Security
- ESF 6: Mass Care/Functional Needs
 - Mass Care Working Group
- ESF 7: Resource Support/Private Sector Coordination
 - Commodities Distribution Task Force
 - Credentialing Committee
- ESF 8: Public Health and Medical Services
 - Medical Reserve Corps
- ESF 9: Search and Rescue
 - Evacuation Task Force
- ESF 10: Hazardous Materials Response
 - Haz-Mat Teams
- ESF 11: Animal and Natural Resources
- ESF 12: Energy and Utilities
 - Energy Work Group
 - Fuel Task Force
 - Water Task Force
- ESF 13: Law Enforcement/Homeland Security
- ESF 14: Long Term Recovery and Mitigation
- ESF 15: External Communications
 - ESF 15 Emergency Communications and External Affairs Working Group
- ESF 20: Marine, Port Security

3.2 Emergency Management Plans Maintenance Policy

3.2.1 Purpose and Scope

The purpose of this section is to set forth the State of Connecticut Division of Emergency Management and Homeland Security (DEMHS) policy for maintaining emergency preparedness, response, and recovery plans for the State of Connecticut. This policy applies to plans developed and maintained by DEMHS. The DEMHS Planning Manager/Coordinator will coordinate all logical support and resource requirements necessary to implement and track the maintenance of the State's emergency preparedness, response, and recovery plans.

3.2.2 Policy

Emergency preparedness, response and recovery plans contain information on policies, roles, responsibilities, and/or standard operating procedures (SOPs) related to the planning for, response to and/or recovery from incidents. These plans are living documents that involve the coordination of multiple stakeholders. The information contained in these plans could become obsolete as emergency preparedness, response, and recovery roles, and standard operating procedures (SOPs) change.

CT EM procedures support emergency management priorities including: life, safety and health; property protection; environmental protection; restoration of essential utilities; restoration of essential program functions; and coordination among appropriate stakeholders.

3.2.3 Roles and Responsibilities

DEMHS: The State Emergency Management Director, through the DEMHS Planning Manager/Coordinator, is charged with maintenance of emergency preparedness, response and recovery plans and keeping associated annexes, appendices, attachments, and figures current.

Stakeholders: Stakeholders may provide input on plan revisions. Stakeholders may include the Regional Emergency Response Team (REPT) members, local emergency management directors, state agency partners, subject matter experts, and working group members among others. These stakeholders review and provide input on emergency preparedness, response, recovery and mitigation plans, either directly or through work groups or committees.

The method and schedule for evaluation maintenance and revision for key plans and procedures can be found in Annex B.

3.3 Corrective Action Policy

3.3.1 Purpose and Scope

This policy sets forth the State of Connecticut Division of Emergency Management and Homeland Security (DEMHS) protocol for conducting after action reviews and documenting and tracking corrective actions identified during exercises and real world incidents. This policy pertains to DEMHS and the Emergency Support Functions of the State Emergency Operations Center (SEOC), when activated. This policy pertains to corrective action activities resulting from exercise participation and real world incident response.

3.3.2 Policy

1. The DEMHS Operations, Training and Exercise Manager will conduct and/or oversee an after action review process after each exercise or real world incident for which the State Emergency Operations Center is activated and for other incidents as directed by the State Emergency Management Director.

2. DEMHS will follow the guidelines set forth in the Multi-year Training and Exercise Plan (MY-TEP) for conducting after action reviews, developing corrective actions, and tracking progress toward implementing corrective actions.
 - a. Except for good cause and as directed by the Director, an initial after action review will be conducted with appropriate stakeholders (which may include ESF Team members, emergency management directors from impacted communities, and other response partners) within 30 days of each exercise and within 60 days of each real world incident response. After the initial review, an after action report will be developed that identifies gaps and suggested corrective actions. DEMHS will finalize corrective actions within 30 days of the report issuance, and track progress toward corrective actions every 6 months.
 - b. The DEMHS Training and Exercise Unit is responsible for coordinating after action reviews, documenting after action reports and corrective actions. The Planning Manager/Coordinator in coordination with the Training and exercise unit will track progress on corrective actions.

3. Maintenance-The DEMHS Operations, Training and Exercise Manager is responsible for maintenance of this policy. See Appendix D.

4. Corrective Action Process (from MY-TEP):
 - a. State Exercise After-Action Report (AAR) / Improvement Plan (IP) and Corrective Action Process (CAP) (methodology based up HSEEP 2013, Instructor Guide, Version 13.1, Unit 6).
 - b. Exercise Conclusion:
 - i. Hot wash conducted and recorded
 - ii. Evaluation forms are collected.
 - c. Draft AAR/IP/document
 - i. Information from hot wash and evaluation forms are analyzed.
 - ii. Draft AAR/IP document created and distributed.
 - d. AAR/IP Meeting (Manager/Supervisor meeting or other post exercise meeting)
 - i. Draft AAR/IP document discussed
 - ii. Specific AAR/IP items chosen
 - iii. Within the IP, the Capability Element(s): Planning, Organization, Equipment, Training, or Exercise are identified for each IP item which then determine the CAP.
 - iv. IP Items are updated to include CAP, owning manager and due date.

- e. Post AAR/IP Meeting (Managers/Supervisors Meeting or other post exercise)
 - i. Updated Draft AAR/IP/CAP is sent to all participants at the AAP/IP meeting for review.
 - ii. When accepted by all participants, the AAR/IP/CAP is finalized and redistributed as “Final”.
 - iii. The IP contains the following fields (which are completed for each IP):

Core Capability	Issue/Area for Improvement	Corrective Action	Primary Responsible Organization	Organization POC	Start Date	Completion Date

- f. Prioritization of the Improvement Plan/Corrective Actions (IP/CA):
 - i. Priority will be based on the urgency of the gap identified in the IP/CAP
 - 1. Communications/equipment gaps will be given a higher priority
 - a. Priority noted in the IP/CA spreadsheet by the Training Unit
 - b. Referred to Telecommunications/Field Support Manager for review
 - c. Telecommunications/Field Support Manager will determine if there is a need to enhance existing equipment or purchase additional resources.
 - d. Telecommunications/Field Support Manager will submit a decision memo on his assessment of the IP gap and the recommended resolution. Based on the approval and any additional guidance on the decision memo the gap will be addressed.
 - e. Updates will be added to the IP/CA spreadsheet
 - f. Updates provided by the Training Unit at the monthly DEMHS Managers and Supervisors meeting.
 - g. IP/Corrective Action Spreadsheet updated with final status and closed out. The resulting equipment modification/new purchase will be tested in the next exercise and results noted.
 - 2. Gaps that identify gaps in plans or procedures will be given secondary priority (although lower priority, the IP/CA item will be assigned and addressed as soon as possible)
 - a. Priority noted in the IP/Corrective Action spreadsheet by the Training Unit
 - b. IP referred to Planning Coordinator for review
 - c. Planning Coordinator will determine if there is a need to modify existing plans and procedures or if the development of a new procedure is required.
 - d. The Planning Coordinator (or assigned staff) will submit a decision memo on their assessment of the IP gap and the recommended

Tracking of the progress of the IP/CAP:

- Utilizing the IP/Corrective Action spreadsheet, the implementations steps for prioritized corrective actions are documented and tracked.
- The status of open corrective actions is reviewed at each DEMHS Manager’s and Supervisor’s meeting as a regular item under the Training Unit report.
- The final resolution of the IP is documented in the spreadsheet and results are shared with partners

resolution. Based on the decision memo and any recommended changes, the gap will be addressed.

- e. Updates will be added to the IP/CA spreadsheet
- f. Updates on the status of the IP will provided by the Training Unit at the monthly DEMHS Managers and Supervisors meeting.
- g. IP/Corrective Action Spreadsheet will be updated with final status and closed out
- h. Results (updated plans, procedures, etc.) are shared with partners.
- i. The plan/procedure will be tested in the next exercise. Results will be documented in the IP/CA spreadsheet.

3.4 DEMHS Administrative Procedures

3.4.1 Fiscal Procedures

Connecticut maintains financial administrative procedures for use before, during, and after an emergency or disaster. The State of Connecticut Office of the Comptroller provides accounting and financial services, to administer employee and retiree benefits, to develop accounting policy and exercise accounting oversight, and to prepare financial reports for state, federal and municipal governments and the public. The bulk of the Comptroller's statutory requirements are detailed in CGS Sections 3-111 through 3-123.

Existing State Agency financial procedures are contained in manuals maintained on the State Comptroller’s website (<http://www.osc.ct.gov/manuals/index.html>). These include:

- Internal Control Guide
- Accounting Procedures Manual – Trustee Accounts
- Fuel Card Program
- Purchasing Card (P-Card Program)
- State Accounting Manual

All State Agencies utilize CORE-CT, the State government's integrated human resources, payroll, and financial system. Core-CT can be described as being made up of two major pieces:

1. PeopleTools, (analogous to the operating system of a computer (e.g., Windows, MacOS))
2. Applications (run on PeopleTools)
 - a. Human Capital Management (HCM), or more popularly known as Human Resource Management System (HRMS), for payroll, time and labor, benefits, and human resources
 - b. Financials for general ledger, purchasing, payables, receivables
 - c. Enterprise Performance Management (EPM) for ad-hoc reporting and Business Intelligence (BI).

DEMHS staff utilizes many functions within CORE CT including:

- Time and Labor:
 - Timesheet entry and approval
- Contract/Purchase order:
 - Contract Entry and Approval (for sub-granted funds)
 - Purchase Order (P.O) Creation (approval of P.O.s is the responsibility of the DESPP Fiscal Unit)
- E-Procurement:
 - Requisition Entry and approval
 - Purchase Order creation (approval of P.O.s is the responsibility of the DESPP Fiscal Unit)

For grant funded positions, payroll task codes may be used to track time spent on specific programs. In addition, a hard copy of the timesheet (and/or a funding split sheet) identifies hours and percentages of time by grant program. The employee and supervisor sign the hard copy form to acknowledge that the duties performed are governed by the specific grant funds. See examples in Appendix A.

Several DEMHS staff members have CT CORE Roles that include contract entry and Epro entry. The DEMHS Grants Supervisor has approval roles for both functions.

Contracts are entered for all fully executed subgrant awards, once the contract is approved by the DEMHS Grants Supervisor, a purchase order is created.

Prior to entering an EPRO requisition, a DPS 33 form must be completed, coded and submitted for signature (see sample in Appendix A). The signed DPS form is uploaded in the requisition and approved by the DEMHS Grants Supervisor.

DESPP utilizes Department Codes to identify operating expenses for Units within each division. These codes are updated annually in June (and as needed). See Appendix A for samples.

During activations or as needed, overtime or compensatory time may be required. DEMHS utilizes an Extra Duty Form for prior approval of overtime and/or compensatory time earned. The employee, their supervisor and the Division Head/Designee must sign the form. Payroll Task Codes are utilized to identify the appropriate coding and the reason for the extra duty. DESPP maintains a listing of task codes which are updated annually. In addition, DEMHS issues task codes to track expenses (including staff time) for specific events such as exercises, storm activations, etc. See examples in Appendix A.

In addition, DESPP, as the State Administrative Agent (SAA), utilizes fiscal procedures, including the Comptroller's manuals, Administrative and Operations Manual, Grant Policy Manuals, Administrative Plans and other procedures for day-to-day management of general funds and grant programs.

DEMHS Strategic Planning and Community Preparedness Unit maintains and updates grant policies to administer the Homeland Security Grant Program, the Emergency Management Program Grant, the NSEP Program, the Hazard Mitigation Program and the School Security Grant Program. The Policies and Procedures contain copies of current forms, procedures and required reports.

Specific policies, plans, and contracts are enacted in the event of an emergency including: the State of Connecticut Disaster Debris Management Plan, State Contracts (DAS Manual- see below), and Concept of Operations which includes summaries of duties and job aids for the finance section chief.

The Department of Administration (DAS) maintains an Emergency Response Supplies, Services and Equipment Guide to statewide contracts for DESPP/DEMHS. The Guide provides information on contracts that allow for specific supplies, services and equipment to be acquired in emergency situations. Contract references, emergency Pcard information as well as Disaster Debris Contract activation is included in this manual which is updated annually in June.

SEOC Finance Binder: For SEOC activations, a binder is maintained containing:

- Current DAS Emergency Contracts Manual
- Department Code Sheet
- Task Codes
- Event budget and coding information, if needed

3.4.2 Routing Slips

In order to facilitate management review of documents that require signature, routing slips are utilized. Routing slips are used for Grant Awards, Correspondence, Memorandums of Agreement (MOA), Nuclear Safety Emergency Fund (NSEF) allocations etc. A sample routing slip is included in Appendix A.

3.4.3 Decision Memos

Decision memos facilitate DEMHS management review of proposed projects, funding line items changes, plan adoption, corrective actions, application submissions and other initiatives. The use of Decision

Memos ensures that a project, proposed expenditure or other initiative has been reviewed by key members of management before it is implemented.

For example, if the use of grant funds are proposed, the second page of the template would be completed by the Strategic Planning and Community Preparedness Unit, providing information on allowability and available funds.

Decision memos may be required more generally to obtain consensus and identify issues related to the expenditure of funds, a change or creation of a policy. A decision memo template is included in Appendix A.

3.4.4 P-Card Approval Forms

To ensure that grant purchases and services paid for by DESPP credit card (PCard) receive an allowability review by the Grants Unit, a Pcard Authorization Form is used. The form includes the vendor name, item information, cost etc. The request is reviewed, coded and signed by the Grants Unit. A copy of the approved PCard form is submitted with the monthly statement to the Fiscal Unit for processing.

3.4.5 DEMHS Managers/Supervisors Meetings

The DEMHS Deputy Commissioner conducts a monthly meeting with all senior staff managers, Unit supervisors and Regional Coordinators. Attendees report out on significant events and status of unit activities using a power point template. A sample power point slide is included in Appendix A.

3.4.6 DESPP Administration and Operations Manual:

The A&O Manual is provided to employees of all divisions of DESPP. The Manual contains written policy and procedures of the department that are consistent with the goals of the department mission statement.

3.4.7 Records Retention – General Records Retention Schedules for State Agencies & Agency Specific Schedules

General Records Retention

The Connecticut State Library maintains general records retention schedules for State agencies. These schedules list records common to many records including:

- Administrative Records
- Personnel Records
- Fiscal Records
- Health Records
- Information Systems Records
- Public Safety and Emergency Services Records

These schedules can be viewed on-line at:

<https://ctstatelibrary.org/publicrecords/general-schedules-state>

In addition the State library maintains Record Retention Schedules for records that are unique to an agency. The Records Retention Schedule for DESPP/DEMHS includes retention schedules for records such as: Alert and Notification Records, SEOC Activation Records, etc.

<https://ctstatelibrary.org/agency-specific-records-retention-schedules/>

3.4.8 DEMHS Legislative Program

DEMHS’ Legislative program is handled by the DESPP Legislative Program Manager. DESPP/DEMHS generally follows the annual process shown below:

Month	Actions
August/September	Agency solicits proposals from staff/units regarding possible proposals. Senior Agency Leadership reviews proposals and determines which will move forward for submission
October	Agency submits legislative package to the Office of Policy and Management (OPM)/Governor’s Office for review.
November	OPM/Governor’s Office evaluates and makes recommendations concerning the proposed legislation. Agency legislative package is presented to the Governor’s Office for review.
November-December	OPM/Governor’s Office makes final decision on whether or not the agency’s legislative package can be presented to the General Assembly. The proposals can be approved as they were presented; changed to meet approval; or denied approval.
January/February	Agency presents its approved legislative package to the Joint Standing Committee of the General assembly having cognizance over that particular agency.

The Legislative Liaison will also track other proposals that impact the Division. The CT General Assembly provides ways to search and track the progress of proposals including search functions and email notifications.

DEMHS management is active in the National Emergency Management Association (NEMA) and the Northeast States Emergency Consortium (NESEC).

NEMA and NSEC will often request input on proposed regulatory changes from member agencies. Based on the type of inquiry, DEMHS follows the following process:

- 1- The State Emergency Management Director will review inquires and data requests from associations such as NEMA.

- 2- The Director will send an email to the appropriate staff or Unit to provide recommendations, feedback or data related to the inquiry.
- 3- The Director will review the submissions and provide a response to the requesting organization.

Section 4.0 DEMHS Reports

As an emergency management agency and the State Administrative Agent for federal preparedness grant programs, DEMHS/DESPP files numerous federal and state reports.

4.1 Federal Reports

Grant Financial and Programmatic Reporting			
Type of Report	Description	Grant Program	Frequency
Federal Financial Report, FFR – preparedness grants	Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425). FFRs must be filed electronically through the Payment and Reporting System (PARS).	HSGP, EMPG, NSGP	Quarterly Reports are due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31). Close out (final)
Federal Financial Reports – annual mitigation grants	Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425). FFRs must be filed electronically through the Payment and Reporting System (PARS). A Copy of the FFR should be submitted via the egrants system.	PDM, FMA	FFRS due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31).
Federal Financial Reports, SF-425 - HMGP	SF-425s are submitted via the Department of Health and Human Services, Division of Payment Management Division, Payment Management System -SMARTLINK system.	HMGP	Quarterly financial reports, draw downs. Reports are due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31). Close out (final)
Performance Progress Report (SF-PPR). preparedness grants	Quarterly report on progress towards implementing plans described in their application as well as progress made towards implementing performance measures	HSGP, EMPG, NSGP	The SF-PPR is due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31). Close out (final).
Quarterly Performance Report- annual mitigation grants	Quarterly report on the progress of the grant using the Quarterly Performance Report in FEMA’s grant application system (eGrants) – SF-PPR must be used for PDM and FMA and submitted via E-Grants.	PDM, FMA	Reports are due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1

			through December 31). Close out (final
Quarterly Performance Report- HMGP	Quarterly report on the progress of the grant using the Quarterly Performance Report in FEMA's grant application system. The SF-PPR must be submitted for HMGP via NEMIS by directly entering data into the Quarterly Report module or by sending a per-approved Excel spreadsheet.	PDM, FMA	Reports are due within 30 days after the end of the reporting period (July 30 for the reporting period of January 1 through June 30; and January 30 for the reporting period of July 1 through December 31). Close out (final
Biannual Strategy Implementation Reports (BSIR).	Updated obligations and expenditure information must be provided within the BSIR to show progress made toward meeting strategic goals and objectives as well as how expenditures support Planning, Organization, Equipment, Training and Exercises (POETE).	HSGP, EMPG, NSGP	The BSIR is due within 30 days after the end of the reporting period -July 30 and January 30. At times the dates vary on when the BSIR is available. DHS/FEMA sends guidance by email to POCs.

Other Federal Reports (including Admin. Plans)		
Report Title	Recipient (federal agency)	Due Date
Critical Infrastructure Special Events (Data Call)	US Dept. of Homeland Security/FEMA	Mid October
Individual Assistance-State Administration Plan	Region 1 – FEMA IA	November 30
Public Assistance Admin Plan	FEMA	Annually and for each new Major Disaster Declaration
Hazard Mitigation Admin Plan	FEMA	Annually and for each new Major Disaster Declaration

4.2 State Reports

DESPP/DEMHS State Reports		
Report Title	Recipient (State of CT)	Frequency
Report to Joint Standing Committee on Public Safety and Security Regarding Statewide Emergency Management and Homeland Security Activities (Division of Emergency Management and Homeland Security (DEMHS) Annual Report)	Report to Joint Standing Committee having cognizance over matters relating to public safety and security.	Annually by January 1
Coordinating Advisory Board Report to the Governor and the Joint Standing Committee on Public Safety and Security	Report to the Governor and Joint Standing Committee having cognizance over matters relating to public safety. (CGS Sec. 29-1t)	Annually by January 1
Child Emergency Preparedness Annual Report	CT. General Assembly per CGS 28-11	annual
School Security and Safety Plan Standards (DESPP/DEMHS)	CT General Assembly (Joint standing committees having cognizance over matters relating to public safety and education) per 10-222n	Annually by January 1

Section 5.0 Committees

5.1 State Committees

5.1.1 DEMHS Advisory Council Subcommittees

- ESF 1: Transportation and Transportation Security
- ESF 2: Communications
 - State Interoperable Communications
 - Telecommunications Restoration Task Force
- ESF 3: Public Works, Critical Infrastructure
 - Debris Management
- ESF 4: Fire Prevention and Control/State Fire Plan
- ESF 5: Emergency Management
 - Child Emergency Preparedness
 - Regional Collaboration
 - Homeland Security Working Group
 - Citizens Corps Advisory

- Training
- School Security Working Group
- Incident management Data Working Group
- Incident Management Teams
- Cyber Security
- ESF 6: Mass Care
 - Mass Care Working Group/Functional Needs
- ESF 7: Resource Support/Private Sector Coordination
 - Commodities Distribution Task Force
 - Credentialing
- ESF 8: Public Health and Medical Services
 - Medical Reserve Corps
- ESF 9: Search and Rescue
 - Evacuation Task Force
- ESF 10: Hazardous Materials Response
 - Haz-Mat Teams
- ESF 11: Agriculture/Animal and Natural Resources
- ESF 12: Energy and Utilities
 - Fuel Task Force
 - Energy and Utilities Task Force
 - Water Task Force
- ESF 13: Law Enforcement/Homeland Security
- ESF 14: Long Term Recovery and Mitigation
- ESF 15: External Affairs/Emergency Communications
- ESF 20: Marine, Port Security

Regional

- FEMA Region I Long Term Recovery
- FEMA Region I Functional Needs
- Anti-Terrorism Advisory Council
- Area Maritime Security
- New England Exercise and Training Officers Committee
- New England Hazmat Mutual Aid
- Northeast States Emergency Consortium
 - NESEC Legal Work Group
- US Coast Guard Maritime Security Committee
- Western Region Chiefs of Police Association

National

- International Emergency Management Group (Consortium of the New England States and Eastern Canadian Providence)
 - IEMG Legal Committee
- ASIS International (American Society of Industrial Security)
- Community and Regional Resilience Institute (CARRI) Working Group
- National Interagency Coordination Committee on Hurricanes FEMA Regional I
- National Center for Analysis of Violent Crime
- National Emergency Management Association (NEMA)
- Governors Homeland Security Advisors Council (GHSAC)

Section 6.0 DEMHS Programs and Initiatives

6.1 Governor's Emergency Preparedness Planning Initiative (EPPI)

The overall goal of this initiative, which began in 2011, was to enhance emergency planning and preparedness by:

- Improving information-sharing during an emergency between state and local officials, and utility providers;
- Increasing awareness and understanding of Connecticut emergency management systems, including the use of the National Incident Management System (NIMS), within the local, state, and utilities organizations;
- Developing a more comprehensive storm preparation and response plan that enhances existing planning by providing specific assignment of responsibilities in mitigation, preparedness, response and recovery activities that will apply to all hazards, including utility disruption events;
- Creating an All-Hazards Energy and Utilities Plan as an annex to the State Response Framework, to address response to and management of widespread utility outages;
- Conducting a statewide real-time exercise in which each DEMHS region participates.

The EPPI includes an annual state-wide exercises the first of which was held in 2012. The exercises are coordinated by the Department of Emergency Services and Public Protection's Division of Emergency Management and Homeland Security (DEMHS) and test the coordination and response of all participating stakeholders. The EPPI exercises: personnel (on a state and local level), plans (on a state and local level, including the the State Response Framework and annexes, and facilities (local and State EOC).

On the local level, the EPPI annual exercise involves exercising components of the Local Emergency Operations Plans (LEOP) including planning, operational coordination and communications. During the exercise, all participating municipalities use their Local Emergency Operations Plan (LEOP) to implement an appropriate Incident Action Plan (IAP). Local EOCs are activated and Unified Commands convened to coordinate and collaborate operational response. All participating municipalities test their communications equipment and plan for public messaging.

Each year, DEMHS evaluates priorities and determines the objectives of the EPPI annual state-wide exercise. Over the past few years, the exercises scenarios were based on the hazards identified in the Hazard Identification Risk Assessment (HIRA) including: cyber incident, tropical cyclone, flood related hazards and winter related hazards. Various core capabilities in each of the mission areas have been tested.

6.2 Training and Exercise

6.2.1 Training Requirements

Executive Order 34 and the SATEP require State Agency personnel with a role in emergency management to complete specific ICS/NIMS courses. EMHS Emergency Management Performance Grant (EMPG) funded staff are required to complete: NIMS Independent Study courses (IS 100, 200, 700, 800) and the following courses within the Professional Development Series (IS 120, 230, 235, 240, 241, 242, 244). DEMHS employees that are not EMPG funded need to complete the NIMS Independent Study Courses but are encouraged to complete the Professional Development Series courses as well. Position specific training is also recommended for DEMHS staff based on their role. These courses may include: IS-393.b Intro to Hazard Mitigation, IS-634 Intro to Public Assistance (PA), IS-003 Radiological Emergency Management and IS-403 Intro to Individual Assistance (IA). DEMHS also provides staff with the opportunity to attend educational conferences and training programs related to their duties.

