



State of Connecticut



Emergency Preparedness and Planning Initiative

Participant Handbook
July 28 – 31, 2012

Introduction



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



A MESSAGE FROM

DEPUTY COMMISSIONER WILLIAM P. SHEA

AND

STATE EMERGENCY MANAGEMENT DIRECTOR WILLIAM J. HACKETT

The 2012 Statewide Hurricane Exercise is designed to better prepare our state for the next and inevitable emergency. This Participant Handbook provides basic information and parameters regarding the exercise. It represents the collaborative efforts of many people and organizations working at the local, state, federal, and private sector levels to enhance our State's preparedness, response, and recovery during and after a disaster. Inside, you will find information to help make this exercise successful for you and your municipality, tribe, state agency, private or public sector organization.

The overall goals of this exercise are to increase communications and exercise decision-making. In the Participants Handbook, you will find specific details regarding the exercise goals and objectives. Your participation, interaction, and involvement in the exercise will greatly contribute to its overall value and success.

If you have any questions or if you require any additional information regarding the Statewide Hurricane Exercise, please contact us at DEMHS via e-mail at demhs.eppi.questions@ct.gov.

Thank you for your participation in the 2012 Statewide Hurricane Exercise.



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Deputy Commissioner
Department of Emergency Services and Public Protection
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Table of Contents

Introduction 1

Exercise Schedule 5

Objectives 6

 Municipal 6

 State Agencies 7

Extent of Play 7

 Municipalities 7

 State Agencies 8

 Task Forces 10

Exercise Resources 12

 Regional Offices 12

 Material available on the DEMHS Website 12

 Simulation Cell (Sim Cell) 12

 Incident Command System Form Questions 12

 Simulation 13

 Questions Prior to the Exercise 13

 Contact Information 13

Exercise Logistics 14

 Exercise Participants 14

 Exercise Rules 14

 Safety Requirements 14

 Exercise Guidelines 15

 Assumptions and Artificialities 15

 Security 15

Event Scenario 16

APPENDIX A 18

 Governors Storm Disaster Preparedness & Recovery Initiatives Press Release 18

Appendix B – Municipal Reporting Form 21

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Exercise Schedule

Saturday, 28Jul12

Day 1 PreLandfall 08:00 – 12:00

Sunday, 29Jul12

Day 2 24 Hours Post Landfall 08:00 – 11:00
One Week Post Landfall 11:00 - 14:00

Monday, 30Jul12

Day 1 PreLandfall 08:00 – 12:00

Tuesday, 31Jul12

Day 2 24 Hours Post Landfall 08:00 – 11:00
One Week Post Landfall 11:00 - 14:00

Objectives

Municipal

1. Convene municipal Unified Command meetings at the municipal Emergency Operations Center (EOC). Identify the location and meet there as a team on both days.

- Participants include:
 - Chief Executive Officer/Elected Official
 - Emergency Management Director
 - Service Chiefs (Fire, Police, Emergency Medical Services)
 - Public Health Director
 - Public Works Director
 - Human Resources Director
 - Social Services Coordinator
 - Superintendent of Schools
 - Volunteer Resources Leader
 - Electric Utility Representative (Liaison)
 - Legal Advisor
 - Business Community Representative (for example, Chamber of Commerce)

If one person occupies more than one role, or is unable to participate in the exercise, identify a deputy or assistant who can brief the Unified Command and participate in the decision-making process.

- Work together as a Unified Command to perform a variety of activities, including:
 - Review local emergency plans, procedures, contracts and other agreements;
 - Respond to exercise injects;
 - Prepare an Incident Action Plan (a set of objectives and action steps), outlining what needs to be done to prepare for the storm, and who is responsible for doing what within a particular time frame;
 - Review and discuss local Emergency Operations procedures for a hurricane, including evacuation process.

2. Practice Local/State/Utilities Communications Processes/Procedures

- Use Web EOC to report preparedness activities;
- Communicate with the DEMHS Regional Office;
- Exercise coordination with electric utilities by developing damage assessment and reviewing and submitting priorities;
- Exercise commodities process by submitting a commodities request;
- Participate in phone conferences if necessary.