CT's Exercise Program is based on the hazards identified in the HIRA and exercises: personnel (state/local), plans (state/local), procedures, equipment and facilities (State/local EOCs, State alternate facility (COOP)

6.2.2 Training and Exercise Plans

DEMHS maintains two plans that outline the goals of the emergency management training program:

- State Agency Training and Exercise Plan (SATEP):

The State Agency Emergency Management Training and Exercise Plan (SATEP) implements Governor's Executive Order 34, which recognizes the National Incident Management System (NIMS) as the standard system within Connecticut for the management of domestic incidents that affect the health, welfare, safety and security of the residents of Connecticut. Among other things, this Executive Order directs all State Agency Commissioners and Department Heads to work with the Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) to ensure that: (a) all appropriate agency emergency activities and other plans follow the NIMS components, and; (b) all agency staff and contractors with roles in emergency preparedness, planning, response, or recovery are trained in the appropriate NIMS and ICS components, including active participation in planning, training, and exercises.

- Multi-Year Training and Exercise Plan (MY-TEP):

The goal of the MY-TEP 2018-2020 is: 1) to share information about training opportunities and exercises currently scheduled within the state with stakeholders; and, 2) to identify training and exercise needs. The training needs assessment, Appendix B of the MY-TEP was developed to address all personnel with responsibilities in the emergency management program including key public officials. The Training Needs Assessment is based on input from stakeholders (including attendees of the Regional Training and Exercise Workshops). In developing the assessment, grant requirements, gaps identified from real world events/exercise AARs, hazards identified in the Hazard Identification and Risk Assessment (HIRA), and gaps identified in the Threat Identification Risk Assessment/ Stakeholder Preparedness Report process, are also considered. The Training Needs Assessment is reviewed at least bi-annually as part of the MYTEP update (or more often as needed). Training Programs and curriculum are developed to address the topics included in the Training Needs Assessment. Records of curriculum, class rosters and course evaluations are maintained.

6.3 Federal Preparedness Grant Administration (includes Nuclear Safety Funds (NSEF))

6.3.1 State Administrative Agency

The Department of Emergency Services and Public Protection (DESPP) is the State Administrative Agency (SAA) for the State of Connecticut. The SAA is the eligible entity to apply for and receive DHS Non-Disaster Grant Funds such as the Homeland Security Grant Program (HSGP), the Emergency Management Program Grant (EMPG) and the Non-Profit Security Grant Program (NSGP). The day to day oversight of the SAA functions is delegated to the Division of Emergency Management and Homeland Security (DEMHS).

The SPCP Grant Policy and Procedure Manual documents the specific procedures necessary to administer the grant programs.

6.3.2 Homeland Security Grant Program (HSGP)

The HSGP that provides funding to eligible jurisdictions to acquire eligible equipment, training and exercises. The program is designed to enhance the ability of state and local governments to prevent, protect against, respond to, and recover from incidents of terrorism.

Programs such as Citizen Corps Program (CCP), Metropolitan Medical Reserve Corps (MMRS), and Drivers' License Security Grant Program (DLSGP) that were previously separately funded programs are now eligible activities under each State's HSGP allocation.

The HSGP application consists of Investment Justifications (IJ). The IJs include a description of the Investment, including the planning, organization, equipment, training, and/or exercises that will be involved. The IJs are tied to the gaps and sustainment needs identified in the annual Threat Identification Risk Assessment (THIRA) and Stakeholder Preparedness Report (SPR). DHS/FEMA requires States to develop two dedicated IJs: Fusion Center and Cyber Security.

6.3.3 Emergency Management Performance Grant Program (EMPG)

The purpose of the EMPG Program is to make grants to States to assist State, local, territorial, and tribal governments in preparing for all hazards.

Examples of tangible outcomes from the EMPG Program include building and sustaining core capabilities through:

- Completion of the Threat and Hazard Identification and Risk Assessment (THIRA) process
- Strengthening governance integration
- Approved emergency plans
- Development and maintenance of multi-year Training and Exercise Plans (TEPs)
- Targeted training and verification of personnel capability
- Whole community approach to security and emergency management

The Emergency Management Program application includes an EMPG work plan which outlines the State's emergency management sustainment and enhancement efforts and includes new and ongoing projects. The Work Plan consists of a Program and Budget Narrative, Personnel Data Table, Training Data Table, and Grant Activities Outline.

6.3.4 Nuclear Safety Emergency Program (NSEP)

The Nuclear Safety Emergency Program was established in 1981 to provide funding to municipalities and state agencies to enhance the safety of Connecticut's Nuclear power generation facilities. The operators of Connecticut's Nuclear power generation facility located in Waterford and the operators of the now decommissioned nuclear generation facility in Haddam provide annual funding for planning, training, exercises and the purchase of specialized response equipment that is directly related to the goal of maintaining and improving safety and responding to emergencies at the Nuclear power generation facility.

DEMHS develops an annual advisory bulletin to provide non-emergency (routine procedures) policy guidance and administrative procedures for utilization of the Nuclear Safety Emergency Program (NSEP) to reimburse eligible costs of salaries and related expenses.

6.4 Disaster Programs

DEMHS coordinates with FEMA on the administration of disaster assistance programs following presidentially declared disasters. These programs include:

- a. Public Assistance (PA): Disaster assistance to towns, state agencies and certain non-profit organizations for eligible damages and expenses.
- b. Individual Assistance (IA): Disaster assistance to homeowners, renters includes housing assistance and other needs assistance.
- c. Small Business Administration (SBA) Disaster Loan Program: SBA's Disaster Loan Programs are released in conjunction with a disaster declaration authorizing Individual Assistance. For smaller scale disasters that do not meet FEMA's damage criteria, the State may request an SBA only declaration.
- d. Hazard Mitigation Grant Program (HMGP): HMGP funds are also released as part of a major disaster declaration authorizing Public Assistance (PA). HMGP provides funds on a cost/share basis to fund mitigation projects.

Individual Assistance, Small Business Administration coordination and Hazard Mitigation are handled by the Strategic Planning and Community Preparedness Unit. The Recovery Unit administers Public Assistance.

The Disaster Recovery Framework & ESF 14 Plan outlines DEMHS' role in administering federal disaster assistance programs. The Disaster Assistance Handbook contains specific recovery procedures such as

Initial Damage Assessment (IDA), Joint Preliminary Damage Assessments (PDAs) and the sharing of SBA's Disaster Loan Program notifications.

6.5 State-wide Emergency Management and Homeland Security Strategy

Connecticut's "all-hazards" strategy provides a road map for the improvement of capabilities to prevent, respond to and recover from disasters, either natural or man-made. The strategy contains goals /priorities on which the State will focus in the coming years to enhance our state's preparedness. The Strategy is developed in coordination with the Homeland Security (HS) Working Group, a multi-jurisdictional stakeholder sub-committee of the DEMHS Advisory Council. The HS Working Group assists DEMHS in evaluating current capabilities and developing/revising the goals, objectives and setting milestones/implementation steps to sustain and or close gaps in capabilities.

The HS Working Group consists of representatives of various stakeholders including:

- Local Emergency Management Directors
- Regional Emergency Planning Teams
- Local and local Public Health
- Regional and State Haz-mat Teams
- Regional and State Bomb Squads
- Fire (Commission on Fire Protection and Control)
- Law Enforcement
- Connecticut Conference of Municipalities (CCM)
- Council of Small Towns (COST)
- Public Works
- Department of Transportation
- Connecticut Intelligence Center (CTIC)/ Critical Infrastructure Key Resources (CIKR)
- CT Voluntary Organizations Active in Disaster (CT VOAD)

The first DEMHS State-Wide strategy was developed in 2005. The five-year strategy consisted of ten goals with objectives and milestones/implementation steps.

In July, 2008, the Strategic Planning and Grants Administration Unit, implemented a process for status updates.

Process for Status of Strategy

To obtain a status update, a DEMHS planner would contact the owner or project lead of each objective. The project lead would review each milestone/implementation step and rate it as Accomplished, On-going, In Progress, Not Started Yet, or N/A (because the project had changed). Each implementation step would also be assigned a percentage of completion. Strategy Status updates are requested at least annually during the five year period of the strategy.

6.6 Threat Hazard Identification Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR)

The THIRA is a self-evaluative risk analysis process. Using scenarios, the process is designed to help identify significant event Core Capability impacts, the ability of the State to meet these needs, and the desired State level for each Core Capability. The THIRA process establishes the base and the State’s target level of Core Capabilities to be included in the Stakeholder Preparedness Review (SPR). The annual process of developing the THIRA and SPR allows for an evaluation of the State’s capabilities with key stakeholders. The completion of a THIRA/SPR is required by FEMA for state’s receiving EMPG and HSGP.

DEMHS utilizes its THIRA as a periodic gap analysis. The HSGP IJs are developed to sustain and/or close gaps identified in the THIRA.

6.7 Emergency Management Symposium/CCM Conference

The CT Conference of Municipalities, DEMHS, and the State Department of Public Health co-sponsor an annual Emergency Management Symposium. The symposium brings together a cross-section of federal, state and local government officials, public health providers, and municipal decision-makers involved in disaster-response and emergency-management issues. Attendance is usually between 400 and 500.

Informational sessions include hazard specific, ESF-based or technical assistance sessions. The Emergency Management Symposium allows for increased evaluation and input into Connecticut’s emergency management program.

Past agenda topics include: Sheltering Best Practices, Disaster Recovery Programs, Cyber Security, and Community Emergency Response Teams (CERT), Functional Needs, and School Security.

6.8 Emergency Management Directors (EMD) Regional Meetings

DEMHS conducts annual meetings in each DEMHS region. These Regional Meetings provide an opportunity for DEMHS leadership and staff to meet with local Chief Executive Officials (CEO) and Emergency Management Directors (EMD). This forum provides an opportunity to conduct After Action Reports/discussions (AARs), conduct the annual swearing- in of Emergency Management Directors, and provide Division updates.

6.9 Local Emergency Management Director & Municipal Official Handbook

DEMHS developed, in conjunction with local and regional partners, a handbook for local EMDs and CEOs. The handbook, which can be found on the DEMHS website: is a reference guide to emergency management policies and procedures. Topics covered include:

- State Response Framework (SRF)
- National Incident Management System
- Checklists for the four phases of emergency management

6.10 Key Emergency Management Plans: DESPP, DEMHS and Partners

	Plan/ Guide	Agency Responsible for Plan maintenance	Plan Description/relationship with other plans
State Response Framework	State Response Framework (SRF)	DESPP/DEMHS	State’s Framework- outlines the coordination of partners, EOC procedures for use during an emergency
	Emergency Communications and Warning Appendix	DESPP/DEMHS	Appendix to the ESF 2 Communications Annex
	CT Disaster Debris Management Plan	DEEP	ESF 3 annex of the SRF
	Statewide Fire Rescue Disaster Response Plan	Commission on Fire Prevention and Control	ESF 4 annex of the SRF
	Radiological Emergency Response Plan (REP Plan)	DESPP/DEMHS	ESF 5 annex of the SRF
	Cyber Disruption Response Plan and Annexes	DESPP /DEMHS	ESF 5 annex of the SRF
	Resource Management System Annex	DESPP/DEMHS	ESF 7 annex of the SRF
	Public Health Emergency Response Plan I. Base Plan	DPH	ESF 8 annex of the SRF
	Avian Influenza Monitoring and Response Plan	DESPP/DEMHS, DOAG	ESF 11 annex of the SRF
	Disaster Recovery Framework	DESPP/DEMHS	ESF 14 annex of the SRF
	Base Coop Plan (annexes for Key agencies)	DESPP/DEMHS. Key Agency Annexes (DESPP, DAS, DOT, DOAG, DPH, DOC, Mil. Dept., DEEP)	Component Plan to the SRF: Emergency Management (EM) COOP with COOP annexes, plans of the 8 agencies that support EM essential functions
Training & Exer.	State Agency Training and Exercise Plan (SATEP)	DESPP/DEMHS	Implements Exec. Order 34 NIMS/ICS requirements
	Multi-Year Training and Exercise Plan (MYTEP)	DESPP/DEMHS	Three year plan which includes training and exercises planned within the state

	Plan/Guide	Agency Responsible for Plan maintenance	Plan Description/relationship with other plans
COG	Continuity of Government Plan (COG)	DESPP/DEMHS	Plan that outlines steps to ensure continuity of government in an emergency including the succession of leadership, etc.
	EAS Plan – Emergency Alert System Plan for CT	DESPP /DEMHS	Outlines the organization, operational procedures, and information and implementation of CT’s emergency alert system
Communications	DEMHS/CT-N State Emergency Broadcast Operations Plan	DESPP/DEMHS, CT-N	Procedures to communicate between DEMHS and CT-N during an emergency
	State Interoperable Communications Plan (SCIP)	DEMHS	
	Model procedures for response of emergency vehicles during hurricanes and tropical storms	Commission on fire prevention and control	A guide for CT Chief fire officers in establishing policy for response during hurricanes and coastal storms to minimize risk
FIRE	Model procedures for response to collapse or potential collapse of building due to excessive roof loads	Commission on fire prevention and control	A guide for CT Chief fire officers in establishing policy for response during building collapse or potential collapse
	Model procedures for response to a package with suspicion of a Biological Threat	Commission on fire prevention and control	A guide for first-arriving emergency personnel to respond to potential bio-terror events involving suspicious letters, packages or containers
Public Health	CT Healthcare System Preparedness and Surge Capacity Plan – Annex to the CT DPH Public Health Emergency Response Plan	Office of Public Health Preparedness	A framework for government agencies and private organizations to work together and mitigate the consequences of any event that could potentially overwhelm the healthcare system.
	Emergency Medical Services (EMS) Plan 2015-2020		

	Plan/Guide	Agency Responsible for Plan maintenance	Plan Description/relationship with other plans
Haz. Specific & Support	2019 Update of the CT Natural Hazards Mitigation Plan Update	DESPP/DEMHS Natural Hazard Mitigation Planning Teams	Identify, plan for, and mitigation natural hazards, identify agencies to assist in certain events
	CT H1N1 Influenza Pre-Activation Framework	DESPP/DEMHS, DPH	Plan includes task and personnel management within ICS.
	State of CT Consequence Management Plan for Deliberately caused incidents	DEMHS	Responsibilities and interactions of federal, state, local, and private entities during a incident
	State of CT Consequence Management Plan for Deliberately caused incidents involving chemical agents	DEMHS	Responsibilities and interactions of federal, state, local, and private entities during a Chemical WMD incident within the IC system organization

	Plan/Guide	Agency Responsible for Plan maintenance	Plan Description/relationship with other plans
Other Resources	DAS Emergency Response, Supplies, Services, and Equipment	DAS	A reference guide to DESPP/DEMHS Contracts
	Public Assistance (PA) Administrative Plan	DEMHS	Administration guidelines for PA Program
	Hazard Mitigation Grant Program (HMGP) Administrative Plan	DEMHS	Administration guidelines for HMGP Program
	CT Behavioral Health Disaster Plan	DMHAS, DCF	Crisis intervention, support counseling, advocacy, and specialized outreach activities designed to support recovery in local communities after a traumatic event
	Commodities Standard Operating Procedure	DEMHS/DOC	Included in ESF 7 Resource Management System Annex
	Donations Management SOP	DEMHS	Included in ESF 7 Resource Management System Annex
	Community Emergency Response Team SOP	DEMHS	Included in ESF 7 Resource Management System Annex
	Medical Reserve Corps SOP	DEMHS/DPH	Included in ESF 7 Resource Management System Annex

	Plan/Guide	Agency Responsible for Plan maintenance	Plan Description/relationship with other plans
Regional and Local	Regional Emergency Support Plans (RESP)	Each REPT in coordination with their DEMHS Regional Office	Outlines mutual aid among municipalities/tribal nations within a DEMHS Region
	Local Emergency Operations Plan (LEOP)	Each municipality/tribal nation	Emergency operations plan template
	Local Emergency Management Director & Municipal Official Handbook	DEMHS/DESPP	Handbook for local Chief Executive Officials and Emergency Management Directions covers the 4 phases of emergency management

Historical Plans and Plans in Draft

Plan Name	Dated	Agency	Plan Summary
CT Catastrophic Disaster Plan (Draft)	2007	DEMHS	This plan outlines the State and Local government actions necessary to respond to emergency conditions caused by a catastrophic disaster, and to work with federal agencies under NIMS.
CT Natural Disaster Plan	2009	DEMHS	This plan established the mission assignments of state agencies in responding to natural disasters of a severity and magnitude typical for CT, and describes the interaction of state, local governments, and private organizations. (replaced by SRF)
State of CT – The Forward Movement of Patients Plan (Final Draft)	2019	DPH	A plan that addresses the medical management and the transportation of patients at the local/sub-state level prior to implementing the National Disaster Medical System (NDMS), and describes methods for the activation and implementation of the NDMS.

Appendix A

- 1- Governor's Legal Authorities (Chapter 517, Sec. 28-6 through 28-11)
- 2- DESPP/DEMHS Statutory Authorities
- 3- DEMHS/DESPP Deputy Commissioner Authorities

1. Selected Examples of Governor's Statutory Authorities in an Emergency

CHAPTER 517

CIVIL PREPAREDNESS, EMERGENCY MANAGEMENT AND HOMELAND SECURITY

[Sec. 28-9. Civil preparedness or public health emergency; Governor's powers. Modification or suspension of statutes, regulations or other requirements.](#)

[Sec. 28-9a. Governor's further powers.](#)

[Sec. 28-9b. Governor's authority concerning federal loans to state political subdivisions.](#)

[Sec. 28-9c. Removal of debris or wreckage. Governor's powers.](#)

[Sec. 28-9d. Federal assistance for individual or family disaster-related expenses.](#)

[Sec. 28-10. Special session of General Assembly.](#)

[Sec. 28-11. Taking of property during emergency.](#)

Sec. 28-9. Civil preparedness or public health emergency; Governor's powers. Modification or suspension of statutes, regulations or other requirements. (a) In the event of serious disaster, enemy attack, sabotage or other hostile action or in the event of the imminence thereof, the Governor may proclaim that a state of civil preparedness emergency exists, in which event the Governor may personally take direct operational control of any or all parts of the civil preparedness forces and functions in the state. Any such proclamation shall be effective upon filing with the Secretary of the State. Any such proclamation, or order issued pursuant thereto, issued by the Governor because of a disaster resulting from man-made cause may be disapproved by majority vote of a joint legislative committee consisting of the president pro tempore of the Senate, the speaker of the House of Representatives and the majority and minority leaders of both houses of the General Assembly, provided at least one of the minority leaders votes for such disapproval. Such disapproval shall not be effective unless filed with the Secretary of the State not later than seventy-two hours after the filing of the Governor's proclamation with the Secretary of the State. As soon as possible after such proclamation, if the General Assembly is not then in session, the Governor shall meet with the president pro tempore of the Senate, the speaker of the House of Representatives, and the majority and minority leaders of both houses of the General Assembly and shall confer with them on the advisability of calling a special session of the General Assembly.

(b) Upon such proclamation, the following provisions of this section and the provisions of section 28-11 shall immediately become effective and shall continue in effect until the Governor proclaims the end of the civil preparedness emergency:

(1) Following the Governor's proclamation of a civil preparedness emergency pursuant to subsection (a) of this section or declaration of a public health emergency pursuant to section 19a-131a, the Governor may modify or suspend in whole or in part, by order as hereinafter provided, any statute, regulation or requirement or part thereof whenever the Governor finds such statute, regulation or requirement, or part thereof, is in conflict with the efficient and expeditious execution of civil preparedness functions or

the protection of the public health. The Governor shall specify in such order the reason or reasons therefor and any statute, regulation or requirement or part thereof to be modified or suspended and the period, not exceeding six months unless sooner revoked, during which such order shall be enforced. Any such order shall have the full force and effect of law upon the filing of the full text of such order in the office of the Secretary of the State. The Secretary of the State shall, not later than four days after receipt of the order, cause such order to be printed and published in full in at least one issue of a newspaper published in each county and having general circulation therein, but failure to publish shall not impair the validity of such order. Any statute, regulation or requirement, or part thereof, inconsistent with such order shall be inoperative for the effective period of such order. Any such order shall be communicated by the Governor at the earliest date to both houses of the General Assembly.

(2) The Governor may order into action all or any part of the department or local or joint organizations for civil preparedness mobile support units or any other civil preparedness forces.

(3) The Governor shall order and enforce such blackouts and radio silences as are authorized by the United States Army or its duly designated agency and may take any other precautionary measures reasonably necessary in the light of the emergency.

(4) The Governor may designate such vehicles and persons as shall be permitted to move and the routes which they shall follow.

(5) The Governor shall take appropriate measures for protecting the health and safety of inmates of state institutions and children in schools.

(6) The Governor may order the evacuation of all or part of the population of stricken or threatened areas and may take such steps as are necessary for the receipt and care of such evacuees.

(7) The Governor may take such other steps as are reasonably necessary in the light of the emergency 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.

(8) In order to insure the automatic and effective operation of civil preparedness in the event of enemy attack, sabotage or other hostile action, or in the event of the imminence thereof, the Governor may, at the Governor's discretion, at any time prior to actual development of such conditions, issue such proclamations and executive orders as the Governor deems necessary, such proclamations and orders to become effective only under such conditions.

(June, 1951, 1953, S. 1913d; 1959, P.A. 120; 333, S. 2; P.A. 73-544, S. 9; P.A. 75-643, S. 2; P.A. 81-472, S. 58, 159; P.A. 88-135, S. 7; P.A. 04-219, S. 19; P.A. 10-50, S. 1.)

History: 1959 acts added new Subsec. (h) authorizing prior issuance of proclamations and executive orders by the governor which would become effective only in the event of enemy action or imminence thereof and substituted in Subsec. (b) "the civil defense branch of the military department" for "state civil defense agency"; P.A. 73-544 substituted "civil preparedness" for "civil defense" throughout; P.A. 75-643 provided for the proclamation to be effective upon filing with the secretary of the state and that proclamation of disaster from a man-made cause may be disapproved by a majority vote of a joint

legislative committee specially created; P.A. 81-472 made technical changes; P.A. 88-135 substituted office of “emergency management” for office of “civil preparedness” in Subsec. (b); P.A. 04-219 amended Subsec. (b) to substitute department for Office of Emergency Management, effective January 1, 2005; P.A. 10-50 divided existing provisions into Subsecs. (a) and (b) and, in Subsec. (b), redesignated existing Subdivs. (a) to (h) as Subdivs. (1) to (8) and amended redesignated Subdiv. (1) to add provisions re declaration of public health emergency, and made technical changes throughout.

See Sec. 28-8a re powers of chief executive officers of municipalities during major disasters or emergencies.

Sec. 28-9a. Governor’s further powers. (a) Whenever the Governor proclaims a disaster emergency under the laws of this state, or the President declares an emergency or a major disaster to exist in this state, the Governor is authorized: (1) To enter into purchase, lease, or other arrangements with any agency of the United States for temporary housing units to be occupied by disaster victims and to make such units available to any political subdivision of the state; (2) to assist any political subdivision of this state which is the locus of such housing to acquire sites necessary for such housing and to do all things required to prepare such sites to receive and utilize such housing units by: (A) Advancing or lending funds available to the Governor from any appropriation made by the legislature, the contingency fund established by section 4-84, or from any other source, (B) “passing through” funds made available by any agency, public or private, or (C) becoming a copartner with the political subdivision for the execution and performance of any temporary housing for disaster victims’ project and for such purposes to pledge the credit of the state on such terms as he deems appropriate, having due regard for current debt transactions of the state; (3) under such regulations as he shall prescribe, to temporarily suspend or modify for not to exceed sixty days any public health, safety, zoning, transportation or other requirement of law or regulation within this state when by proclamation he deems such suspension or modification essential to provide temporary housing for disaster victims.

(b) Any political subdivision of this state is expressly authorized to acquire, temporarily or permanently, by purchase, lease, or otherwise, sites required for installation of temporary housing units for disaster victims, and to enter into whatever arrangements, including purchase of temporary housing units and payment of transportation charges, which are necessary to prepare or equip such sites to utilize such housing units.

(c) Nothing contained in this section shall be construed to limit the Governor’s authority to apply for, administer, and expend any grant, gifts, or payments in aid of disaster prevention, preparedness, response or recovery.

(d) “Major disaster”, “emergency”, and “temporary housing” as used in this section shall have the same meaning as the terms are defined, or used, in the Disaster Relief Act of 1974 (P.L. 93-288, 88 Stat. 143).

(P.A. 75-643, S. 5.)

Sec. 28-9b. Governor’s authority concerning federal loans to state political subdivisions. Whenever, at the request of the Governor, the President has declared a “major disaster” to exist in this state, the Governor is authorized: (a) Upon his determination that a political subdivision of the state will suffer a substantial loss of tax and other revenues from a disaster and has demonstrated a need for financial

assistance to perform its governmental functions, to apply to the federal government, on behalf of such political subdivision, for a loan; and to receive and disburse the proceeds of any approved loan to such political subdivision; (b) to determine the amount needed by any such political subdivision to restore or resume its governmental functions, and to certify the same to the federal government, provided, however no application amount shall exceed twenty-five per cent of the annual operating budget of such political subdivision for the fiscal year in which such disaster occurs; and (c) to recommend to the federal government, based upon his review, the cancellation of all or any part of repayment when, in the first three full fiscal year period following such disaster, the revenues of such political subdivision are insufficient to meet its operating expenses, including additional disaster-related expenses of a political subdivision character.

(P.A. 75-643, S. 6.)

Sec. 28-9c. Removal of debris or wreckage. Governor’s powers. (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) of this section, employees of the designated state agencies or individuals appointed by the state are authorized to enter upon private land or waters and perform any tasks necessary to the removal or clearance operation.

(P.A. 75-643, S. 7; P.A. 79-417, S. 3; P.A. 05-288, S. 126.)

History: P.A. 79-417 added “major” to disaster as declared by the President at the request of the governor; P.A. 05-288 made technical changes in Subsec. (b), effective July 13, 2005.

Sec. 28-9d. Federal assistance for individual or family disaster-related expenses. (a) Whenever the President, at the request of the Governor, has declared a major disaster to exist in this state, the Governor is authorized: (1) Upon the Governor’s determination that financial assistance is essential to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by such disaster that cannot be otherwise adequately met from other means of assistance, to accept a grant by the federal government to fund such financial assistance, subject to such terms and conditions as may be imposed upon the grant; (2) to enter into an agreement with the federal government, or any officer or agency of the federal government, pledging the state to participate in the funding of the financial assistance authorized in subdivision (1) of this subsection, in an amount not to exceed twenty-

five per cent of such financial assistance and, if state funds are not otherwise available to the Governor, to accept an advance of the state share from the federal government to be repaid when the state is able to do so.

(b) Notwithstanding any other provision of law or regulation, the Governor is authorized to make financial grants to meet major disaster-related necessary expenses or serious needs of individuals or families adversely affected by a disaster that cannot otherwise adequately be met from other means of assistance, that shall not exceed in the aggregate the maximum payment established by the Federal Emergency Management Agency, to an individual or family in any single disaster declared by the President.

(c) The Governor shall make such regulations as are necessary for carrying out the purposes of this section, including, but not limited to, standards of eligibility for persons applying for benefits; procedures for application and administration; methods of investigation, filing and approving applications; and formation of local or state-wide boards to pass upon applications and procedures for appeals.

(d) Any person who fraudulently or wilfully makes a misstatement of fact in connection with an application for financial assistance under this section shall, upon conviction of each offense, be subject to a fine of not more than five thousand dollars, or imprisonment for not more than one year, or both.

(P.A. 75-643, S. 8; P.A. 00-117, S. 1, 2; P.A. 07-217, S. 131; P.A. 11-21, S. 4.)

History: (Revisor's note: In 1995 the words "subparagraph (1)" in Subsec. (a) were replaced editorially by the Revisors with "subdivision (1)" for consistency with customary general statutes usage); P.A. 00-117 amended Subsec. (b) to provide that grants shall not exceed in the aggregate the maximum payment established by FEMA, rather than \$5,000, effective May 26, 2000; P.A. 07-217 made technical changes in Subsec. (a), effective July 12, 2007; P.A. 11-21 added "major" re disaster and made technical changes in Subsecs. (a) and (b).

Sec. 28-10. Special session of General Assembly. Section 28-10 is repealed.

(June, 1951, S. 1914d; P.A. 73-544, S. 10; P.A. 79-184.)

Sec. 28-11. Taking of property during emergency. (a) During the existence of a civil preparedness or public health emergency, as defined in section 19a-131, the Governor may, in the event of shortage or disaster making such action necessary for the protection of the public, take possession (1) of any land or buildings, machinery or equipment; (2) of any horses, vehicles, motor vehicles, aircraft, ships, boats, rolling stock of steam, diesel or electric railroads or any other means of conveyance whatsoever; (3) of any antitoxins, pharmaceutical products, vaccines or other biological products; and (4) of any cattle, poultry or any provisions for persons or beast, and any fuel, gasoline or other means of propulsion necessary or convenient for the use of the military or naval forces of the state or of the United States, or for the better protection of the welfare of the state or its inhabitants according to the purposes of this chapter.

(b) He may use and employ all property of which possession is taken, for such times and in such manner as he deems for the best interests of the state or its inhabitants, and may, in particular, when in his opinion the public exigency so requires, lease, sell or, when conditions warrant, distribute gratuitously to or among any or all of the persons within the state anything taken under this section.

(c) If real estate is seized under this section, a declaration of the property seized, containing a full and complete description, shall within a reasonable time be filed with the Secretary of the State and with the town clerk of the town in which the property is located, and a copy of the declaration shall be furnished the owner. If personal property is seized under this section, the civil preparedness authorities by whom it is seized shall maintain a docket containing a permanent record of such personal property and its condition when seized, and shall furnish a true copy of the docket recording to the owner of the seized property.

(d) The owner of any property taken under this section shall receive just compensation therefor as follows: (1) If property is taken for temporary use, the Governor shall, as soon as possible after the taking, fix the amount of compensation to be paid therefor. If such property is returned to the owner in a damaged condition or is not returned to the owner, the Governor shall fix forthwith the amount of compensation to be paid for such damages or failure to return. Whenever the Governor deems it advisable for the state to become the owner of property taken under this section, he shall forthwith cause the owner of the property to be notified in writing by registered or certified mail, postage prepaid, and shall file a copy of the notice with the Secretary of the State. (2) If the owner of property taken under this section refuses to accept the amount of compensation fixed in accordance with subdivision (1) of this subsection, he may prefer a petition to the superior court for the judicial district in which the property was taken or to a judge of said court if the court is not in session, praying that just compensation may be determined, which petition shall be accompanied by a summons signed by competent authority, to serve as process in civil actions before said court, notifying the Governor and all persons interested in such property to appear before the court or judge. The court or judge shall refer the determination of the amount of damages to a state referee as provided in section 48-10. The state referee, after giving reasonable notice to the parties, shall, if possible, view the property in question, hear the evidence, ascertain the value, assess just damages to the owner or parties interested in the property taken and report his doings to the court or judge. The court or judge may accept the report or may reject it for irregular or improper conduct by the state referee in the course of his duties. If the report is rejected, the court or judge shall appoint another state referee, who shall proceed in the same manner as the first referee was required to proceed. If the report is accepted, such acceptance shall have the effect of a judgment in favor of the owner of the property against the state for the amount of the assessment made by the referee, and, except as otherwise provided by law, execution may issue therefor. The court or judge shall make any order necessary to protect the rights of all parties interested, but in no event shall the Governor be prevented from taking immediate possession and use of the property in question. The expenses and costs of such hearings shall be taxed against the petitioner except in cases where the assessment of damages made by the referee is larger than the amount fixed by the Governor under subdivision (1) of this subsection, in which case they shall be taxed against the state, audited and allowed by the Comptroller and paid by the state upon his order.

(e) Whenever the Governor determines that any real property acquired and retained under the provisions of this chapter is no longer needed for the preparedness of the state or for purposes under this chapter, he shall so notify the original owner of such property and, upon the request of such owner

and upon payment of the fair value thereof, the Governor shall return such property to such owner. If the Governor and the original owner do not agree as to the fair value of the property, such value shall be determined by three appraisers, one of whom shall be chosen by the Governor, one by the original owner and the third by the first two appraisers. The expenses of such determination shall be paid in equal shares by the state and the original owner.

(f) Whenever the need for any personal property requisitioned under this chapter for the preparedness of the state terminates, the Governor may dispose of such property on such terms and conditions as he deems appropriate, but to the extent feasible and practicable he shall give the former owner of such property an opportunity to reacquire it (1) at its then fair value as determined by the Governor or (2) if it is to be disposed of at less than such value, otherwise than at a public sale of which such owner is given notice, at the highest price any other person is willing to pay therefor; provided the provisions of this subsection shall not apply in the case of fungibles or items having a fair value of less than one thousand dollars.

(June, 1951, S. 1915d; P.A. 73-544, S. 11; P.A. 78-280, S. 2, 127; P.A. 85-246, S. 17; P.A. 03-236, S. 13.)

History: P.A. 73-544 substituted "civil preparedness" for "civil defense" throughout; P.A. 78-280 substituted "for the judicial district" for "for the county" following "superior court" in Subsec. (d); P.A. 85-246 deleted reference to street railways in Subsec. (a); (Revisor's note: In 1995 the words "clause (1)" in Subsec. (d) were replaced editorially by the Revisors with "subdivision (1)" for consistency with customary general statutory usage); P.A. 03-236 amended Subsec. (a) by adding public health emergency as defined in Sec. 19a-131, adding new Subdiv. (3) re taking of biological products, redesignating existing Subdiv. (3) as Subdiv. (4) and making a technical change, effective July 9, 2003.

2. Other Selected Sections of Connecticut General Statutes Title 28

Sec. 28-1a. Division of Emergency Management and Homeland Security. Powers and duties of commissioner. Regulations. Memorandum of understanding. (a) With reasonable conformance to applicable federal statutes and administrative regulations of the Federal Emergency Management Agency and the requirements of the Connecticut emergency operations plan, the Commissioner of Emergency Services and Public Protection shall organize the Division of Emergency Management and Homeland Security and the personnel of said division as may be necessary for the effective discharge of the authorized emergency management, civil preparedness and homeland security missions, including, but not limited to, the provisions of the Connecticut emergency operations plan and the national plan for civil preparedness. Any personnel assigned to said division may be removed by the commissioner for security reasons or for incompetence, subject to reinstatement by the Employees' Review Board.

(b) The commissioner shall be responsible for: (1) Coordinating with state and local government personnel, agencies and authorities and the private sector to ensure adequate planning, equipment, training and exercise activities by such personnel, agencies and authorities and the private sector with regard to homeland security; (2) coordinating, and as may be necessary, consolidating homeland security communications and communications systems of the state government with state and local government personnel, agencies and authorities, the general public and the private sector; (3) distributing and, as may be appropriate, coordinating the distribution of information and security

warnings to state and local government personnel, agencies and authorities and the general public; and (4) establishing standards and security protocols for the use of any intelligence information.

(c) The commissioner may adopt such regulations, in accordance with the provisions of chapter 54, as necessary to implement the duties of the department.

(d) The commissioner shall enter into a memorandum of understanding with the Military Department to provide for (1) the temporary assignment of employees of the Military Department to work in the department, and (2) interagency information sharing. Any such personnel temporarily assigned shall act under the direction of the commissioner. The Military Department shall retain administrative control over such personnel.

(e) The commissioner may request and may receive from any federal, state or local agency, cooperation and assistance in the performance of the duties of the department, including the temporary assignment of personnel necessary to perform the functions of the department. Any such personnel temporarily assigned shall act under the direction of the commissioner. The federal, state or local agency shall retain administrative control over such personnel. For purposes of section 5-141d, such personnel temporarily assigned shall be deemed to be acting as state employees while assigned to, and performing the duties of, the department.

(P.A. 77-614, S. 510, 610; P.A. 88-135, S. 5; May Sp. Sess. P.A. 92-12, S. 2, 10; P.A. 93-206, S. 4, 16; P.A. 99-190, S. 1, 9; P.A. 04-219, S. 13; P.A. 05-265, S. 1; 05-287, S. 6; P.A. 06-196, S. 156; P.A. 11-51, S. 162.)

History: P.A. 88-135 substituted office of “emergency management” for office of “civil preparedness”; May Sp. Sess. P.A. 92-12 deleted phrase “for administrative purposes only” and required said office to be the designated civil defense organization for state; P.A. 93-206 placed office of emergency management within division of fire, emergency and building services, effective July 1, 1993; P.A. 99-190 transferred the Office of Emergency Management from the Division of Fire, Emergency and Building Services within the Department of Public Safety to the Military Department, effective July 1, 1999; P.A. 04-219 eliminated former provisions and substituted provisions establishing Department of Emergency Management and Homeland Security within the Office of Policy and Management for administrative purposes only, requiring commissioner to be department head and specifying qualifications and duties of commissioner in Subsec. (a), requiring commissioner to organize department and personnel as necessary for effective discharge of authorized emergency management, civil preparedness and homeland security missions, authorizing removal of any department personnel by commissioner for security reasons or incompetence and authorizing commissioner to enter into contracts for the furnishing of services necessary for the proper execution of the duties of department in Subsec. (b), specifying responsibilities of commissioner in Subsec. (c), authorizing commissioner to adopt regulations in Subsec. (d), requiring commissioner to enter into interagency memorandum of understanding with Department of Public Safety and Military Department in Subsec. (e), and requiring transfer of functions, powers, duties and personnel of Division of Homeland Security within Department of Public Safety and Office of Emergency Management within Military Department to new department in Subsec. (f), effective January 1, 2005; P.A. 05-265 amended Subsec. (e)(1) to provide that the assignment of personnel is temporary, to require that any such personnel temporarily assigned act under the direction of the commissioner, deleting reference to “all such assigned employees” and “sole” direction, and to require Department of Public Safety and Military Department to retain administrative control over such personnel, added new Subsec. (f) allowing

commissioner to request and receive cooperation and assistance in the performance of the duties of department from any federal, state or local agency, and redesignated existing Subsec. (f) as Subsec. (g), effective July 13, 2005; P.A. 05-287 amended Subsec. (a) to delete provision placing Department of Emergency Management and Homeland Security within the Office of Policy and Management for administrative purposes only, effective July 13, 2005; P.A. 06-196 made technical changes in Subsec. (c), effective June 7, 2006; P.A. 11-51 deleted former Subsec. (a) re Department of Emergency Management and Homeland Security, redesignated existing Subsecs. (b) to (f) as Subsecs. (a) to (e), amended Subsec. (a) by replacing “commissioner” with “Commissioner of Emergency Services and Public Protection”, by replacing “department” with “Division of Emergency Management and Homeland Security”, and by deleting provisions re commissioner entering into contracts for proper execution of duties of department and requiring Attorney General’s approval, amended Subsec. (d) by deleting provisions authorizing commissioner to enter into interagency memorandum of understanding with Department of Public Safety, requiring commissioner to consult with bargaining unit representing state police re such memorandum and requiring such memorandum to provide for retrenchment rights of state police, deleted former Subsec. (g) re transfer of powers, and made conforming changes, effective July 1, 2011.

Sec. 28-1h. Direct allocation of financial assistance to municipalities or local or regional agencies.

Nothing in this chapter shall be deemed to require municipalities or local or regional agencies otherwise eligible for federal or state financial assistance for purposes of emergency management or homeland security to agree that such financial assistance shall not be allocated directly to such municipalities or local or regional agencies.

(P.A. 04-219, S. 28.)

History: P.A. 04-219 effective January 1, 2005.

Sec. 28-1i. Annual report to General Assembly re state-wide emergency management and homeland security activities.

Not later than January first, annually, the Commissioner of Emergency Services and Public Protection shall submit a report to the joint standing committee of the General Assembly having cognizance of matters relating to public safety that specifies and evaluates state-wide emergency management and homeland security activities during the preceding calendar year.

(P.A. 04-219, S. 30; P.A. 11-51, S. 163.)

History: P.A. 04-219 effective January 1, 2005; P.A. 11-51 replaced “January 1, 2006, and annually thereafter” with “January first, annually” and replaced “Commissioner of Emergency Management and Homeland Security” with “Commissioner of Emergency Services and Public Protection”, effective July 1, 2011.

Sec. 28-1j. Annual report to General Assembly re homeland preparedness and emergency response planning and activities for children.

On or before January 1, 2012, and annually thereafter, the Commissioner of Emergency Services and Public Protection shall report to the General Assembly, in accordance with section 11-4a, on planning and activities for children and youth as part of homeland preparedness and emergency response planning for natural disasters, man-made disasters and terrorism. The report shall include provisions that address (1) the distinct health needs of children for purposes of bioterrorism and other public health emergency preparedness, (2) public education and

communications for families concerning public safety issues relating to disasters and terrorism, (3) training in safety and security measures and multihazard response plans for child care providers, school personnel and personnel in before and after school programs, family homeless shelters, summer camps and juvenile justice system facilities, (4) coordination of school health and mental health strategies, and (5) the amendments to the state civil preparedness plan and program made pursuant to subsection (c) of section 28-5.

(P.A. 11-51, S. 134; 11-66, S. 1.)

History: P.A. 11-66 effective July 1, 2011; pursuant to P.A. 11-51, “Commissioner of Emergency Management and Homeland Security” was changed editorially by the Revisors to “Commissioner of Emergency Services and Public Protection”, effective July 1, 2011.

Sec. 28-3. Political activity. No organization for civil preparedness established under the authority of this chapter shall be used directly or indirectly for political purposes. Full-time, regularly-paid officers, employees or members of such organizations shall be subject to the provisions of sections 5-266a to 5-266d, inclusive.

(June, 1951, S. 1907d; 1972, P.A. 294, S. 27; P.A. 73-544, S. 3.)

History: 1972 act substituted reference to Secs. 5-266a to 5-266d for reference to Sec. 5-61; P.A. 73-544 substituted “civil preparedness” for “civil defense”.

Sec. 28-4. Agreements with other states. Local offices. With the approval of the Governor, the commissioner or the commissioner’s designee may: (1) Represent the state on any regional or interstate organization for civil preparedness and may, on behalf of the state, enter into reciprocal mutual aid arrangements with other states; (2) establish and operate such area or district offices as may be necessary to control and coordinate civil preparedness preparations and mutual aid among communities.

(June, 1951, S. 1908d; P.A. 73-544, S. 4; P.A. 04-219, S. 14.)

History: P.A. 73-544 substituted “civil preparedness” for “civil defense” where appearing; P.A. 04-219 substituted commissioner or commissioner’s designee for director and substituted numerical Subdiv. designators for Subsec. designators, effective January 1, 2005.

Sec. 28-5. Preparation for civil preparedness. Subpoenas. Comprehensive plan and program for civil preparedness. Training programs. Cooperation by other state agencies. Orders and regulations. (a) The commissioner may make studies and surveys of the manpower, industries, resources and facilities of the state to ascertain the capabilities of the state for civil preparedness and to plan for their most efficient use in time of emergency. The commissioner may apply to the superior court for the judicial district of Hartford, or to a judge of said court if the court is not in session, for a subpoena to compel the attendance of such witnesses or the production of such books, papers, records or documents of individuals, firms, associations or corporations as may be necessary to the effective preparation of the civil preparedness of the state. The court or judge shall, before issuing such subpoena, provide adequate opportunity for the commissioner and the party against whom the subpoena is requested to be heard.

No such subpoena shall issue unless the court or judge certifies that the attendance of such witness or the production of such books, papers, records or documents is reasonably necessary to the effective preparation of the civil preparedness of the state and that the commissioner has made reasonable efforts to secure such attendance or such books, papers, records or documents without recourse to compulsory process.

(b) The commissioner shall direct the preparation of a comprehensive plan and program for the civil preparedness of the state and integrate and coordinate that plan and program to the fullest extent possible with the civil preparedness plans of the federal government and of other states. When the plan and program has been prepared, the commissioner shall present it to the Governor for his or her approval. When the Governor approves the plan, all government agencies, state or local, all civil preparedness forces in the state and all public service companies, as defined in section 16-1, shall carry out the duties and functions assigned by the plan and program as approved. The plan and program may, from time to time, be amended or modified in like manner. The commissioner shall coordinate the civil preparedness activities of the towns and cities of the state to the end that they shall be fully integrated with the state civil preparedness plan and program.

(c) The Commissioner of Emergency Services and Public Protection shall, within available appropriations and in consultation with the Commissioners of Social Services, Public Health, Children and Families, Mental Health and Addiction Services and Education, and the Commission on Children, update and amend the state civil preparedness plan and program established pursuant to subsection (b) of this section to address the needs of children during natural disasters, man-made disasters and terrorism. The plan may also be amended in consultation with parents, local emergency services and child care providers. The amended plan shall include, but not be limited to, a requirement that all schools and licensed and regulated child day care services, as defined in section 19a-77, have written multihazard disaster response plans that address (1) the evacuation and removal of children to a safe location, (2) notification of parents in the event of a disaster or terrorism, (3) reunification of parents with their children, and (4) care for children with special needs during a disaster or terrorism.

(d) In accordance with the state civil preparedness plan and program, the commissioner shall institute such training programs and public information programs, shall take all other preparatory steps, including the partial or full mobilization of civil preparedness forces in advance of actual disaster, as may be necessary to the prompt and effective operation of the state civil preparedness plan in time of emergency and may, from time to time, conduct such practice blackouts or radio silences as may be authorized by the United States Army or its duly designated agency, and such practice air raid alerts or other civil preparedness exercises as the commissioner may deem necessary.

(e) The commissioner shall utilize the personnel, services, equipment, supplies and facilities of existing departments, offices and agencies of the state to the maximum extent possible. The head of each such department, office or agency, in cooperation with and under the direction of the commissioner, shall be responsible for the planning and programming of such activities in the civil preparedness programs as will involve the utilization of the facilities of his or her department, office, institution or agency and shall implement and carry out such activities whenever necessary for the welfare and safety of the state, including participation in planning, training and exercises, as directed by the commissioner.

(f) In order to accomplish the purposes of this chapter, the commissioner may make such orders and such regulations as may be necessary to develop and implement the civil preparedness plan and program. Subject to the provisions of chapter 54, all such orders and regulations shall have the full force and effect of law.

(June, 1951, S. 1909d; 1972, P.A. 294, S. 28; P.A. 73-544, S. 5; P.A. 78-280, S. 6, 127; P.A. 88-230, S. 1, 12; 88-317, S. 88, 107; P.A. 90-98, S. 1, 2; May Sp. Sess. P.A. 92-12, S. 3, 10; P.A. 93-142, S. 4, 7, 8; P.A. 95-220, S. 4-6; P.A. 99-190, S. 3, 9; P.A. 04-219, S. 15; P.A. 05-288, S. 191; P.A. 11-51, S. 134; 11-66, S. 2; P.A. 12-148, S. 1, 2.)

History: 1972 act substituted “joint committee on legislative management” for “legislative council”; P.A. 73-544 substituted “civil preparedness” for “civil defense” throughout; P.A. 78-280 substituted “for the judicial district of Hartford-New Britain” for “for Hartford county” following “superior court”; P.A. 88-230 replaced “judicial district of Hartford-New Britain” with “judicial district of Hartford”, effective September 1, 1991; P.A. 88-317 amended reference to Secs. 4-168 to 4-173 in Subsec. (e) to include new section added to Ch. 54, effective July 1, 1989, and applicable to all agency proceedings commencing on or after that date; P.A. 90-98 changed the effective date of P.A. 88-230 from September 1, 1991, to September 1, 1993; May Sp. Sess. P.A. 92-12 amended Subsec. (e) to authorize commissioner of public safety to make regulations in lieu of director; P.A. 93-142 changed the effective date of P.A. 88-230 from September 1, 1993, to September 1, 1996, effective June 14, 1993; P.A. 95-220 changed the effective date of P.A. 88-230 from September 1, 1996, to September 1, 1998, effective July 1, 1995; P.A. 99-190 amended Subsec. (e) by substituting “Adjutant General” for “Commissioner of Public Safety”, effective July 1, 1999; P.A. 04-219 substituted commissioner for director throughout, required commissioner to direct the preparation of comprehensive plan and program for the civil preparedness of the state and made a technical change in Subsec. (b), made technical changes in Subsec. (c), and eliminated references to authorization of the Adjutant General to make regulations and to “sections 4-168 to 4-173, inclusive”, added reference to chapter 54, and eliminated procedures re suspension of conflicting orders or regulations in Subsec. (e), effective January 1, 2005; P.A. 05-288 made technical changes in Subsec. (a), effective July 13, 2005; P.A. 11-66 added new Subsec. (c) re amending state civil preparedness plan and program to address the needs of children, redesignated existing Subsecs. (c) to (e) as Subsecs. (d) to (f) and made technical changes, effective July 1, 2011; pursuant to P.A. 11-51, “Commissioner of Emergency Management and Homeland Security” was changed editorially by the Revisors to “Commissioner of Emergency Services and Public Protection” in Subsec. (c), effective July 1, 2011; P.A. 12-148 amended Subsec. (b) to add provision re public service companies and amended Subsec. (e) to add provision re participation in planning, training and exercises as directed by commissioner, effective July 1, 2012.

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

(b) Personnel of such civil preparedness units or forces, while engaged in officially authorized civil preparedness duty under this section, shall: (1) If they are employees of the state, have the powers, duties, rights, privileges and immunities and receive the compensation incident to their employment; (2)

if they are employees of a political subdivision of the state, and whether serving within or without such political subdivision, have the powers, duties, rights, privileges and immunities and receive the compensation incident to their employment; and (3) if they are not employees of the state or a political subdivision thereof, be entitled to such compensation from the state as is determined by the Commissioner of Administrative Services under the provisions of section 4-40 and to the same rights and immunities as are provided by law for the employees of this state, provided in no instance shall such compensation be determined at a rate less than the minimum wage as determined by the Labor Commissioner. All personnel of mobile support units shall, while on duty, be subject to the operational control of the authority in charge of civil preparedness activities in the area in which they are serving.

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

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

(e) No personnel of mobile support units of this state shall be ordered by the Governor to operate in any other state unless the laws of such other state contain provisions substantially similar to those of this section or unless such state is a signatory to the Emergency Management Assistance Compact established in section 28-23a.

(June, 1951, S. 1910d; 1959, P.A. 192; P.A. 73-544, S. 6; P.A. 78-324, S. 2; P.A. 79-83, S. 1, 2; P.A. 80-483, S. 153, 186; P.A. 04-219, S. 16; P.A. 07-173, S. 2; P.A. 09-27, S. 1.)