3. Mass Care Sheltering and Feeding

- Plan for and/or participate in sheltering and feeding, including staffing needs, with an emphasis on multi-town sheltering operations.

4. Practice the “Make Safe” Road Clearing Protocol and Communications Flow

- Plan for and/or participate in “Make Safe” operations with local Public Works, utilities, state Department of Transportation, and possible local police and fire.

Test the communications flow between municipality, electric utility and DEMHS Regional Office on road clearance/restoration work.

State Agencies

Exercise and evaluate their capability to provide support to the State and the EOC within respective agency capabilities and as outlined in the State Response Framework.

Extent of Play

Municipalities

SAMPLE EXTENT OF PLAY FOR MUNICIPALITIES—DAY ONE

- 8:00 am: Municipal Emergency Operations Center is activated.
- Unified Command convenes at EOC. Document attendees.
- Decision-making: What actions should the community take in advance of oncoming Category 3 hurricane?
 - As a group, discuss issues including:
 - Review of local plans, including local emergency operations plan
 - Review of hurricane checklists, if any
 - Readiness posture of different town departments
 - Resources needed, resources available
 - Possible evacuations
- Log onto and use Web EOC
- All municipalities review, complete and submit Mass Care Summary Tool. Pre-identified towns participate in setting up local or multi-jurisdictional shelter.
- Prepare an Incident Action Plan and submit.
- Prepare and submit situation report(s) if requested.
- Address any exercise injects that you receive.
- Participate in Statewide Conference Call at 11 am.
- 12 noon: Day One play terminates.

SAMPLE EXTENT OF PLAY FOR MUNICIPALITIES—DAY TWO

- 8:00 am: Municipal Emergency Operations Center is activated.
- Unified Command convenes at EOC. Document attendees.
- Decision-making: As a group, discuss what actions should the community take immediately after Category 3 hurricane?
- Log onto and use Web EOC

- Prepare Incident Action Plan and submit.
- All municipalities prepare Utilities Damage Assessment Form and submit to power utility liaison. Pre-identified municipalities will also participate in actual Make Safe exercise.
- Prepare Commodities Request Form and submit to DEMHS Regional Office.
- Address any exercise injects that you receive throughout the day.
- Prepare and submit situation report(s) as requested.
- Participate in Statewide Conference Call at 11 am
- 11:30 am: Scenario shifts to one week post landfall
- Decision-making: As a group, discuss what actions must the community take when it has become clear that recovery from the Category 3 hurricane will be a long process?
- 2:00 pm: Day Two play terminates.

POST EXERCISE: Participate in after-action activities, including submitting activity summary as grant deliverable (attached in appendix.)

State Agencies

Objective: Exercise and evaluate their capability to provide support to the State and the EOC within respective agency capabilities and as outlined in the State Response Framework.

Extent of Play: July 28 and July 29:

Participating state agencies include the following:

- Department of Emergency Services and Public Protection
 - Division of Connecticut State Police
 - Commission on Fire Prevention and Control
 - Division of Emergency Management and Homeland Security (staffing at both State EOC and Regional Offices)
- Department of Energy and Environmental Protection
- Department of Public Health
- Department of Transportation
- Department of Correction (State EOC and Regional Offices)
- Military Department

Other state agencies with a role in the State Response Framework should have a senior representative available by phone in case a question arises during the exercise.

One or more of the Task Forces or Emergency Support Function Work Groups may also convene on the weekend, including the Commodities Task Force and the Interagency Debris Management Task Force.

Extent of Play: July 30 and July 31:

All state agencies will be participating in a COOP drill being organized by the Department of Administrative Services.

State agencies with roles in the State Response Framework or the Natural Disaster Plan should plan on staffing the State EOC, from 7:30 am to 1 pm on Monday and from 7:30 am to at least 3 pm on Tuesday.