History: 1959 act made all civil defense forces available for duty instead of mobile support units only; P.A. 73-544 substituted "civil preparedness" for "civil defense" throughout; P.A. 78-324 provided in Subsec. (b) for compensation at not less than minimum wage for a period to be determined by the compensation commissioner of area in which injured person resides; P.A. 79-83 deleted in Subsec. (b) reference to period to be determined by the compensation commissioner as added in foregoing amendment; P.A. 80-483 substituted in Subsec. (b) "commissioner of administrative services under the provisions of section 4-40" for "board provided in section 4-40"; P.A. 04-219 amended Subsec. (a) to substitute commissioner for state director, effective January 1, 2005; P.A. 07-173 amended Subsec. (e) to permit mobile support units to operate in a state that is a signatory to Emergency Management Assistance Compact; P.A. 09-27 made a technical change in Subsec. (b) and amended Subsec. (c) to delete requirement for state reimbursement of training expenses and restrict reimbursement to municipal employees ordered to duty.

Sec. 28-7. Local and joint organizations: Organization; powers; temporary aid. (a) Each town or city of the state shall establish a local organization for civil preparedness in accordance with the state civil preparedness plan and program, provided any two or more towns or cities may, with the approval of the commissioner, establish a joint organization for civil preparedness. The authority of such local or joint organization for civil preparedness shall not supersede that of any regularly organized police or fire department. In order to be eligible for any state or federal benefits under this chapter, not later than January 1, 2008, and annually thereafter, each town or city of the state shall have a current emergency plan of operations that has been approved by the commissioner. The plan shall be submitted to the commissioner after it has been approved by the local emergency management director and the local chief executive. Such plan may be submitted with a notice stating that the plan remains unchanged from the previous year's version. The emergency plan of operations of every town or city situated on the shoreline of the state shall contain provisions addressing an emergency caused by any existing liquefied natural gas terminal located on the Long Island Sound and every town or city situated on the shoreline of the state shall submit such plan to the joint standing committee of the General Assembly having cognizance of matters relating to public safety, in accordance with the provisions of section 11-4a, and the commissioner to obtain approval. The committee shall hold a public hearing regarding such plan not later than thirty days after receiving the plan. Not later than five days after the hearing, the committee shall (1) hold a roll-call vote to approve or reject the plan, and (2) forward the plan and a record of the committee's vote to the General Assembly. Such emergency plan of operations shall not be approved by the commissioner unless the commissioner determines that the plan proposes strategies that address all the activities and measures of civil preparedness identified in subdivision (4) of section 28-1. Each town or city of the state shall consider whether to provide for the nonmilitary evacuation of livestock and horses in such plan.

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

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

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

organization shall render assistance in accordance with the provisions of such agreements to which it is a party unless otherwise ordered by the commissioner.

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

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

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

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

(June, 1951, S. 1911d; 1957, P.A. 469, S. 2; September, 1957, P.A. 2, S. 1; 1959, P.A. 214, S. 1; 275, S. 1; P.A. 73-544, S. 7; P.A. 75-567, S. 51, 80; P.A. 77-571, S. 1-3; P.A. 79-417, S. 2; P.A. 90-230, S. 39, 40, 101; P.A. 04-219, S. 17; P.A. 07-11, S. 2; 07-94, S. 1; 07-173, S. 3, 5; P.A. 11-21, S. 2.)

History: 1959 acts provided in new Subsec. (h) for temporary civil defense mission as determined essential by local civil defense director with prior approval of state director and amended Subsec. (f) to provide for the governor to authorize temporary use of civil defense forces upon request of the local chief executive authority in event of serious natural disaster or sudden emergency, personnel to be employed only with their consent; P.A. 73-544 substituted "civil preparedness" for "civil defense" throughout; P.A. 75-567 deleted in Subsec. (f) the word "natural" in characterizing "serious disaster"; P.A. 77-571 provided in Subsec. (a) for municipalities to submit an emergency plan of operation in order to be eligible for benefits, substituted in Subsec. (b) the chief executive officer for the state director as authority to remove any local director for cause; P.A. 79-417 provided in amendment of Subsec. (a) by P.A. 77-571 that plan submitted be subsequently approved by the state director; P.A. 90-230 and editorial change corrected a reference to the state director of emergency management in Subsecs. (a) and (h); P.A. 04-219 substituted "commissioner" for references to director, state director and state director of emergency management, effective January 1, 2005; P.A. 07-11 amended Subsec. (a) to make approval of plan contingent upon its

conformance with Sec. 28-1(4); P.A. 07-94 amended Subsec. (a) to require shoreline towns or cities to provide for liquefied natural gas terminal emergency in their emergency plan of operations and to submit plan for approval, and to require General Assembly public safety committee to hold hearing and vote on plan; P.A. 07-173 amended Subsec. (a) to require each town or city to submit emergency plan of operations by January 1, 2008, and annually thereafter, and to require each town or city to consider whether to provide for nonmilitary evacuation of livestock and horses in plan; P.A. 11-21 specified that directors of local or joint organizations for civil preparedness are emergency management directors, and made a technical change.

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

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

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

(June, 1951, S. 1912d; 1959, P.A. 65, S. 2; P.A. 73-544, S. 8; P.A. 04-219, S. 18.)

History: 1959 act included police and fire fighting forces in category of civil defense forces; P.A. 73-544 substituted "civil preparedness" for "civil defense" throughout; P.A. 04-219 amended Subsec. (a) to substitute "commissioner" for "state director", effective January 1, 2005.

3. Selected Sections of Connecticut General Statutes Title 29

Sec. 29-1b. (Formerly Sec. 28e-1). Department of Emergency Services and Public Protection: Division of State Police; Division of Emergency Management and Homeland Security. (a) There shall be within the Department of Emergency Services and Public Protection a Division of State Police. The Commissioner of Emergency Services and Public Protection shall serve as administrative head and commanding officer of the State Police Division. As administrative head, said commanding officer of the Division of State Police shall delegate said commanding officer's jurisdiction of the affairs of the Division of State Police to a deputy commissioner who shall have the powers and privileges conferred by statute upon a state policeman.

(b) There shall be within said department a Division of Emergency Management and Homeland Security. The commissioner shall serve as administrative head of said division. As administrative head, said

commissioner shall delegate said commissioner's jurisdiction of the Division of Emergency Management and Homeland Security to a deputy commissioner. The deputy commissioner shall possess professional training and knowledge consisting of not less than five years of managerial or strategic planning experience in matters relating to public safety, security, emergency services and emergency response. No person possessing a record of any criminal, unlawful or unethical conduct shall be eligible for or hold such position. Any person with any present or past political activities or financial interests that may substantially conflict with the duties of the deputy commissioner or expose such person to potential undue influence or compromise such person's ability to be entrusted with necessary state or federal security clearances or information shall be deemed unqualified for such position and shall not be eligible to hold such position.

Sec. 29-1r. Department of Emergency Services and Public Protection. Appointment of commissioner. Successor to Departments of Public Safety and Emergency Management and Homeland Security. (a)

There is established a Department of Emergency Services and Public Protection. Said department shall be the designated emergency management and homeland security agency for the state. The department head shall be the Commissioner of Emergency Services and Public Protection, who shall be appointed by the Governor in accordance with sections 4-5 to 4-8, inclusive, with the powers and duties prescribed in said sections. The commissioner shall be responsible for providing a coordinated, integrated program for the protection of life and property and for state-wide emergency management and homeland security. The commissioner shall appoint not more than two deputy commissioners who shall, under the direction of the commissioner, assist in the administration of the department. The commissioner may do all things necessary to apply for, qualify for and accept any federal funds made available or allotted under any federal act for emergency management or homeland security.

(b) The Department of Emergency Services and Public Protection shall constitute a successor agency to the Department of Emergency Management and Homeland Security in accordance with the provisions of sections 4-38d, 4-38e and 4-39.

(c) The Department of Emergency Services and Public Protection shall constitute a successor agency to the Department of Public Safety, except as to chapters 531, 532 and 538 to 541a, inclusive, in accordance with the provisions of sections 4-38d, 4-38e and 4-39.

(d) Any order or regulation of the Department of Public Safety, which is in force on July 1, 2011, except those orders or regulations pertaining to chapters 531, 532 and 538 to 541a, inclusive, shall continue in force and effect as an order or regulation of the Department of Emergency Services and Public Protection until amended, repealed or superseded pursuant to law. Where any order or regulation of said departments or the Department of Emergency Management and Homeland Security conflict, the Commissioner of Emergency Services and Public Protection may implement policies and procedures consistent with the provisions of this section and sections 3-122, 3-123, 3-123e, 4-5 and 4-38c, subsections (k) and (l) of section 4a-100 and sections 4b-136, 4d-90, 5-182, 7-294b, 7-294d, 7-294e, 7-294p, 7-323k, 7-323l, 7-323p, 7-521, 10a-55a, 14-283a, 16a-13b, 16a-106, 19a-487, 21a-274a, 22a-601, 28-1, 28-1a, 28-1i, 28-24, 28-29a, 29-1b, 29-1p, 29-4, 29-5, 29-36l, 29-179i, 51-291, 51-293, 51-296, 53-202d, 54-1m, 54-64g and 54-142q while in the process of adopting the policy or procedure in regulation form, provided notice of intention to adopt regulations is printed in the Connecticut Law Journal within

twenty days of implementation. The policy or procedure shall be valid until the time final regulations are effective.

History: P.A. 11-51 effective July 1, 2011.

Sec. 29-1t. Coordinating Advisory Board. (a) There is established a Coordinating Advisory Board to advise the Department of Emergency Services and Public Protection with respect to: (1) Strategies to improve internal and external communication and cooperation in the provision of emergency response services on the state and local level; (2) strategies to improve emergency response and incident management in areas including, but not limited to, communications and use of technology and the coordination and implementation of state and federally required emergency response plans; (3) improvements in the state's use of regional management structures; and (4) strengthening cooperation and communication among federal, state and local governments, the Connecticut National Guard, police, fire, emergency medical and other first responders, emergency managers and public health officials.

(b) The Commissioner of Emergency Services and Public Protection, or said commissioner's designee, shall serve as the chairperson of the Coordinating Advisory Board. The board shall consist of: (1) The president of the Connecticut State Firefighters Association or a designee, representing volunteer firefighters; (2) the president of the Uniformed Professional Firefighters Association or a designee, representing professional firefighters; (3) the president of the American Federation of State County and Municipal Employees, Council 15, or a designee, representing municipal police officers; (4) the executive director of the Connecticut Conference of Municipalities or a designee; (5) the executive director of the Connecticut Council of Small Towns or a designee; (6) a member of the Police Officer Standards Training Council, designated by the chairperson of said council; (7) a member of the Commission on Fire Prevention and Control, designated by the chairperson of said commission; (8) the president of the Connecticut Emergency Management Association or a designee; (9) the president of the Connecticut Police Chiefs Association or a designee; (10) the president of the Connecticut Fire Chiefs Association or a designee; (11) the president of the Connecticut Career Fire Chiefs Association or a designee; (12) the Commissioner of Public Health; and (13) one representative, designated by the Commissioner of Emergency Services and Public Protection, from the Office of State-Wide Emergency Telecommunications and from each of the divisions of Emergency Management and Homeland Security, State Police and Scientific Services within the Department of Emergency Services and Public Protection. Said board shall convene quarterly and at such other times as the chairperson deems necessary.

(c) Not later than January 2, 2012, and annually thereafter, the board shall submit a report, in accordance with section 11-4a, to the Governor and to the joint standing committee of the General Assembly having cognizance of matters relating to public safety concerning its findings and recommendations with respect to any communication and cooperation necessary to enhance state and local government emergency response and the protection of the citizens of the state.

Sec. 4-8. Qualifications, powers and duties of department heads. Each department head shall be qualified by training and experience for the duties of his office. Each department head shall act as the executive officer of the Governor for accomplishing the purposes of his department. He shall conduct comprehensive planning with respect to the functions of his department and coordinate the activities and programs of the state agencies therein. He shall cause the administrative organization of said department to be examined with a view to promoting economy and efficiency. He shall organize the department and any agency therein into such divisions, bureaus or other units as he deems necessary for the efficient conduct of the business of the department and may from time to time abolish, transfer or consolidate within the department or any agency therein any division, bureau or other unit as may be necessary for the efficient conduct of the business of the department, provided such organization shall include any division, bureau or other unit which is specifically required by the general statutes. Each department head may appoint such deputies as may be necessary for the efficient conduct of the business of the department. Each department head shall designate one deputy who shall in the absence or disqualification of the department head or on his death, exercise the powers and duties of the department head until he resumes his duties or the vacancy is filled. Such deputies shall serve at the pleasure of the department head. Such appointees shall devote their full time to their duties with the department or agency and shall engage in no other gainful employment. Subject to the provisions of chapter 67, each department head shall appoint such other employees as may be necessary for the discharge of his duties. He is empowered to make regulations for the conduct of his department. Each department head may enter into such contractual agreements, in accordance with established procedures, as may be necessary for the discharge of his duties. Subject to the provisions of section 4-32, and unless otherwise provided by law, each department head is authorized to receive any money, revenue or services from the federal government, corporations, associations or individuals, including payments from the sale of printed matter or any other material or services. Each department head may create such advisory boards as he deems necessary

Appendix B

- A. Routing Slips
- B. Decision Memo Template
- C. Meeting Slide Template
- D. Timesheets/ Split time Sheet
- E. Extra Duty Authorization Form/EOC Staffing lists
- F. DPS 33 (required for EPRO Requisitions)
- G. P-Card Approval Form
- H. Department Codes
- I. Payroll Task Codes
- J. DAS/BEST Helpdesk

B. Decision Memo Template

(Requesting Division's Letterhead)

DECISION MEMORANDUM

TO: Regina Y. Rush-Kittle, Deputy Commissioner

THROUGH: William J. Hackett , State Emergency Management Director
Brenda Bergeron, Legal Counsel
Rita Stewart, Emergency Management Program Supervisor (if grant related)
Douglas Glowacki, Emergency Management Program Supervisor (if grant related)

FROM: *(Name and Unit of requester)*

DATE: *Date of request*

RE: *(Equipment or training proposed for funding)*

CC: fiscal or others

Brief Narrative -Please include:

- Description of proposal
- Price of the unit or training (if applicable)
- Next steps (if applicable)


With approval of this decision memo

Approved

Disapproved

Other: _____

C. DEMHS Meeting Slide



DEMHS Unit

Upcoming Meetings

-

Report Out

Hot Issues

State of Connecticut
Division of Emergency Management & Homeland Security

Split Time Sheet (sample)

"ACTUAL TIMESHEET ALLOCATION BY FUNDING SOURCE"
 For DEMHS Multiple Grant Funded or Admin. Positions

Employee Name: _____

Pay period ending on: January 2, 2019

For Pay Period Ending Wednesday, January 02, 2019	SID	21881 EMPG	10020 Gen Fund							Hours
Friday	12/20/18	4.00	4.00							8.00
Saturday	12/21/18									0.00
Sunday	12/22/18									0.00
Monday	12/23/18	4.00	4.00							8.00
Tuesday	12/24/18	4.00	4.00							8.00
Wednesday	12/25/18	4.00	4.00							8.00
Thursday	12/26/18	4.00	4.00							8.00
Friday	12/27/18	4.00	4.00							8.00
Saturday	12/28/18									0.00
Sunday	12/29/18									0.00
Monday	12/30/18	4.00	4.00							8.00
Tuesday	12/31/18	4.00	4.00							8.00
Wednesday	01/01/19	4.00	4.00							8.00
Thursday	01/02/19	4.00	4.00							8.00
Total Biweekly Hours		40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	80.00
Actual Allocation (%)		50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
Budgeted Allocation (%)		50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

The staff member completing this form should account for the total number of hours worked on allowable projects identified in the funding sources above.

By signing above I certify that the hourly breakout of worked performed by SID Code is correct. I understand that my position is partially or wholly funded with grant funding and that my duties are consistent with that funding and that the functions I perform are directly related to the grant. I also understand that my position being funded with grant funding has no relation to my permanent status as an employee of the State of Connecticut.

In accordance with OMB Circular A-87, compensation paid during periods of authorized absences from the job such as vacation, sick, holiday, court and military time, are allowable and should be allocated to funding sources in accordance with budgeted activities.

Submit this report to your supervisor for signature at the end of the reporting period with your time sheet.

Revised 12/07: GP

E. Extra Duty Authorization Form

**DIVISION OF
 EMERGENCY MANAGEMENT AND HOMELAND SECURITY**



EXTRA DUTY AUTHORIZATION FORM 1.6.4

EMPLOYEE:

DATE:

I AM REQUESTING EXTRA DUTY AUTHORIZATION FOR THE FOLLOWING:

Date	Start - End	Reason	# Hours	Comp/Overtime	Task Code

****Extra Duty is defined as hours worked in addition to a regularly scheduled work week, and may be overtime or compensatory time depending on position assignment.. See DEMHS Policy No. 1.6.****

Employee Signature _____

Authorizing Supervisor _____

Approve _____ Disapprove _____

Division Head/Designee _____

Approve _____ Disapprove _____

Comments _____

****Supervisors must submit the original copy to the Division Head and retain a copy for the employee's records. The original should be sent to the Dept of Emergency Services and Public Protection (DESPP) Per Policy 1.6, evidence of pre-approval must be submitted to DESPP with the employee timesheet.****

Regional Office and SEOC Staffing

The identified personnel for ICS/SEOC positions and DEMHS Regional Office Staffing is based on current employees.

Staff may be listed for more than one position in order to:

- provide staffing options for activations that include several shifts
- provide coverage in case of absenteeism.

REGIONAL OFFICE STAFFING	
Robert Kenny	
Chris Ackley	
Brenda Thibodeau	
Jacob Manke	
Thomas Lenart	
William Turley	
Jonathan Hartenbaum	
Natalie Simoneau	
Mike Caplet	
Carla Iezzi	
Darlene Richards	
John Field	
Henry Paszcuk	
Taffie Dudley	
Dept of Correction (As needed)	
National Guard (As needed)	

SEOC POSITIONS	MAC	OPERATIONS	PLANNING	LOGISTICS	FINANCE/ADMIN	SITUATION ASSESMENT
DEMHS STAFF MEMBERS						
William Hackett	X					
John Gustafson				X		
Brenda Bergeron		X	X			
Dana Conover	X	X	X	X		X
Bryan Gran	X	X	X			
Rita Stewart			X			X
Douglas Glowacki			X			X
Robert Christ			X			X
Robert Scata			X			X
Gary Ruggerio			X			X
Mark Scerra						X
Robert Drozynski	X	X	X			X
Ken Dumais						X
Eric Scoville						X
Ian Alexander	X	X	X			X
Frank Prochaska						X
Gemma Farbris						X
Leonard Nelson			X			X
Syliva Reeves						X
Various DESPP Fiscal Staff					X	

Trained Spokespersons/PIOs: Scott Deviso, Brenda Bergeron, Eric Scoville

G. P-Card Authorization Form



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



Request for P-Card Purchase

Please complete all areas of this form. This form must be approved by your Program Manager before any purchase can be executed.

Requested by: _____ Date: _____
 (Print or Type)

Program Manager Approval _____ Date: _____
 Doug Glowacki

Description of Service/Purchase Include brand, model or catalog number etc, if available	Total Quantity	Unit Price	Total Cost
			\$ 0.00
Justifications for Purchase:			
Vendor Name, Address:			

Coding to be completed by Program Manager Chartfields			
Dept.:	<input type="checkbox"/> 32954 Region I Office <input type="checkbox"/> 32955 Region II Office <input type="checkbox"/> 32956 Region III Office <input type="checkbox"/> 32957 Region IV Office <input type="checkbox"/> 32958 Region V Office <input type="checkbox"/> 32960 USAR	<input type="checkbox"/> 32980 NSEP <input type="checkbox"/> 32951 Emergency Operations Administration <input type="checkbox"/> 32990 Disaster Recovery Unit <input type="checkbox"/> Other _____	
Program:	<input type="checkbox"/> 27510 Planning <input type="checkbox"/> 27520 Prevention <input type="checkbox"/> 27530 Mitigation	<input type="checkbox"/> 27540 Equipment <input type="checkbox"/> 27550 Training <input type="checkbox"/> 27560 Exercise	<input type="checkbox"/> 27570 Response <input type="checkbox"/> 27580 Recovery <input type="checkbox"/> Other _____
Fund:	<input type="checkbox"/> 11000 State General Funding	<input type="checkbox"/> 12060 EMPG / NSEP / Homeland Security	<input type="checkbox"/> Other _____
SID:	<input type="checkbox"/> 10020 -Other Expenses <input type="checkbox"/> 21877 Homeland Security	<input type="checkbox"/> 21881 EMPG <input type="checkbox"/> Other _____	<input type="checkbox"/> 30464 / 30465 NSEP
Project:	<input checked="" type="checkbox"/> 30030 State Interoperable Communications <input type="checkbox"/> 20130 Local Emergency Preparedness Program	<input type="checkbox"/> 30110 State Emergency Operations Center <input type="checkbox"/> 20110 Local Emergency Operations Center	<input type="checkbox"/> 30130 State Emergency Preparedness Program <input type="checkbox"/> Other _____
Budget Reference:	<input type="checkbox"/> 2010 <input type="checkbox"/> Other	<input type="checkbox"/> 2011	<input type="checkbox"/> 2012
	Chartfield 1: _____	Chartfield 2: _____	

H. Department Codes

FY 2020 DEPARTMENT CODES		
DEPT ID	DESCRIPTION	HRMS LOCATION
DPS32110	COMMISSIONER & STAFF	083110
DPS32120	SPECIAL PROJECTS	083120
DPS32125	VICTIM SERVICES	083125
DPS32130	EQUAL EMPLOYMENT OPPORTUNITY AND COMPLIANCE	083130
DPS32145	LEGISLATIVE LIAISON	083145
DPS32147	HUMAN RESOURCES	083147
DPS32149	POLICY AND PROCEDURE/AUDIT COMPLIANCE	083149
DPS32155	FISCAL SERVICES	083155
DPS32156	PURCHASING	083156
DPS32157	INVENTORY	083157
DPS32160	EMERGENCY MANAGEMENT STRATEGIC PLANNING	083160
DPS32161	CONTRACTS, GRANTS & MOU ADMINISTRATION	083161
DPS32171	IT SERVICES	083171

I. Payroll Task Codes (sample)

ORC	Eff Date	Status	Descr	Short Desc
PD119	6/9/2017	A	Emergency Facility Mtce	EmerFacMtce
PD120	6/9/2017	A	Accounts Recv-Billing	ARBilling
PD122	6/9/2017	A	Backfill for Clerical Support	BkflClSupp
PD124	6/9/2017	A	ESU Process Maintenance	ESUPrcMtce
PD125	6/9/2017	A	Hearing Participation	HrngPartc
PD127	6/9/2017	A	General Facility Maintenance	GnFacMtce
PD128	6/9/2017	A	Criminal Polygraphs	CrmPolygph
PD133	6/9/2017	A	BackfillWeighStationOperations	BkflWStOp
PD134	6/9/2017	A	Backfill-Dispatcher Vacancies	BFDispVac
PD135	6/9/2017	A	Extended Bookstore Hours	ExtBkstHrs
PD136	6/9/2017	A	Eve/Wknd Course Instruction	Eve/WkndCl
PD137	6/9/2017	A	Class/Training Coordination	ClssTrngCo
PD138	6/9/2017	A	EMHS Training & Exercise	EMHSTrnExc
PD139	6/9/2017	A	EMHS Meeting Attendance	EMHSMtgAtt
PD140	6/9/2017	A	EMHS Investigations	EMHSInvst
PD141	6/9/2017	A	EMHS Incident/WeatherAwareness	EMHSIncWAw
PD142	6/9/2017	A	Backfill for Light Duty	BckfillLD
PD143	6/9/2017	A	Backfill for Union Business Lv	BckflUBL
PD144	6/9/2017	A	Dispatch Consolidation	DspTchCons
PD145	6/9/2017	A	Interoperability	Intropbly
PD147	6/9/2017	A	Backfill for TDY	BckflTDY
PD148	6/9/2017	A	Dispatcher Training Committee	DispTrnCmt
PD150	6/9/2017	A	Sandy Hook Elementary	SndyHkElm
PD151	6/9/2017	A	Backfill for Dispatcher Trng	BckflDispT
PD152	6/9/2017	A	Traffic Grant Management	TrfGrMgmt
PD156	6/9/2017	A	Stamford Alive at 5	StamAlive5
PD157	6/9/2017	A	State Police Youth Week	SPYouthWk
PD158	6/9/2017	A	Tactical Shift	TactShift
PD160	6/9/2017	A	Yale/Harvard 2015	Yale/Har15
PD200	6/9/2017	A	Winter Storm (1/26-1/27/15)	WS1/26+27
PD300	6/9/2017	A	Command Staff Ops - District	CmdSOpDist
PD301	6/9/2017	A	Command Staff Ops - Troops	CmdSOpTrps
PD302	6/9/2017	A	Command Staff Ops - Units	CmdSOpUnit

J. DAS/Best Helpdesk ticket

For issues with computers and other agency equipment (IT)

Contact Computer Services/IT by:

Email: csp.ncc@ct.gov

Or 860 -685-8130

The Department of Administrative Services Bureau of Enterprise Systems and Technology's (DAS/BEST) Help Desk serves as the single point of contact for all client information technology inquiries, requests and incidents.

The Help Desk is staffed with technology professionals whose primary goal is to provide answers and resolutions in a timely manner. All reported inquiries, requests and incidents are tracked through completion in our Help Desk system called BMC Footprints.

BMC Footprints provides you with a simple solution that allows you to submit, update and view your requests and incidents on-line through a customer service portal called Service Catalog. The Service Catalog is available 24 hours a day to submit your requests and incidents



FootPrints <Footprints.Helpdesk.Despp@ct.gov>
Fri 11/15/2019 2:03 PM

To: Stewart, Rita;

● This message was sent with low importance.

Status of the ticket will be tracked via email with notifications from the DESPP Help Desk Footprints

When replying, type your text above this line.

[Email Notification from the DESPP Help Desk](#)

Dear Rita,

Thank you for contacting the Department of Emergency Services and Public Protection Help Desk. We believe your ticket has been completed. A recap of your ticket's key information is provided below:

Ticket Number: IT-17299
Date Submitted: 11/12/2019 07:53:17
Ticket Status: Closed
Subject of Ticket: Consultation, Help, and Information. Cell Phone - New RSA Token needed
Ticket Contact: Rita Stewart
Ticket Completion Notes:
11/15/2019 14:02 PM | Barry Eustace:
VPN-ODA is done. Barry

Appendix C Plans and Procedures

Procedures are developed to reflect the operational priorities of Connecticut’s Emergency Management Program which include: life, safety and health; property protection; environmental protection; restoration of essential utilizes; restoration of essential program functions; and coordination among appropriate stakeholders:

Plan	Procedure	Purpose of policy	Where Procedure can be found
State Response Framework (SRF)	SRF Implementation Procedure	Outlines the levels of activation and implementation of the SRF	SRF, Appendix G
	SEOC SOP	Operation of SEOC	SRF, Section 5
	All Hazards Preparedness Checklist – Noticed events	Procedures that outlines actions to before a nto	SRF, Appendix C
	Situation Reporting		SRF, Appendix G
	Incident Action Planning	Development of IAP	SRF, Appendix G
	WebEOC	Operation of WebEOC	Widget on SEOC /DEMHS computers
	Demobilization	Procedures to demob SEOC operations	SRF, Section 5
Disaster Recovery Framework	Damage Assessment	Outline process for initial damage assessment (IDA) and Preliminary Damage Assessment (PDA)	Disaster Assistance Handbook – referenced in Disaster Recovery Framework
	Situation Analysis	Process to assess IDA data	Disaster Assistance Handbook
	Declarations Team	Assess damage collection data	Disaster Assistance Handbook
Continuity of Operations Plans	COOP implementation Procedure	Outlines how COOPS can be activated	COOP Base Plan Appendix H
Continuity of Government	COG implementation Procedures	Outlines how the COG can be implemented, checklist of actions	COG, Appendix C

Appendix D

Plan and Procedure Maintenance Policies

Method and Schedule for Evaluation, Maintenance and Revision of Key Plans and Procedures.

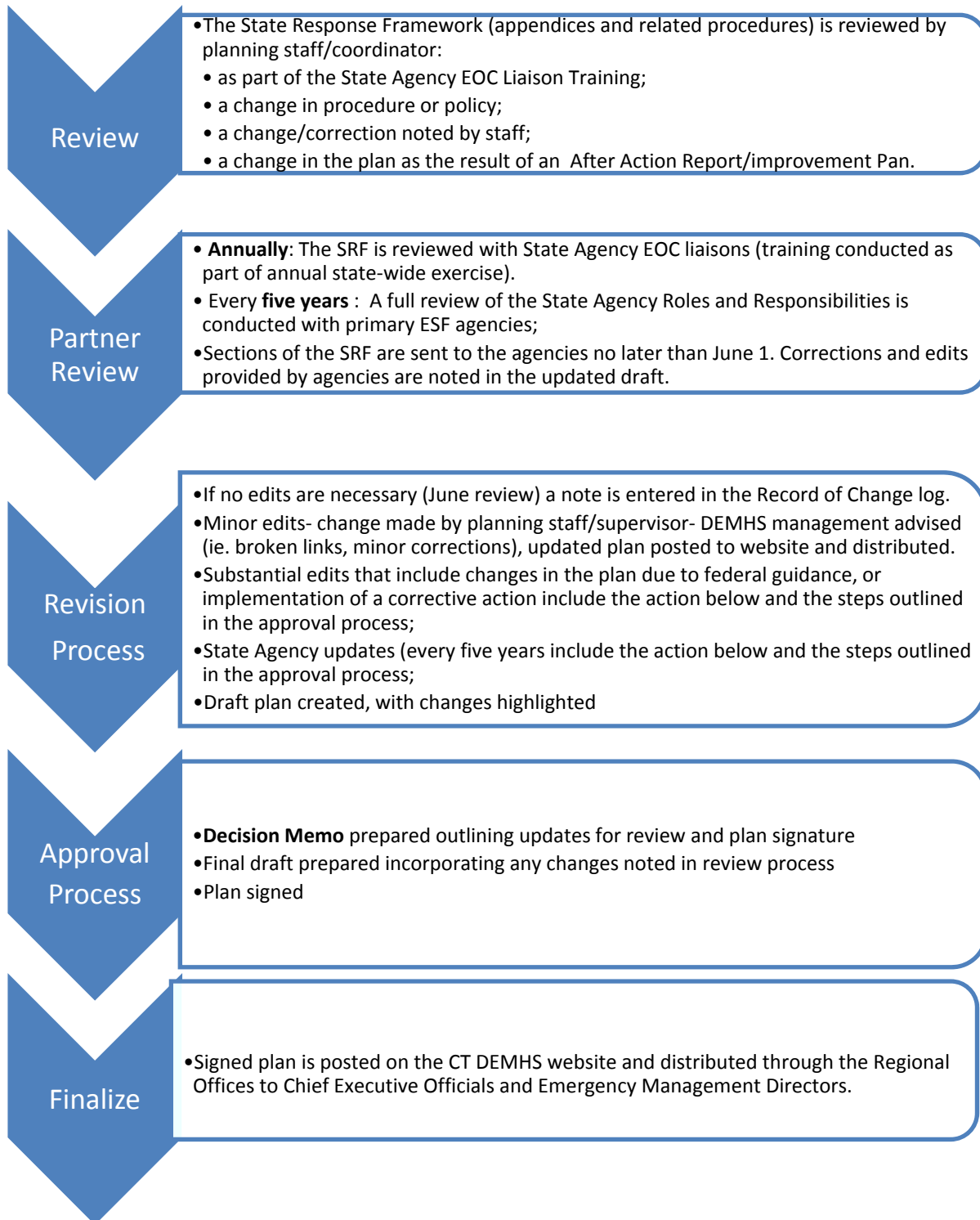
- Summary chart and processes for each plan:

Summary Chart		
Plan	Evaluation	Revision Schedule
State Response Framework (SRF) (and Procedures)	<ul style="list-style-type: none"> • AAR/IP • Review (annually with State Agency Liaisons) 	Annual review; Full update every five years (initiate review process by June 1)
Communications Annex to ESF 2	<ul style="list-style-type: none"> • Review annually by January 1 	Annual Review by January 1
Cyber Disruption Response & Annexes ESF 5	<ul style="list-style-type: none"> • AAR/IP • Review annually 	Annual review initiated by January 1 Full review by CDTF every 3 years
Radiological Emergency Prep. Plan ESF 5	<ul style="list-style-type: none"> • AAR/IP • Review annually 	Review annually
Resource Annex ESF 7 (and Procedures)	<ul style="list-style-type: none"> • AAR/IP • Gap analysis (THIRA or other) 	Annual review: Full update every five years (same cycles as SRF)
Energy and Utilities Annex ESF 12	<ul style="list-style-type: none"> • AAR/IP • Every Five years (same cycle as SRF) 	Full update every five years (Same cycle as SRF)
Disaster Recovery Framework ESF 14 (and Procedures)	<ul style="list-style-type: none"> • AAR/IP • Change in Federal Guidance for Disaster Programs 	Annual review; Full update every five years or as needed
Addendum to ESF 15 (and procedures)	<ul style="list-style-type: none"> • AAR/IP 	The Appendix to ESF 15 Annex (and related procedures) is reviewed as a result of an AAR or every five years (same cycle as SRF) no later than January 1.
Continuity of Operations Plan (COOP)	<ul style="list-style-type: none"> • AAR/IP 	Annual Base Plan and Annex reviews; Full update every five years
Continuity of Government COG	<ul style="list-style-type: none"> • Reviewed with each new Administration 	Change of Administration or every five years
State Natural Hazard Mitigation Plan (NHMP) and Human-Caused Supplement	<ul style="list-style-type: none"> • Initial Project reviews annually: • DEMHS by June 30 • All parties with project roles by Dec. 1 (send project tracker to SNHMPT in advance of December meeting) 	Every five years or as required by FEMA
Hazard Identification and Risk Assessment HIRA	<ul style="list-style-type: none"> • Reviewed annually 	Update every five years (after adoption of State NHMP) with SME input.

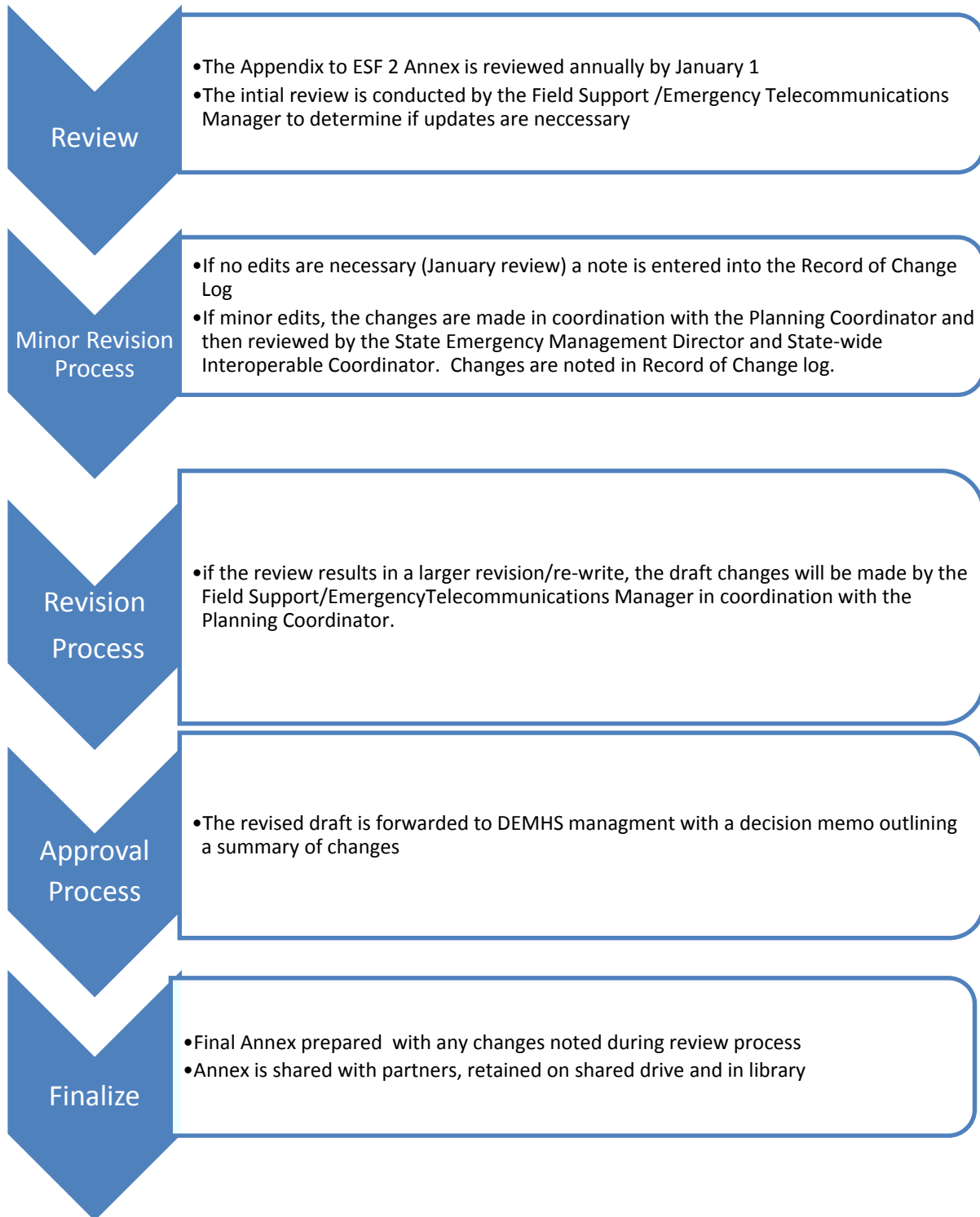
Summary Chart		
Plan	Evaluation	Revision Schedule
Threat Hazard Identification Risk Assessment /Stakeholder Preparedness Review	<ul style="list-style-type: none"> • With HSGP application development • THIRA reviewed on off years as part of SPR process 	<ul style="list-style-type: none"> • THIRA every three years; SPR annually.
State-wide Emergency Management and Homeland Security Strategy	<ul style="list-style-type: none"> • Status updates conducted at least once annually with SME's 	<ul style="list-style-type: none"> • Full strategy update every five years (current cycle 2015-2020)
Multi-year Training and Exercise Plan (includes Needs Assessment)	<ul style="list-style-type: none"> • As required by EMPG, HSGP guidance 	<ul style="list-style-type: none"> • At least bi-annually with input from DEMHS Regions on Training and Exercise programs (calendars)
State Agency Training and Exercise Pan	<ul style="list-style-type: none"> • Reviewed with each new administration • Reviewed if change in EMPG training requirements 	<ul style="list-style-type: none"> • Change of Administration or every five years
CTIC (Fusion Center SOPs)	<ul style="list-style-type: none"> • Reviewed biennially by December 31 or if change in DHS requirements for Fusion Centers 	<ul style="list-style-type: none"> • Reviewed biennially by December 31 or if change in DHS requirements for Fusion Centers
Fiscal & Admin Procedures (before, during and after an emergency)	<p>The main procedures are reviewed annually and updated as needed</p> <ul style="list-style-type: none"> • DEMHS Grant Policies, SRF SOP –see SRF above) • Disaster Recovery Framework, ESF 14 – see above • EMAC SOP 	<p>Specific documents have required updates based on federal guidance or CGS. This includes:</p> <ul style="list-style-type: none"> • Administrative Plans for Public Assistance and Hazard Mitigation - annually and for each declared disaster per FEMA guidance) • NSEP Advisory Bulletin –annually • DAS EM Contracts Guide -annually

- Flow Chart Process for Key plans:

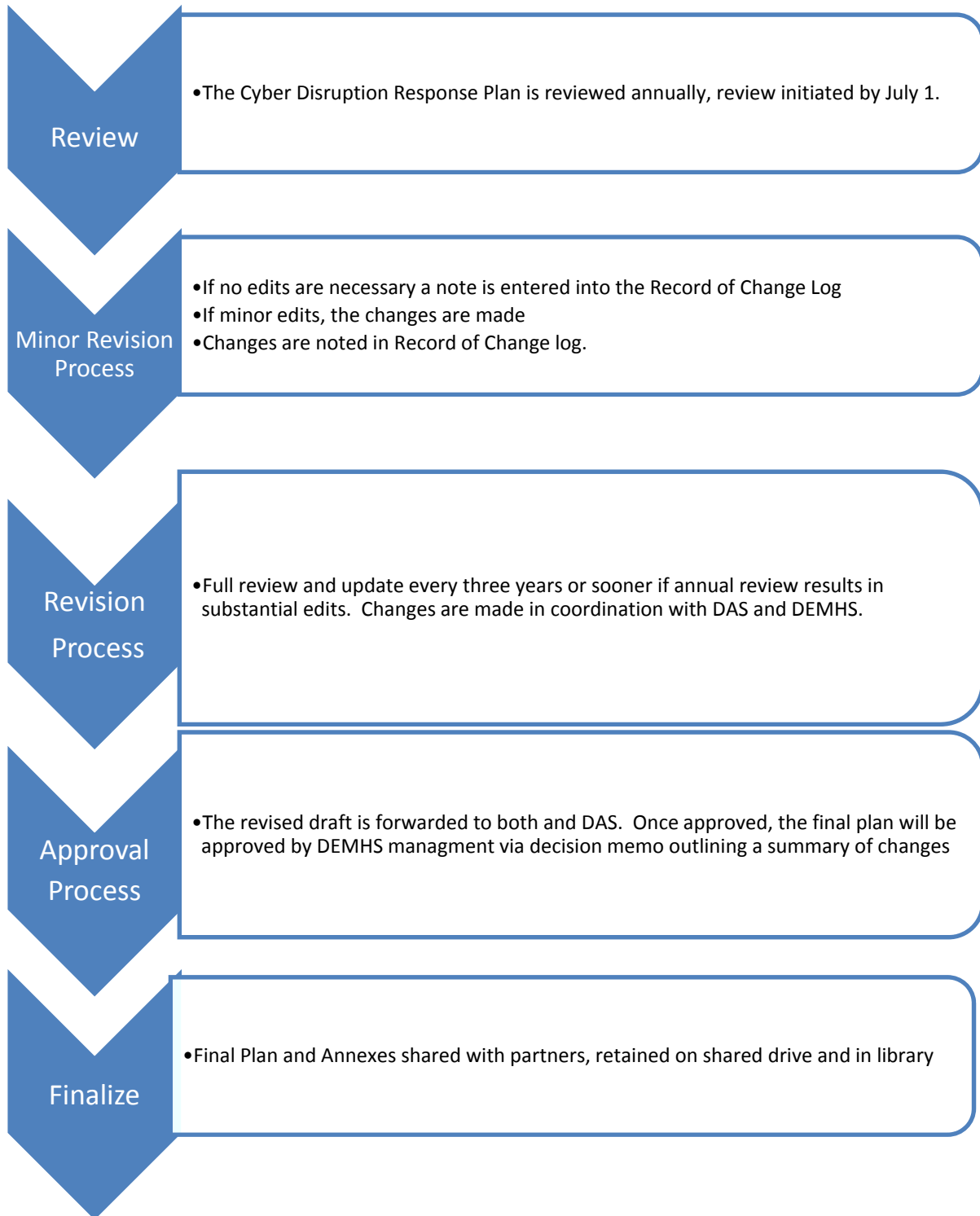
State Response Framework (SRF)



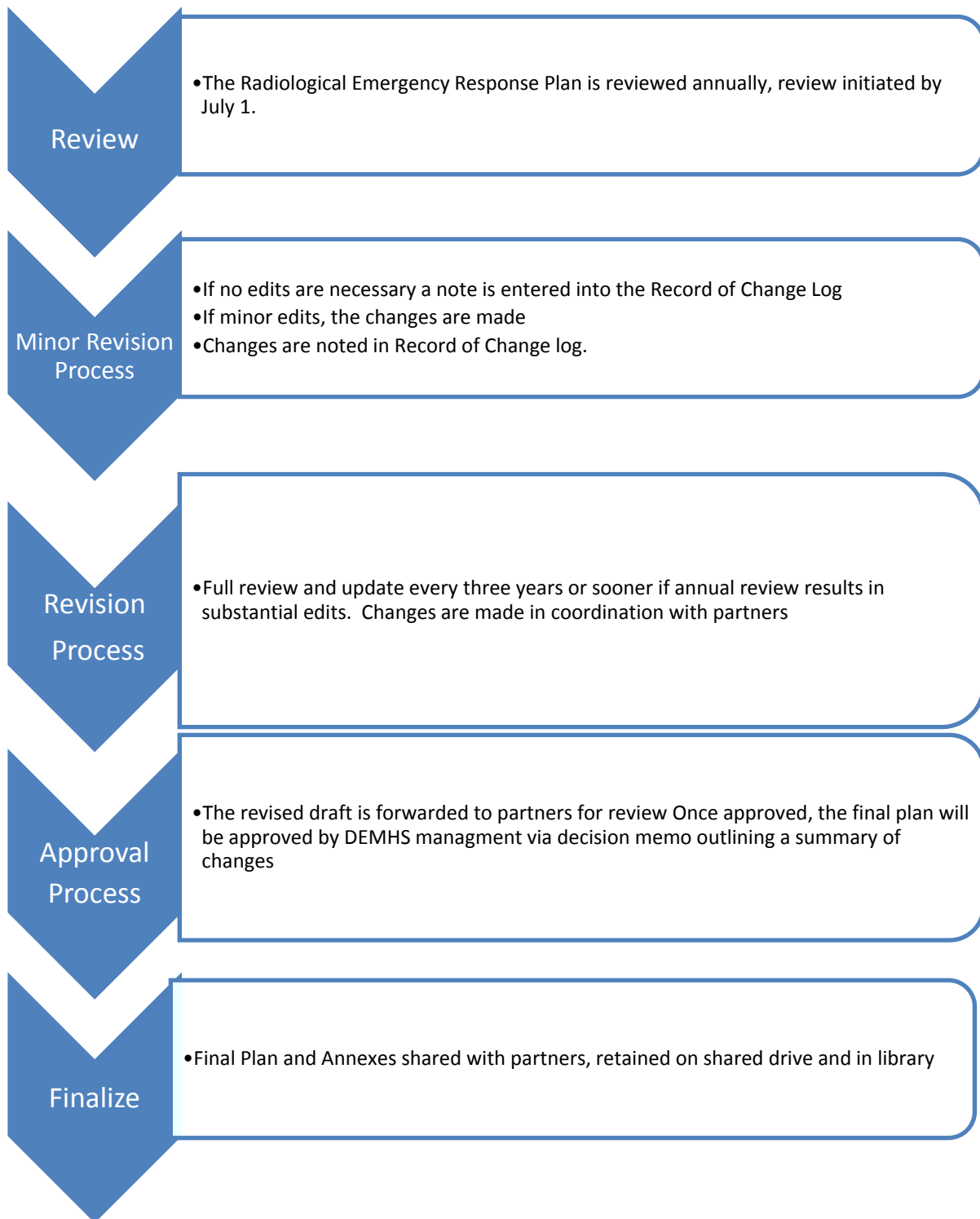
Communications (Appendix to ESF 2 Annex)



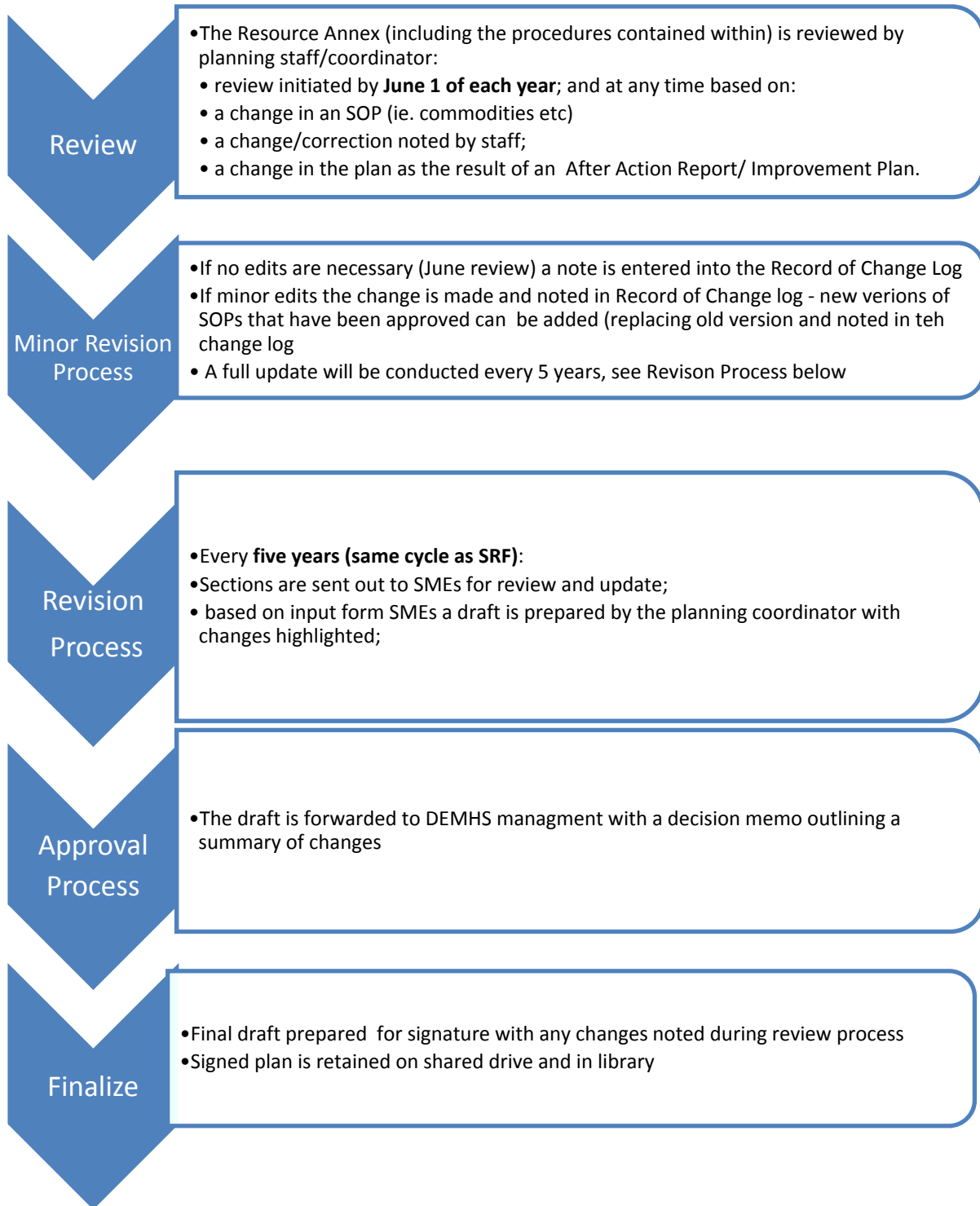
Cyber Disruption Response Plan and Annexes (ESF 5)



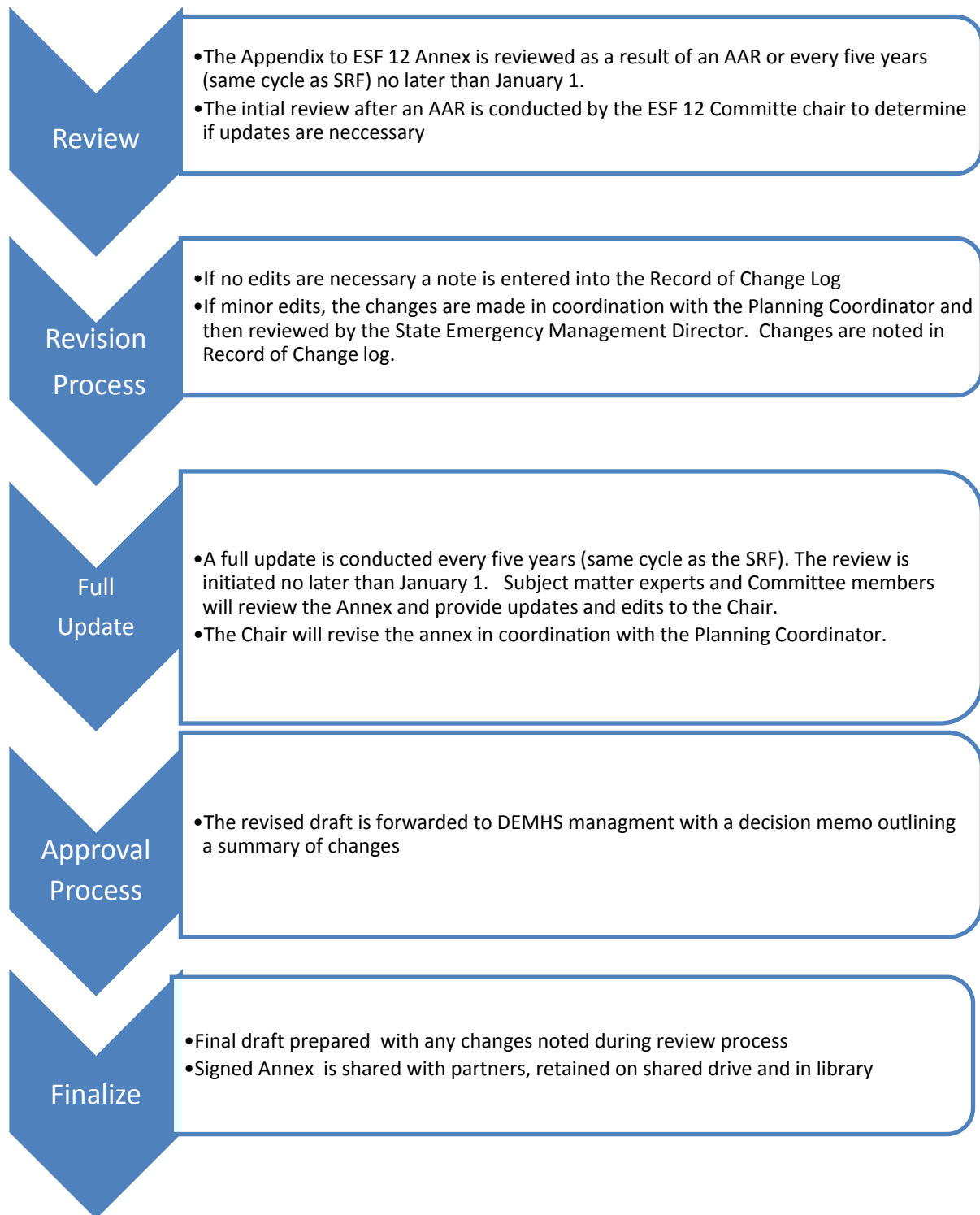
Radiological Emergency Response Plan (ESF 5)



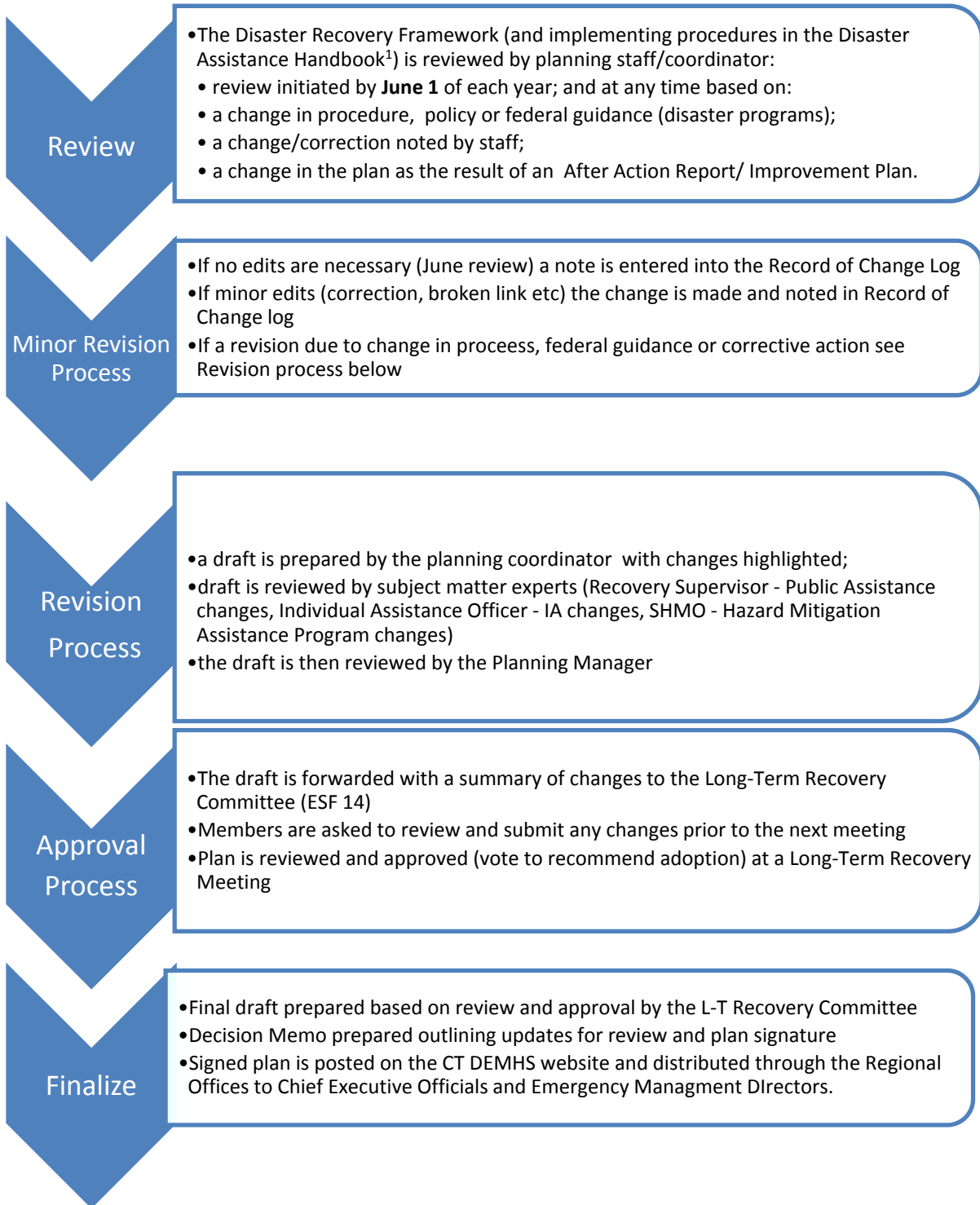
Resource Management System Annex (ESF 7)



Energy and Utilities Annex (ESF 12)

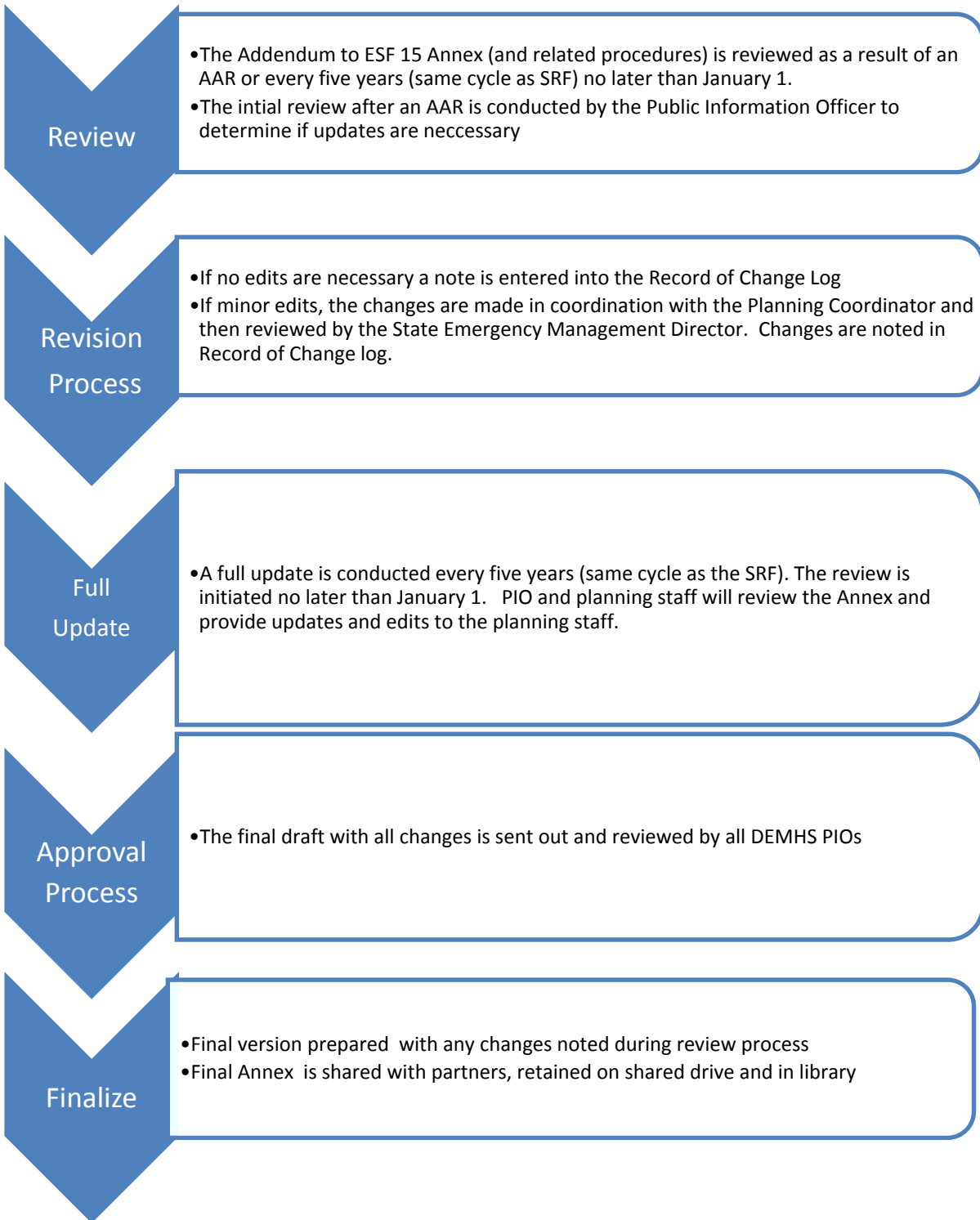


Disaster Recovery Framework (ESF 14)

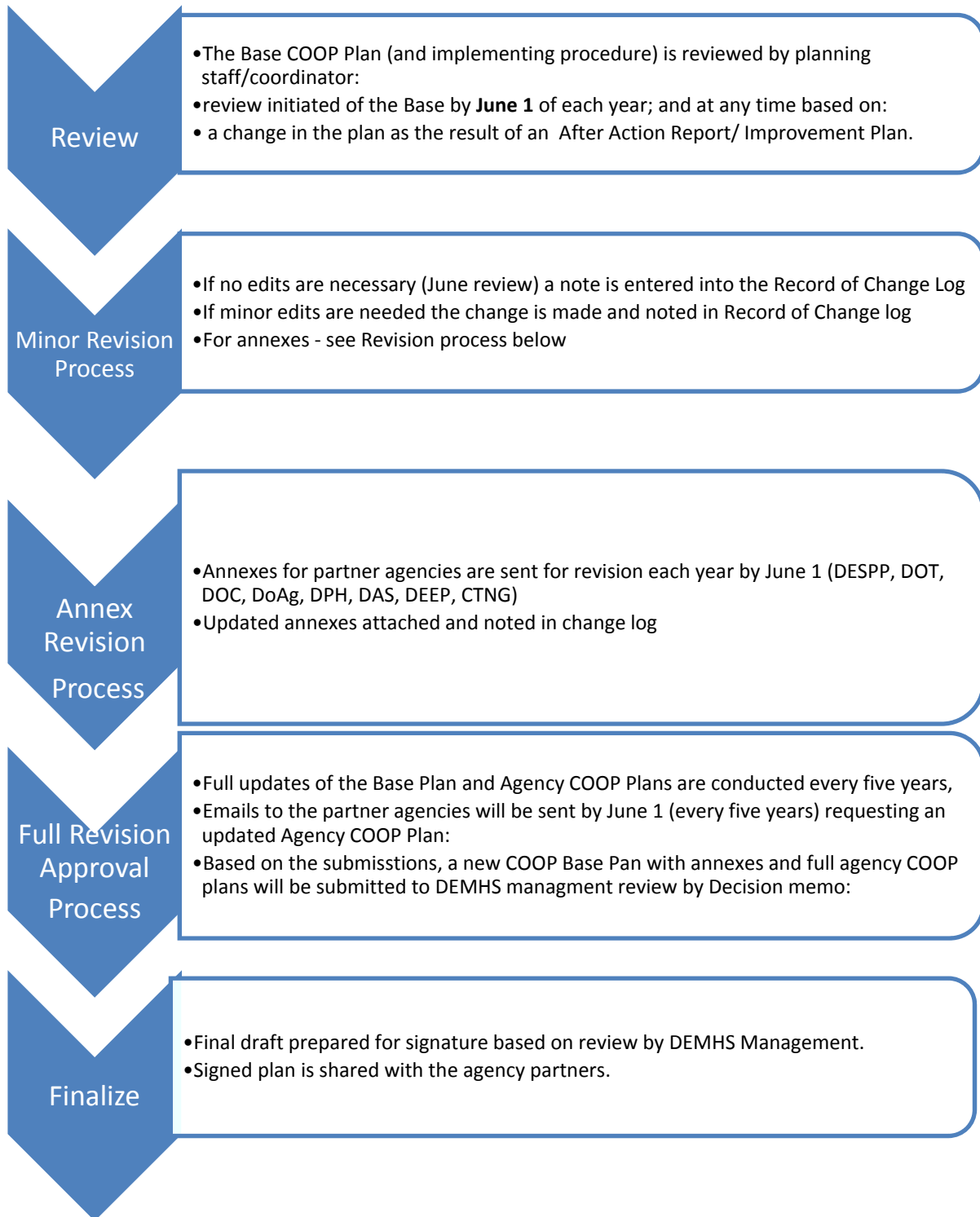


¹ Procedures for the Disaster Recovery Framework are contained in the Disaster Assistance Handbook which is reviewed by the IA officer annually by June 1 and updated as needed

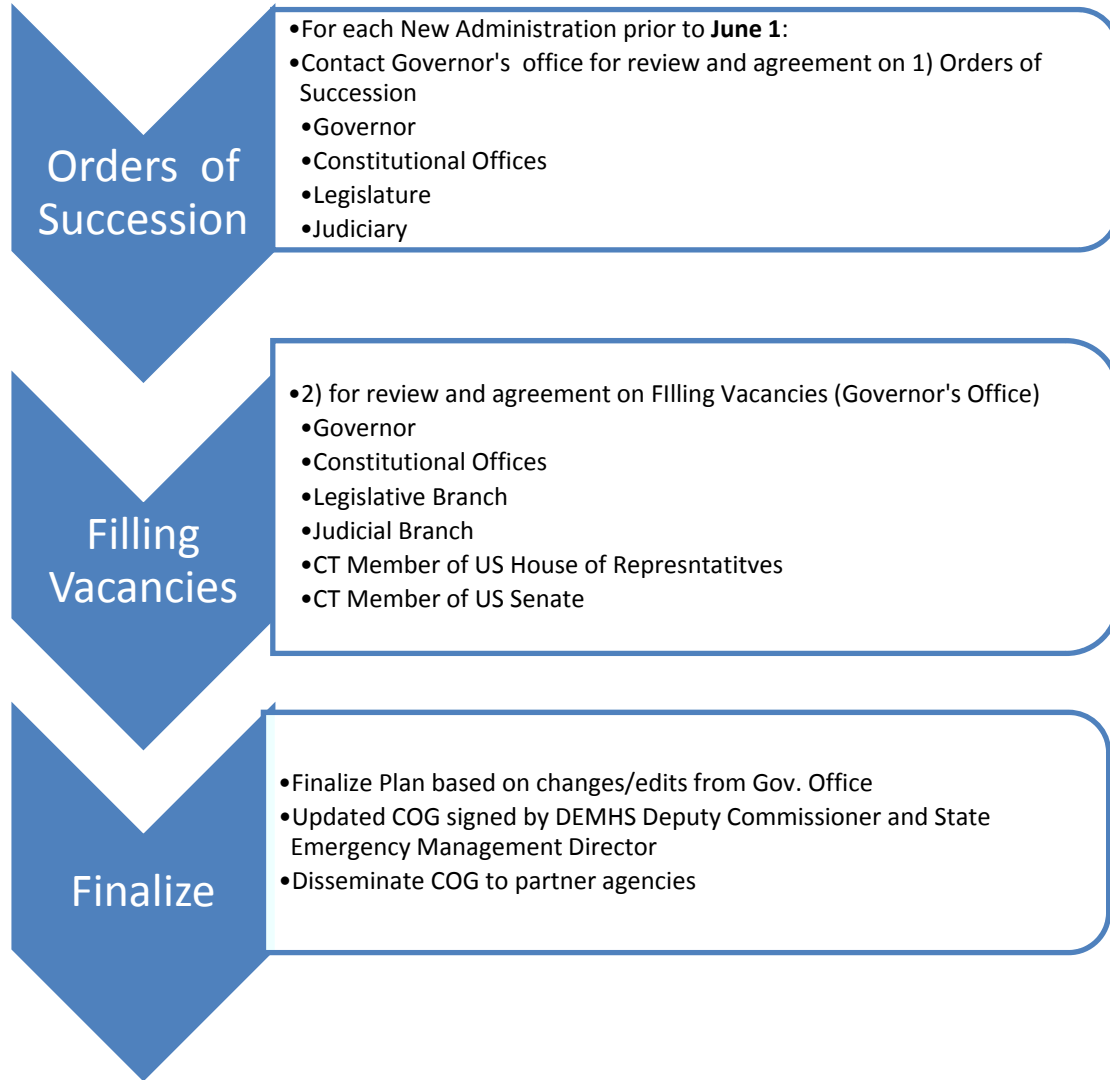
Crisis Communications, Public Information and Education (Appendix to Annex ESF 15)



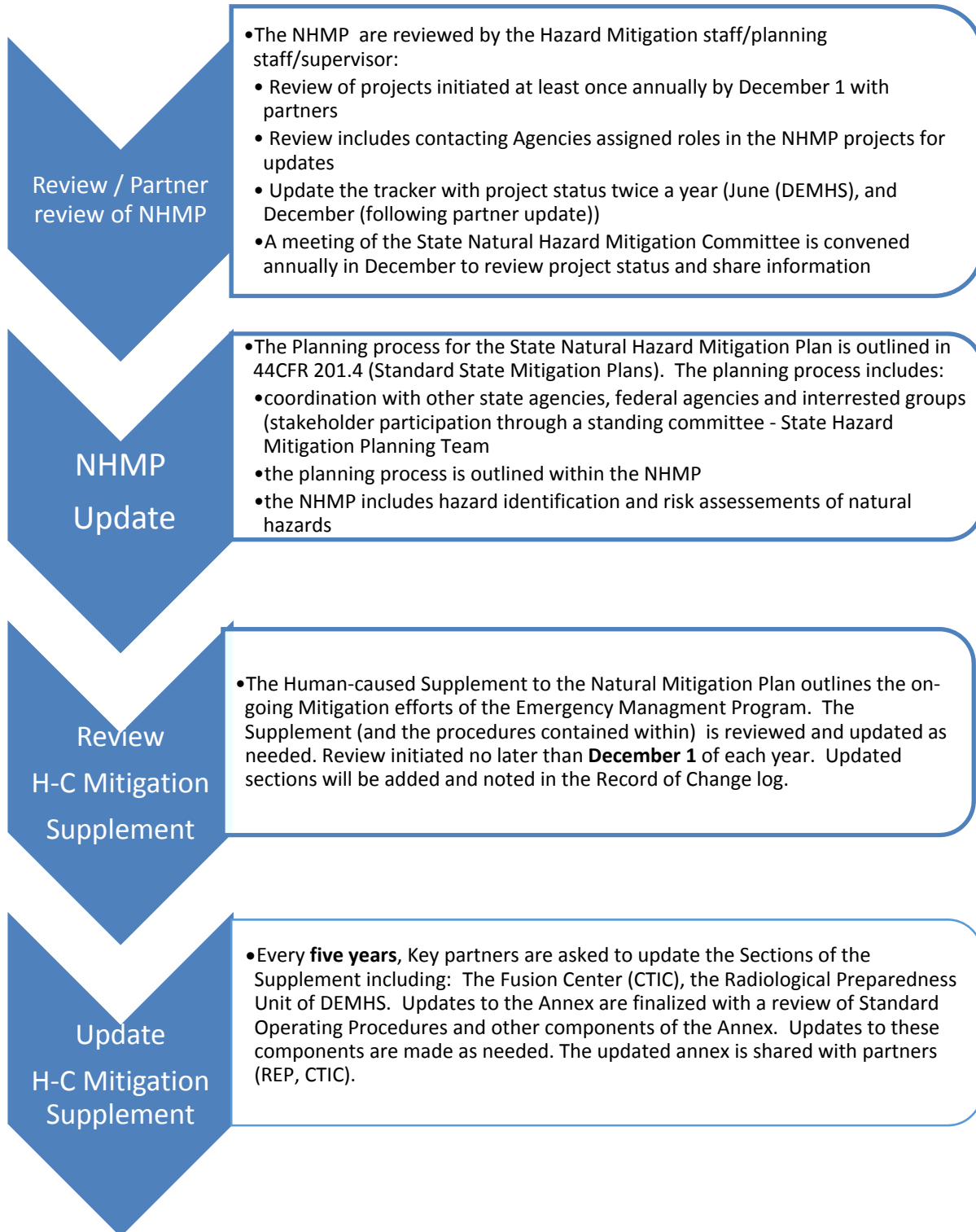
COOP Base Plan



Continuity of Government Plan (COG) and Implementing Procedure



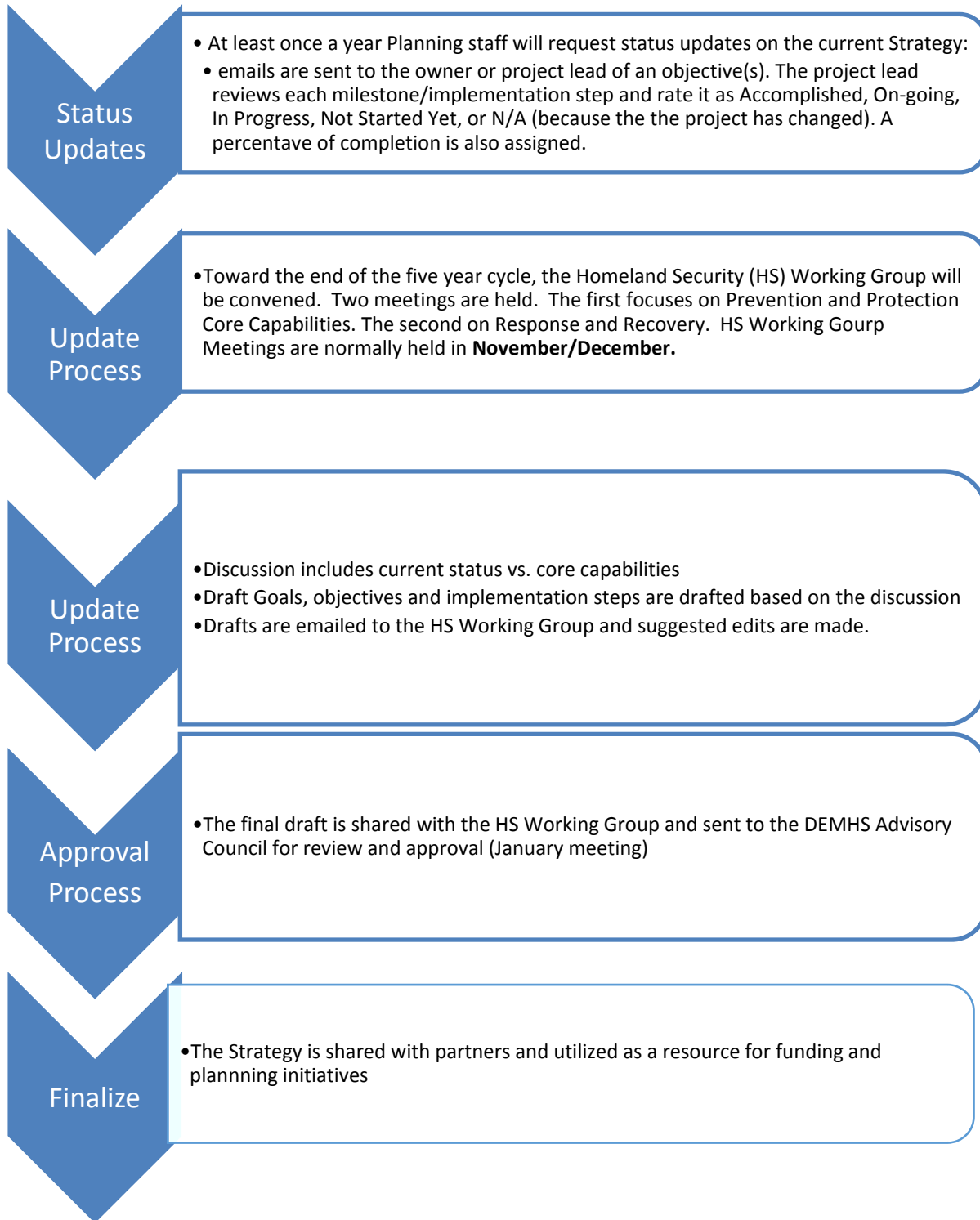
State Natural Hazard Mitigation Plan & Human-Caused Supplement (including procedures)



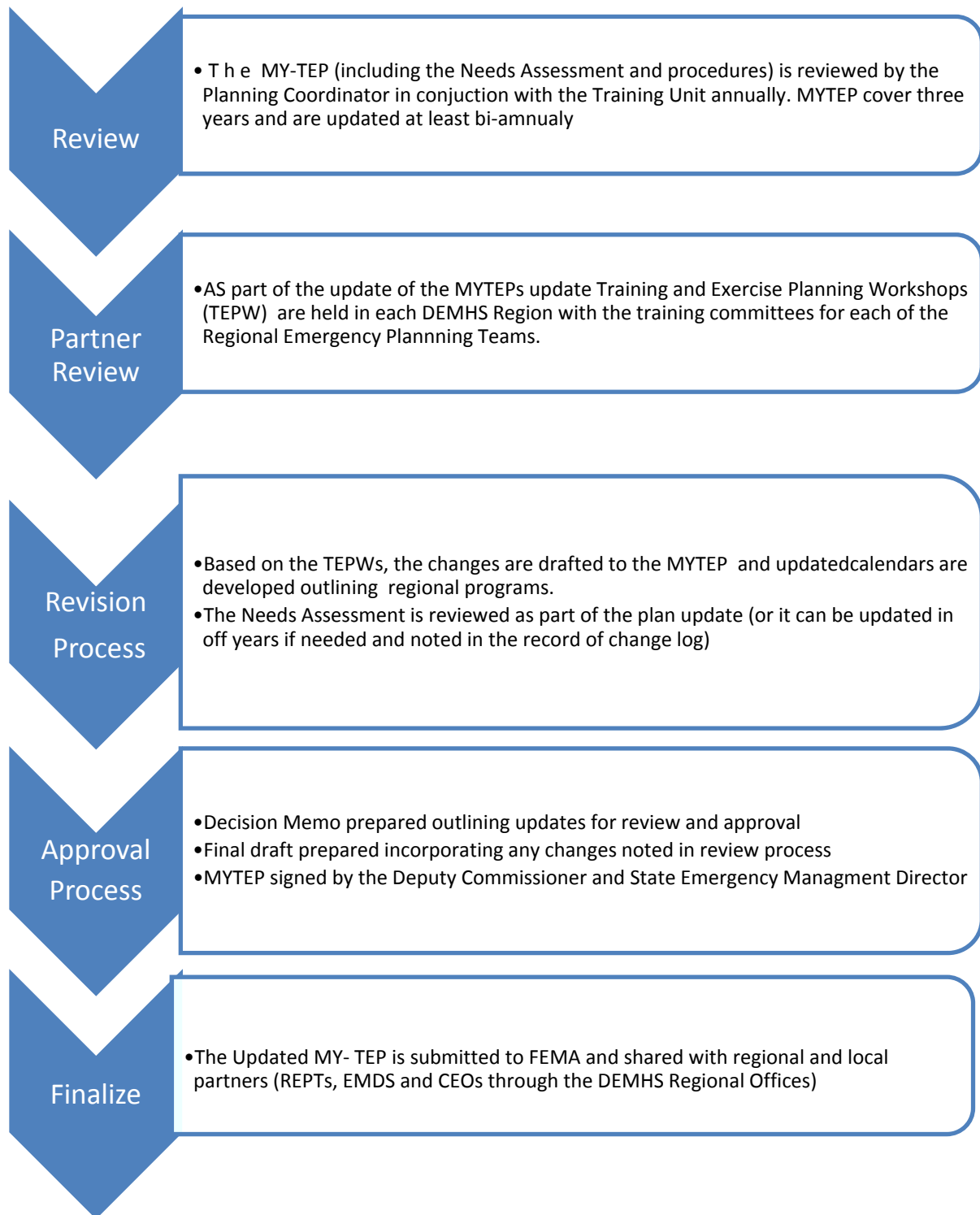
Hazard Identification Risk Assessment (HIRA)



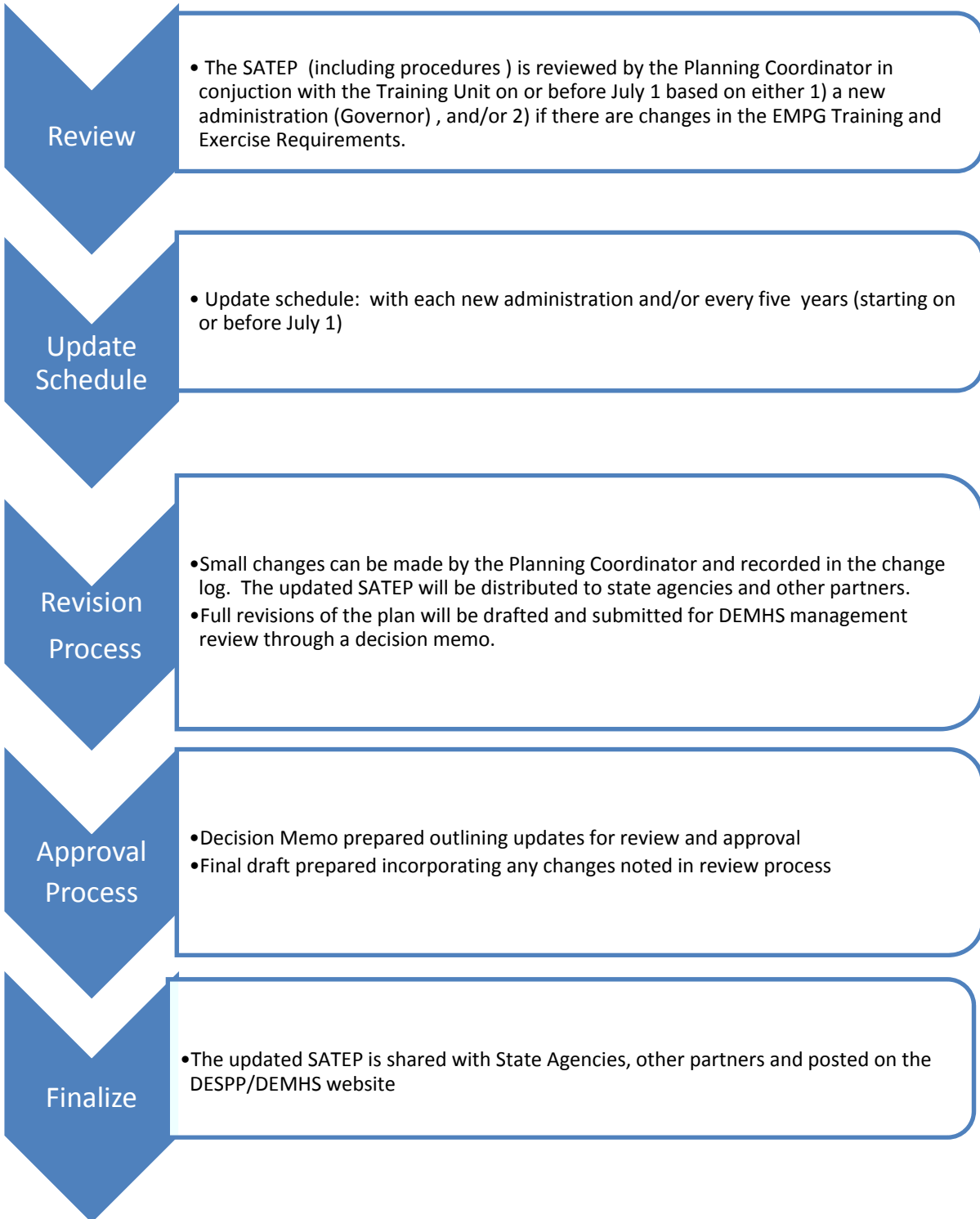
State-wide Emergency Management and Homeland Security Strategy



Multi-Year Training and Exercise Plan (MYTEP)

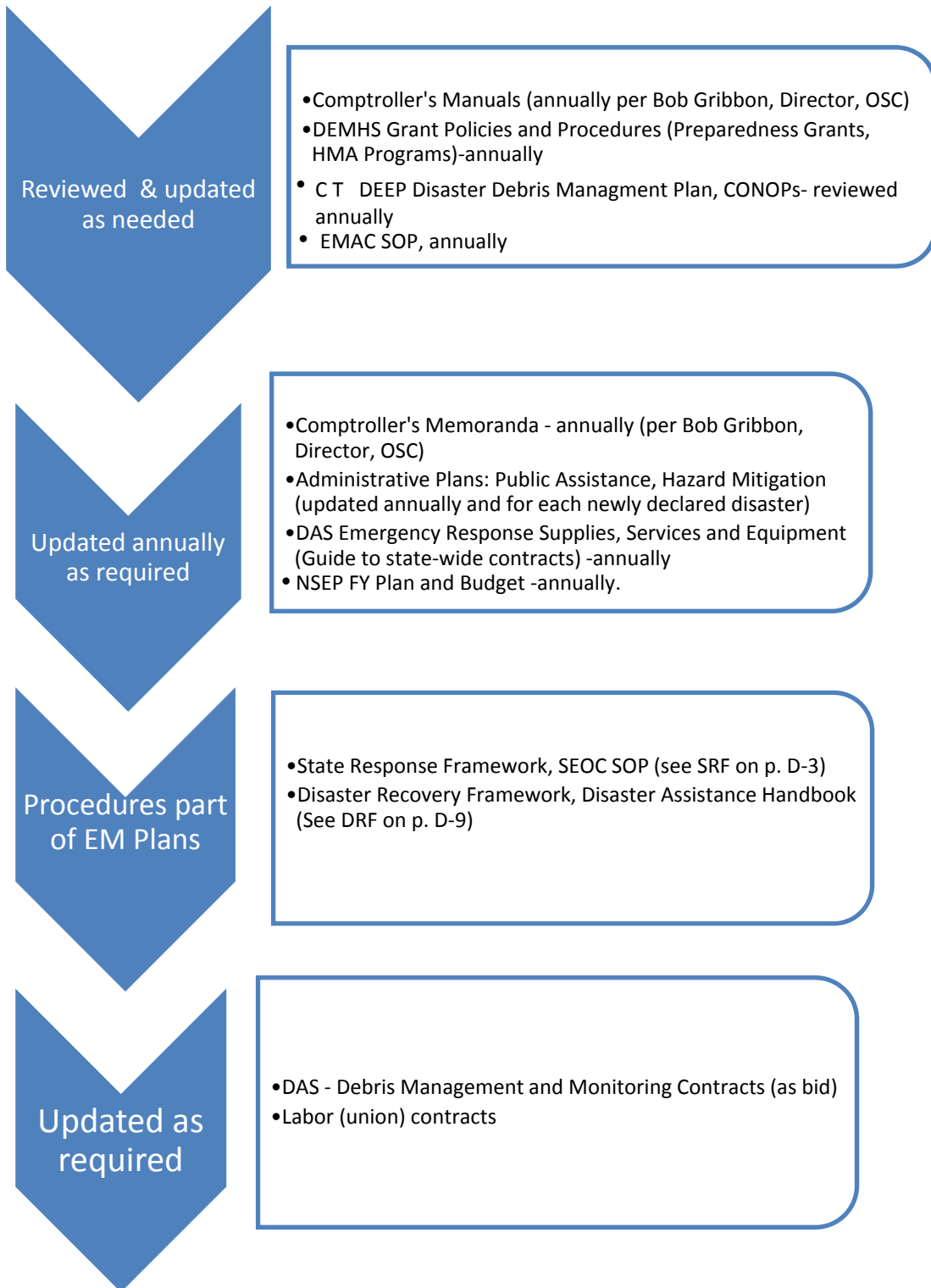


State Agency Training and Exercise Plan (SATEP)

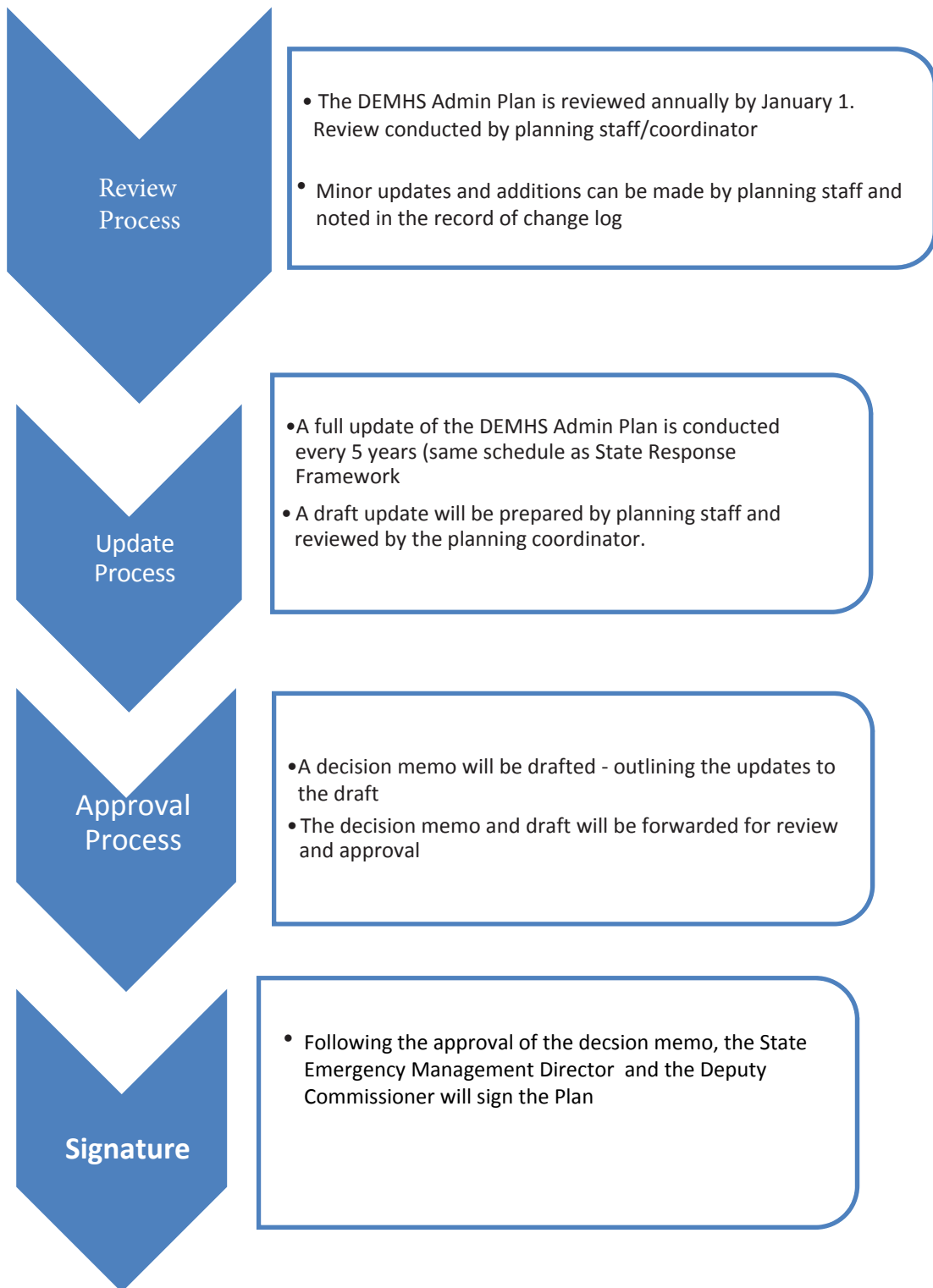


Fiscal and Admin. Procedures

For use before, during, and after an event-



DEMHS Admin. Plan



Appendix E. Standard Operating Procedure for Posting External Weather Updates on the DEMHS Website

Standard Operating Procedure For Posting External Weather Updates on the DEMHS Website *October, 2019*

DEMHS External Weather Updates will be posted on the DEMHS website when disseminated via the Everbridge/CT Alert system. This process increases external communication redundancy and allows for the linking of external weather updates on DEMHS social media accounts. Other alerts may be posted in the same manner if deemed necessary by the Unified Command and/or DEMHS Leadership. As with all procedures, this SOP supports emergency management priorities including: life, safety and health; property protection; environmental protection; restoration of essential utilities; restoration of essential program functions; and coordination among appropriate stakeholders.

Process:

- Shortly following the release of a DEMHS External Weather Update via Everbridge/CT Alert, the External Weather Update will be posted on the ***DEMHS External Weather Updates Webpage*** (See Figure 1).
- A **yellow agency alert bar** will be activated on the DEMHS website with the headline and date of the external weather update. This alert bar should link directly to the ***DEMHS External Weather Updates Webpage*** (See Figure 2). This alert bar will automatically be displayed on all DEMHS webpages. For major alerts, if deemed necessary, the Department of Administrative Services (DAS) has the ability to place this alert on all ***Portal.CT.gov*** webpages.
- The duration of the posting will be determined by the duration of the event and the timing indicated on the external weather updates.
- Posting of external weather updates will be completed primarily by Douglas Glowacki (douglas.glowacki@ct.gov).
- The DEMHS Webmaster and the DESPP Webmaster are available to post external weather updates if needed.
 - DEMHS Webmaster: Eric Scoville- Eric.Scoville@ct.gov
 - DESPP Webmaster: Greg Klebart- Gregg.Klebart@ct.gov
 - Stegeman, Scott Scott.Stegeman@ct.gov
 - Droz, Lourdes Lourdes.Droz@ct.gov
 - DAS Helpdesk (for extreme circumstances when DESPP/DEMHS staff is not available): [\(860\) 622-2300](tel:8606222300)
- Any subsequent updates will replace the initial update

Archiving and Dormancy:

- Upon completion of the External Weather Update alert the following steps will be completed:
 - All weather updates will be archived on the archive page of the External Weather Update section (Beginning April 2019).
 - A standard message will replace the alert message on the External Weather Update Page. A place holder message will be used to point end users to the National Weather Service for day to day weather information (See Figure 3).

Tracking and Analytics:

Tracking and analytics have been activated on External Weather Update webpage by Sitecore/CT Interactive staff. This enables the DEMHS webmaster to track the number of page views and end-user information such as location. This can be used to track the number of people who click on the external weather update during a weather event or crisis situation.

Figure 1: External Weather Update Webpage

LINK: <https://portal.ct.gov/DEMHS/External-Weather-Updates>



Current External Updates

[Archives](#)

Provided by:
Division of Emergency Management and Homeland Security

Current External Updates

The following is the current weather update from the Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security.

Click the following link for the most current DEMHS External Weather Update:

4/4/2019: RED FLAG WARNINGS ISSUED FOR ALL OF CONNECTICUT AND SOUTHERN NEW ENGLAND FOR TODAY...CRITICAL FIRE WEATHER CONDITIONS ARE EXPECTED THIS AFTERNOON... CLICK HERE FOR FULL REPORT

This product is a public service of the Department of Emergency Services and Public Protection (DESPP), and is intended for informational purposes only. DESPP assumes no liability for the use or distribution of this product or any actions resulting from this product.

Figure 2: Agency Alert Bar

The screenshot shows the top portion of the Connecticut State Website. At the top left is the 'ct.gov' logo and 'Connecticut's Official State Website'. A search bar is located at the top right. Below the header is the 'Connecticut State Division of Emergency Management and Homeland Security' banner. A yellow 'Agency Alert Bar' is highlighted with a red border, containing the following text: **NOTICE: TEST TEST TEST!! July 19, 2019: TESTIEXCESSIVE HEAT WARNINGS ISSUED FOR CONNECTICUT...FIRST DANGEROUS HEAT WAVE OF THE SUMMER BEGINNING TODAY... CLICK HERE FOR MORE INFORMATION [External Weather Updates](#)**. Below the alert bar, the breadcrumb 'CT.GOV HOME / DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY' is visible. Navigation buttons for 'State Offices - Early Release - Late Openings - Closures' and 'Most Popular' (with a link to 'DEMHS External Weather Updates') are also shown.

The screenshot shows the 'Agency Alert' configuration interface. On the left is a navigation tree with items like '_old', '_resources', 'Agency Filter', 'Agency Landing Page', '3 Featured boxes', 'Agency Alert', 'Commissioner Message', 'Contact Info', 'Featured Links', 'Most Popular', 'News and Announcements', 'Programs and Services', 'Agency Topic Components', 'Approval List', and 'Navigation'. The main area is titled 'Agency Alert' and includes an 'Alert' section with an 'Enable' checkbox. Below this is a 'Message' field containing the text: 'July 19, 2019: EXCESSIVE HEAT WARNINGS ISSUED FOR CONNECTICUT...FIRST DANGEROUS HEAT WAVE OF THE SUMMER BEGINNING TODAY... CLICK HERE FOR MORE INFORMATION'. At the bottom, there is an 'Alert Link' section with a dropdown menu set to 'Insert external link' and a text input field containing the URL: '/Portal/DEMHS/External Weather Updates'. Other options in the dropdown include 'Insert link', 'Insert media link', 'Insert anchor', 'Insert email', 'Insert JavaScript', 'Follow', and 'Clear'.

Figure 3: Archiving and Dormancy

Archives

The following are archived weather warnings for informational purposes only. These warnings are no longer active.

2019 Weather Updates (Since April 2019)

- 7/18/2019 [EXCESSIVE HEAT WARNINGS ISSUED FOR CONNECTICUT...FIRST DANGEROUS HEAT WAVE OF THE SUMMER BEGINNING TODAY ..](#)
- 4/26/2019 [A TORNADO WARNING HAS BEEN ISSUED FOR TOLLAND AND WINDHAM COUNTIES UNTILL 3:00 PM. Stay Alert.](#)
- 4/05/2019 [RED FLAG WARNINGS ISSUED FOR ALL OF CONNECTICUT AND SOUTHERN NEW ENGLAND FOR TODAY... CRITICAL FIRE WEATHER CONDITIONS ARE EXPECTED THIS AFTERNOON...](#)

Current External Updates

The following is the current weather update from the Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security.

Click the following link for the most current DEMHS External Weather Update:

There currently are no active DEMHS external weather updates at this time. Visit the [National Weather Service \(NWS\)](#) for up-to-date weather conditions.

This product is a public service of the Department of Emergency Services and Public Protection (DESPP), and is intended for informational purposes only. DESPP assumes no liability for the use or distribution of this product or any actions resulting from this product.

Appendix F. Standard Operating Procedures Activation of CERT and MRCs

The following form is used for the activation of a CERT Team under Title 28 for emergency, training/ pre-planned events.

MRC and CERT activation forms are PDF Fillable and may be signed electronically

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT
AND
HOMELAND SECURITY
STANDARD OPERATING PROCEDURES**

Formerly DEMHS SOP: 5.4 Second Revision August 2019

**APPROVAL OF ACTIVITIES OF MEMBERS OF
THE COMMUNITY EMERGENCY RESPONSE TEAMS (CERT)**

Background:

On July 20, 2006, the Office of the Attorney General for the State of Connecticut issued a legal opinion that confirms that volunteer members of the Community Emergency Response Teams (CERT) are covered under the State of Connecticut Workers' Compensation Program, when certain statutory conditions are met.

Under Title 28 of the Connecticut General Statutes, specifically §28-14, CERT members who are working under the direction of a designated local official and: (1) have been recruited by the Local Citizens Corps; (2) have satisfied the requirements of Conn. Gen. Stat. §28-12 (the loyalty oath provisions), and; (3) are not employees of the state, municipalities or political subdivisions of the state, are construed to be state employees, and are afforded the protection provided for under Connecticut General Statutes Chapter 568 [workers compensation law] and §5-142 [disability compensation and death benefits provision], while participating in approved training for or engaged in authorized civil preparedness duty. Under §28-1(5), "any member of the civil preparedness forces who is called upon either by civil preparedness personnel or state or municipal police personnel to assist in any emergency shall be deemed to be engaging in civil preparedness duty while assisting in such emergency or while engaged in training under the auspices of the Department of Emergency Services and Public Protections, the Divisions of Emergency Management and Homeland Security and the State Police within the Department of Emergency Services and Public Protection, or a municipal police department, for the purposes of eligibility for death, disability, and injury benefits as provided in Section 28-14." Thus, under §28-1(5), there are a number of different ways in which emergency activation or training activities may be authorized.

The following are guidelines established for the local emergency management community to follow when requesting DESPP/DEMHS approval of any emergency activation or training activity in order to ensure that the CERT volunteer members' training and/or participation in an event or disaster are covered under the opinion issued by the Office of the Attorney General. For further information on DEMHS/DEMHS approval of CERT activations, please see **DEMHS Advisory Bulletin 2009-1**.

Procedures for Local Emergency Management Director to Follow to Obtain DESPP/DEMHS Approval:

1. Local Procedures in an Emergency Activation

Whenever the local Emergency Management Director (EMD) deems it necessary to activate the members of the CERT through DESPP/DEMHS in the case of an imminent or actual emergency, he/she will:

- Request DESPP/DEMHS approval through the Regional Coordinator by phone or by email. Make sure that a response is received from the Regional Coordinator so that you know the request has been received;
- Follow up with a written request as soon as possible, but not more than **48** hours after the initial request is made.

REMEMBER, under Title 28, a CERT team may also be activated by local civil preparedness personnel or state or municipal police personnel to assist in any emergency.

The written request shall contain:

- Date and anticipated times of the activation;
- Names of the CERT members involved;
- Reason for the activation or training request, including details of the activities to be taken or that have been taken;
- Written name and signature of local EMD requesting activation.

NOTE: After an activation, the local EMD must provide a roster of actual attendees with their participation start and end times.

By submitting the names of the Team members, the local EMD is certifying that these members have received appropriate training under the Local Citizens Corps organization, including any additional training necessary for the activation (e.g., ESF 11 Animal Response) and have been sworn in annually under Conn. Gen. Stat. §28-12, or are in training to be sworn in under that section.

CERT members who self-dispatch to an emergency scene without the approval of the local EMD will not receive Title 28 protection through DESPP/DEMHS.

The local EMD shall maintain a log (See attached sample) of all emergency activation requests submitted to DEMHS. The local EMD shall also maintain a roster of current CERT members, including their names, contact information, and training received. Annually, by August 15, the local EMD will provide an updated copy of this roster to the DEMHS Regional Coordinator for his/her DEMHS region. Under §28-12, all CERT members must be sworn in annually.

2. Local Procedures in a Training or Pre-planned Large Scale Event Activation

Whenever the local Emergency Management Director (EMD) deems it necessary to activate the members of the CERT through DESPP/DEMHS in the case of training or a large scale scheduled event, he/she will:

- Submit the request in writing to their respective Regional Coordinator **at least two weeks before the date of the proposed training or event.** Training or event activities submitted after the date may not be approved by DEMHS;
- If the request is submitted by fax, the EMD must provide the original documentation to the Regional Coordinator as soon as possible.

REMEMBER, in accordance with Title 28, some training may take place under the auspices of the Connecticut Department of Emergency Protection and Public Protection, the DESPP Division of State Police, or a municipal police department, rather than under the auspices of DESPP/DEMHS. Also, activities may not rise to the level of a DESPP/DEMHS activation (e.g., handing out brochures at a local fair or traveling to the annual state Citizen Corps or CERT conference. See DEMHS Advisory Bulletin No. 2009-1 for more details.)

The written request for DESPP/DEMHS approval shall contain:

- Date and anticipated times of the activation;
- Names of all CERT members anticipated to be involved;
- Reason for the activation or training request, including details of the activities to be taken;
- Written name and signature of local EMD requesting activation.

NOTE: After an activation, the local EMD must provide a roster of actual attendees with their participation start and end times.

If the EMD wishes to submit one form for multiple activities, specific information must be provided for each training activity.

By submitting the names of the Team members, the local EMD is certifying that these members have received appropriate training under the Local Citizens Corps organization, including any additional training necessary for the activation (e.g., ESF 11 Animal Response) and have been sworn in annually under Conn. Gen. Stat. §28-12, or are in training to be sworn in under that section.

The local EMD shall maintain a log (see attached sample) of all training or pre-planned event requests submitted to DEMHS, for review by either the Office of Attorney General and or by DESPP/DEMHS.

The local EMD will maintain a roster of current CERT members, including their names, contact information, and training received. Annually, by August 15th, the local EMD will provide an updated copy of this roster to the DEMHS CERT Teams Coordinator. Under §28-12, all CERT members must be sworn in annually.

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Procedures for DESPP/DEMHS Staff To Follow in CERT Approval Process

1. DESPP/DEMHS Procedures in an Emergency Activation

In an emergency situation, the DESPP/DEMHS Regional Coordinator shall:

- Review the request of the local EMD;

- Forward the request with a recommendation of approval or denial, based upon the information submitted by the local EMD, to the State Emergency Management Director. If the recommendation is to deny the request, the Regional Coordinator will provide a brief explanation.

Approval of routine emergency CERT activations has been delegated by the DEMHS Deputy Commissioner and the State Emergency Management Director to the DESPP/DEMHS Regional Coordinators. If a Regional Coordinator approves an emergency request of a local EMD, the Regional Coordinator shall forward the request, with the Regional Coordinator's approval, to the State Emergency Management Director.

It is also the responsibility of the DESPP/DEMHS Regional Office to:

- Notify the local EMD of the State Emergency Management Director's approval or denial of the activation request (see below);
- Obtain the original written request within 48 hours of approval;
- Supply the requesting EMD with a copy of the completed documentation;
- Maintain a log (see attached sample) of all requests submitted to that office.

The State Emergency Management Director shall:

- Approve or deny the request;
- Provide notification of the activation/denial to the appropriate DEMHS staff.

In the absence of the State Emergency Management Director, the request for approval may go to the Office of the DESPP/DEMHS Deputy Commissioner.

Within 48 hours, written paperwork to support the activation must be submitted by the local requester, through the DESPP/DEMHS Regional Office, to the State Emergency Management Director. His/her office shall forward fully executed copies to the DEMHS CERT Teams Coordinator within the DEMHS Training Unit, who will send a copy to the Regional Office, maintain the originals, and maintain a log of all emergency requests submitted to DESPP/DEMHS.

2. DESPP/DEMHS Procedures in a Training or Pre-planned Large Scale Event Authorization

When the Regional Coordinator receives a request for DESPP/DEMHS CERT training or pre-planned large scale event authorization, s/he must:

- Review the request of the local EMD;
- Forward the request with a recommendation of approval or denial to the DEMHS CERT Teams Coordinator. If the recommendation is to deny the request, the Regional Coordinator will provide a brief explanation;¹
- Supply the requesting EMD with a copy of the completed documentation;
- Make sure that original documentation is provided to the DEMHS CERT Coordinator for any request that has been faxed in for review;

¹ In the absence of the DEMHS CERT Teams Coordinator, the DEMHS State Emergency Management Director may receive the request directly. The DEMHS State Emergency Management Director will approve or deny, with originals provided to the DEMHS CERT Teams Coordinator.

- Maintain a log (see attached sample) of all training and scheduled event requests submitted to that office.

The DEMHS CERT Teams Coordinator shall:

- Review the request;
- Recommend approval or denial. If the recommendation is to deny the request, the DEMHS CERT Teams Coordinator will provide a brief explanation;
- Forward the request to the State Emergency Management Director.

The State Emergency Management Director-- or in his/her absence, the DEMHS Deputy Commissioner--shall approve or deny the request and return the paperwork to the DEMHS CERT Teams Coordinator, who shall:

- Notify the Regional Coordinator (who shall notify the requesting jurisdiction);
- Send a fully executed copy of the documentation to the Regional Coordinator;
- Maintain the original paperwork in a log of all CERT training/pre-planned large scale events.

Filing a Claim for Workers' Compensation:

In the event that a CERT volunteer member is injured in either a pre-approved training or real emergency event, the following procedures will be followed to file a claim with the State of Connecticut Workers' Compensation Commission:

The local EMD will immediately make sure that the CERT member is treated for any medical issue and take all reasonable efforts to prevent further injury to the CERT member or other members.


Once the immediate medical situation is stabilized, the local EMD will notify the DESPP/DEMHS Regional Coordinator of the details of the accident/ injury to the member(s) of the CERT. In addition, the local EMD will contact the third party administrator for the State of Connecticut using the following injury reporting hot line: **1-800-828-2717**.

The DESPP/DEMHS Regional Coordinator will immediately notify the DEMHS State Emergency Management Director, the Operations Manager, and the CERT Teams Coordinator of the accident/ injury. The DEMHS CERT Teams Coordinator will then notify the Office of the DEMHS Deputy Commissioner of the injury.


The DEMHS CERT Teams Coordinator will be the initial primary point of contact between the State of Connecticut and the local EMD in assuring that the proper paperwork relating to the accident/injury is completed by the CERT member, as well as by the supervisor of the local CERT.



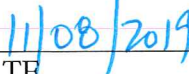
 William J. Hackett
 State Emergency Management Director



 DATE



 Regina Y. Rush-Kittle
 Deputy Commissioner
 Division of Emergency Management and Homeland Security
 Department of Emergency Services and Public Protection



 DATE

Connecticut Department Connecticut Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security
Approval of Activation of Community Emergency Response Teams (CERT) Under Title 28

Activation for: **Emergency / Training / Pre-planned Event (Circle one)**

Requested By: _____ (Be sure to include first and last name, title, and town requesting)

Date of Emergency/Training/Event: _____

Starting Time of Emergency/Training/Event: _____ Ending Time of Emergency/Training/Event: _____

Location of Emergency/ Training/Event: (street address, town, state, zip code) _____

Reason for the Emergency/Training/Event: _____

Specific details of the proposed activities to be taken (If activation is as a Radiation Professional Volunteer (RPV), DPH must sign below as well):

The individual(s) activated here have been trained to perform the functions of an RPV:

_____ Date: _____

Signature of EMD: _____ Date _____
Corrine Rueb, Health Program Assistant II CT Department of Public Health

Signature of DESPP/DEMHS CERT Team Coordinator: _____ Date _____
RECOMMEND: YES NO (Circle One) If training or event.
If no, please explain: _____

Signature of Regional Coordinator _____ Date _____
RECOMMEND: YES NO (Circle One) Regional Coordinator may
approve emergency activation if authority has been delegated.
If no, please explain: _____

Signature of State Emergency Management Director: _____ Date _____
 Approve Disapprove

**Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security
STANDARD OPERATING PROCEDURE
FOR
APPROVAL OF ACTIVITIES AND MEMBERS OF
MEDICAL RESERVE CORPS UNITS
*Issued July 2010, Revised August 2019***

Background:

Under Title 28 of the Connecticut General Statutes, specifically §28-1(5), Medical Reserve Corps (“MRC”) members, under the auspices of the state Department of Public Health (“DPH”), are considered “civil preparedness force” members “while engaging in authorized civil preparedness duty or while assisting or engaging in authorized training, for the purpose of eligibility for immunity from liability as provided in §28-13 and for death, disability and injury benefits as provided in §28-14.” Any member of the MRC who is called upon under Title 28, including per Conn. Gen. Stat. §28-7(h), §28-8, or §28-8a, either by civil preparedness personnel (e.g., Emergency Management Directors, or Directors of Health (DoH)) or state or municipal police personnel to assist in any emergency shall be deemed to be engaging in civil preparedness duty while assisting in such emergency or while engaging in training under the auspices of the Department of Emergency Services and Public Protection (DESPP), the Divisions Emergency Management and Homeland Security and of State Police within DESPP, or a municipal police department for the purpose of eligibility for benefits provided under Conn. Gen. Stat. §28-14. Members of the MRC who are not paid state or municipal employees may receive Title 28 protections if they are activated with the prior approval of DESPP/DEMHS. Conn. Gen. Stat. §§28-7(f), (h), and Conn. Gen. Stat. §28-8(a).

The purpose of this document is to establish a standard operating procedure for the approval of MRC activations when requested by the local Director of Health through the local Emergency Management Director (EMD) of the jurisdiction where the MRC will be active to the Department of Public Health (DPH) and DESPP/DEMHS in order for its members to qualify for the benefits and protections provided under Title 28. Individual DoHs and EMDs should review their Regional Emergency Support Plans (RESP), Emergency Support Function (ESF) 8 Public Health/Healthcare Coalition procedures to ensure alignment with this protocol.

The responsibility for establishing the qualifications of MRC members resides, under Conn. Gen. Stat. §28-1(5), with the DPH and intrastate regional health partners. In order to be eligible for Title 28 protections and benefits, an MRC member must also satisfy the loyalty oath requirements of Conn. Gen. Stat. §28-12. The establishment of this procedure is in keeping with the standards established in a related opinion from the Office of the Attorney General, issued on July 20, 2006, regarding volunteer members of the state’s Community Emergency Response Teams.

The following are guidelines established for the local emergency management and public health community to follow to ensure that MRC members' training and/or participation in an event or disaster are covered under Title 28.

Procedures for Approval Process:

1. General Procedures for Director of Health (DoH)¹ or EMD to Follow for an Emergency MRC Activation under Conn. Gen. Stat. §28-7(h)

As volunteer civil preparedness force members, MRC members may be activated under Section 28-7(h) when deemed essential in the judgment of a local EMD. A request to activate MRC members for a public health emergency is most likely to originate with the DoH, who will:

- (1) Communicate the request with the appropriate local EMD of the jurisdiction where the MRC will be active, who will initiate the activation approval process through the DEMHS Regional Coordinator, orally or by email, or by cell phone/page if the request is made after regular business hours.
- (2) Within 48 hours of making the emergency request, the DoH will submit a completed *MRC Activation Request Form* and associated roster of MRC members to the local EMD. The DoH should receive confirmation of receipt of paperwork from the local EMD.

The local EMD will:

- (1) Only activate MRC members after oral or email confirmation is received from the Regional DEMHS Coordinator that the emergency request is appropriate and acceptable.
- (2) Notify the DoH of the status of the MRC activation request.
- (3) Confirm receipt of and process the written *MRC Activation Request Form* and associated roster of MRC members, as soon as possible, but not more than **48** hours after the initial request is made.

The *MRC Activation Request Form* and supporting roster that is submitted to the Regional DEMHS Coordinator must contain:

- Signatures of the Director of Health and local EMD,
- The date(s) and start and end time of the emergency activation²;
- Location/site of the activation where MRC members reported for duty;
- Roster of individual MRC members who were activated including their start and end times;

¹ A municipal or district director of health (or acting director of health) appointed in accordance with CGS sections 19a-200 or 19a-242. In DEMHS Region 3, the MRC Unit Leader (Commander/Deputy Commander) for purposes of MRC activations, shall make the request through the director of health in the jurisdiction where such MRC personnel will report for duty.

² For the purposes of Title 28 protection, "activation" means both training in preparation of and response to an emergency. It is not anticipated that Title 28 protection will be sought for routine, regularly-scheduled meetings of the MRC.

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- The justification for public health purposes for the emergency activation request, including details of the public health actions taken.
 - VOST activation requests will not be considered for emergency activation purposes.

(The *MRC Activation Request Form* is provided at the end of this document.)

By submitting the names of the MRC members to the EMD, the DoH and the MRC unit leader are certifying that these members have received appropriate training under the local MRC organization, and have been sworn in under Conn. Gen. Stat. §28-12, or are in training to be sworn in under that section. In the case of a specialized MRC team activation, such as the Radiological Professional Volunteer Program (RPVP) team, the DoH and the MRC Unit Leader are also certifying that the participants have the appropriate additional specialized training.

The local DoH and the MRC Unit Leader will maintain a roster of current MRC members, including their names, contact information, credentials, and training received. MRC members will be sworn in every two years. An appointed municipal or district director of health (under Conn. Gen. Stat. 19a-200 or 19a-242, respectively) is considered a civil preparedness officer for the purpose of Conn. Gen. Stat. Section 28-12, and may administer the loyalty oath. Annually, on or before August 15th of each year, the local Director of Health will provide an updated copy of the roster of MRC volunteers to the local EMD, and DPH. See Conn. Gen. Stat. Section 28-12. The EMD, and DoH will maintain a log of all requests submitted to DEMHS, for review by either the Office of Attorney General and/or by DEMHS.

MRC members who self-dispatch to an emergency scene without the approval of the local EMD and the Director of Health will not receive Title 28 protection through DEMHS.

2. Procedures for Director of Health (DoH)³ and EMD to Follow for a Training or Pre-planned Large Scale Event Activation under Conn. Gen. Stat. §28-7(h)

As volunteer civil preparedness force members, MRC members may be activated under Section 28-7(h) when deemed essential in the judgment of a local EMD. A request to activate MRC members for training or a pre-planned, large scale event/exercise is most likely to originate with the DoH. Either the local EMD or DoH will:

- (1) Communicate with the MRC unit leader to prepare MRC activation request paperwork;
- (2) Submit a signed request, at least two calendar weeks before the proposed activation date, to the appropriate local EMD of the jurisdiction where the MRC will be active, who will start the activation approval process through the DEMHS Regional Coordinator, and then through to the DPH and DESPP/DEMHS leadership. Late activation requests may not be approved.

³ A municipal or district director of health (or acting director of health) appointed in accordance with CGS sections 19a-200 or 19a-242. In DEMHS Region 3, the MRC Unit Leader (Commander/Deputy Commander) for purposes of MRC activations, shall make the request through the director of health in the jurisdiction where such MRC personnel will report for duty.

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- (3) If the request is submitted via fax or email, the Director of Health must also provide the local EMD with the original documentation so that the original copies can be processed through to all involved parties (Regional DEMHS, DPH, and DEMHS/DESPP leadership).

The local EMD will:

- (1) Sign the MRC activation request, if in the judgment of the local EMD, the documentation is complete, acceptable and appropriate.
- (2) Process the MRC activation request through to the Regional DEMHS Coordinator
- (3) Notify the local DoH of the status of the MRC activation request, as it is being processed.

The MRC activation request form submitted to the Regional DEMHS Coordinator must contain:

- Signatures of the Director of Health and local EMD,
- The date and anticipated times of the activation⁴;
- Location/site of the activation where MRC members will be reporting;
- Current MRC roster of individual MRC members who are being activated (final paperwork must provide list of participating MRC members, with start and end time indicated);
- The justification for public health preparedness purposes for the activation or training request, including details of the proposed public health activities to be taken, especially in a training situation.
 - All MRC unit activation requests must include the specific public health purpose for which the team is being activated. In the case of VOST MRC activations, the request must also include the key search terms/words that will be monitored by the unit.

(The *MRC Activation Request Form for MRC Units* is provided at the end of this document.)

By submitting the names of the MRC members to the EMD, the DoH and the MRC unit leader are certifying that these members have received appropriate training under the local MRC organization, and have been sworn in under Conn. Gen. Stat. §28-12, or are in training to be sworn in under that section. In the case of a specialized MRC team activation, such as activation of a Virtual Operations Support Team (VOST) or Radiological Professional Volunteer Program (RPVP), the DoH and the MRC Unit Leader are also certifying that the participants have the appropriate additional specialized training.

The local DoH and the MRC Unit Leader will maintain a roster of current MRC members, including their names, contact information, credentials, and training received. MRC members will be sworn in every two years. An appointed municipal or district DoH (under Conn. Gen. Stat. 19a-200 or 19a-242, respectively) is considered a civil preparedness officer for the purpose of Conn. Gen. Stat. Section 28-12, and may administer the loyalty oath. Annually, on or before August 15th of each year, the local DoH will provide an updated copy of the roster of MRC volunteers to the local EMD, and

⁴ For the purposes of Title 28 protection, “activation” means both training in preparation of and response to an emergency. It is not anticipated that Title 28 protection will be sought for routine, regularly-scheduled meetings of the MRC.

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DPH. See Conn. Gen. Stat. Section 28-12. The EMD and DoH will maintain a log of all requests submitted to DEMHS, for review by either the Office of Attorney General and/or by DEMHS.

MRC members who self-dispatch to an emergency scene without the approval of the local EMD and the Director of Health will not receive Title 28 protection through DEMHS.

3. Responsibilities of DEMHS Regional Coordinator

- The DEMHS Regional Coordinator will review the MRC activation requests that have been signed by both the local EMD and DoH, and make a recommendation for approval or denial, based on the submitted documentation within 1 business day. Incomplete activation requests may be denied and re-routed for correction.
- If the Regional Coordinator does not recommend approval of the request, s/he will provide a brief explanation to the DPH for follow-up, if warranted.
- The DEMHS Regional Coordinator will take the following actions as part of the approval process:
 - Notify the local EMD (as warranted) of the activation request and approval status, and the DEMHS Director's final approval or denial of the activation request (see below);
 - Provide the DPH with the signed copy of the DEMHS Director's final approval or denial of the activation request (see below);
 - Obtain the original written request within 48 hours of approval;
 - Maintain a log of all requests submitted to DEMHS.

4. Responsibilities of DPH

- The DPH will review the MRC activation request received within 1 business day or less.
- The DPH will review the MRC activation request for completeness, accuracy, and appropriateness, and if it is found to be acceptable, will then sign the document, and forward the request to the DEMHS State Emergency Management Director.
- DPH signed MRC activation requests will be scanned and attached to an email that is sent to DEMHS/DESPP leadership staff (with an email copy to the DEMHS Regional Coordinator, DoH, and MRC unit lead designated on the request form).
- The DPH will maintain a log of all requests submitted to DPH; both approved and denied.
- The DPH will sign the original copy of the activation request, when routed through the agency, to ensure that DEMHS/DESPP has completed original file copies.

5. Responsibilities of DEMHS State Emergency Management Director

- The DEMHS State Emergency Management Director, or his designee, will review the recommendations of the DEMHS Regional Coordinator and the DPH and shall approve or deny the request.

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- The office of the DEMHS State Emergency Management Director shall provide notification of the activation/denial to appropriate DEMHS personnel, as well as the DPH Office of Public Health Preparedness and Response;
- The office of the DEMHS State Emergency Management Director will maintain a log of all requests submitted to DEMHS.


Filing a Claim for Workers' Compensation:

In the event that an MRC member is injured in either a pre-approved training or real emergency event, the following procedures will be followed to file a claim for Workers' Compensation.

- The DoH or EMD who was responsible for activating the MRC member will immediately make sure that the MRC member is treated for any medical issue and take all reasonable efforts to prevent further injury to the MRC member or other members.
- Once the immediate medical situation is stabilized, but in any case, no later than 72 hours after the incident, the DoH or the local EMD will notify the DESPP/DEMHS Regional Coordinator of the details of the accident/ injury to the member(s) of the MRC. In addition, the DoH or local EMD will contact the third party administrator for the State of Connecticut using the following injury reporting hot line: **1-800-828-2717** and complete all associated paperwork as part of the initial intake process.

When the activation is initiated by other municipal authorities (i.e., local police, fire or EMD), DEMHS will be the primary point of contact between the State of Connecticut and the local municipal authority in assuring that the proper paperwork relating to the accident/injury is completed by the MRC member and MRC unit lead. When the activation is initiated by a DoH, the DPH will be the initial primary point of contact between the State of Connecticut and the DoH in assuring that the proper paperwork relating to the accident/injury is completed by the MRC member and MRC Unit lead. DPH will notify the DEMHS State Emergency Director of the accident.


DEMHS/DESPP and DPH will notify their respective Commissioners of the accident/ injury in a timely manner, but no later than 24 hours of notification from the local jurisdiction.



WILLIAM J. HACKETT
STATE EMERGENCY MANAGEMENT DIRECTOR

11/8/19

DATE



REGINA Y. RUSH-KITTLE
DEPUTY COMMISSIONER
DIVISION OF EMERGENCY MANAGEMENT AND HOMELAND SECURITY
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

11/08/2019

DATE

Connecticut Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security
Activation Request Form for Medical Reserve Corps (MRC) Units

Activation /Training Requested by: _____
(Please be legible: MRC unit lead first & last name, name of health department/district, tel#)

Date of Activation/Training: _____

Start Time of Activation/Training: _____ End Time of Activation/Training: _____

Location of Activity/ Training: (street address, town, state, zip code): _____

Justification for the activation: _____

Specific details of the proposed public health activities (If VOST activation, describe key words to be monitored): _____

*******To initiate approval process, the MRC Unit Lead should submit the request through the Director of Health (DoH)*******

_____/_____/_____
Printed name and signature of DoH *Date*

_____/_____/_____
Signature of DEMHS Regional Coordinator *Date*

_____/_____/_____
Signature of DEMHS Director **Approve** **Reject**