The exercise is testing pre-landfall planning and preparedness on July 30 and post-landfall response on July 31. Agencies will participate as follows:

- Monday July 30—
 - Convene internally to review roles and responsibilities pre-hurricane landfall
 - Prepare a pre-landfall Incident Action Plan, to be submitted through your agency liaison at the SEOC
 - Staff the SEOC
 - Respond to simulated injects and issues (These will be limited, as agency extent of play is based on internal planning activities and municipal requests received as part of the exercise.)
 - Staff appropriate Task Forces
 - Participate in Governor's Unified Command meeting (10 am)
 - Participate in statewide conference call (11 am)
 - Prepare situation reports

- Tuesday July 31—
 - Review roles and responsibilities post-hurricane landfall
 - Prepare a post-landfall Incident Action Plan, to be submitted through your agency liaison at the SEOC
 - Staff the SEOC
 - Respond to simulated injects and issues (These will be limited, as agency extent of play is based on internal planning activities and municipal requests received as part of the exercise.)
 - Staff appropriate Task Forces
 - Participate in Governor's Unified Command meeting (10 am)
 - Participate in statewide conference call (11am)
 - Prepare situation reports

- Participate in After Action Activities post-exercise

On July 30 and/or July 31, at the State EOC, the following Task Forces and Emergency Support Function work groups will convene:

- Interagency Debris Management Task Force
- ESF-2/ESF-12 Combined Energy and Communications Restoration Task Force
- Commodities Task Force
- Fuel/Generator Task Force
- Water Task Force
- Recovery Task Force
- Evacuation Task Force
- Mass Care Task Force

- Donations Management Task Force

Descriptions of these task forces can be found in many of the documents located in the Exercise Tool Box on the DEMHS website at www.ct.gov/demhs.

Task Forces

Monday, July 30 Pre-landfall

- 8:00 am: Task Force convenes at State Emergency Operations Center.
- Complete an Incident Command System (ICS) 204 for the Operations Section Chief pre-hurricane landfall.
- Decision making: What actions should the Task Force take in advance of oncoming Category 3 Hurricane?
- As a group, discuss what resources are available, what resources may be needed?
- Review Relevant Documents.
- Address any exercise injects the Task Force may receive.
- Communicate with other task forces, observe and interact.
- Create situation reports, as requested.
- Task Force leadership attend Governor's Unified Command meeting (10 am).
- Task Force leadership participates in statewide conference call (11 am).
- 12 noon: Day One play terminates.

Tuesday, July 31 Post-landfall

- 8:00 am: Task Force convenes at State Emergency Operations Center.
- Complete an Incident Command System (ICS) 204 for the Operations Section Chief pre-hurricane landfall.
- Decision making: What issues have the Task Force member agencies dealt with in previous severe storms? Are there state resources at other agencies that can assist with those issues?
- Address any exercise injects the Task Force may receive.

- Communicate with other task forces, observe and interact.
- Create situation reports, as requested.
- Task Force leadership attend Governor's Unified Command meeting (10 am)
- Task Force leadership participates in statewide conference call (11 am)
- Scenario shifts after 11:30 am to one week after landfall. Task Force members address issues that will arise as we realize that the storm recovery will be a long process.
- 2:00 Day Two play terminates.

After Exercise: Participate in after action activities, including preparing an After Action Report

Exercise Resources

Regional Offices

If you are requesting resources or otherwise performing a function that would be part of an actual disaster response (for example, making a commodities request) you should contact your DEMHS Regional Office as you normally would. Generic email addresses for each region for use during the exercise have also been created. Regional offices can be contacted as follows:

	Coordinator	Phone	Email	Fax
Region 1	Robert Kenny	203-696-2640	DEMHS.Region1@ct.gov	203-334-1560
Region 2	John Field	860-685-8105	DEMHS.Region2@ct.gov	860-685-8366
Region 3	Thomas Gavaghan	860-529-6893	DEMHS.Region3@ct.gov	860-257-4621
Region 4	Anthony Scalora	860-537-7564	DEMHS.Region4@ct.gov	860-537-7564
Region 5	Thomas Vannini	203-591-3500	DEMHS.Region5@ct.gov	203-591-3529

Material available on the DEMHS Website

Materials to support the exercise have been sent to you by email from the Regional Coordinators, and are also available on the DEMHS website at www.ct.gov/demhs. Resources on the website include:

- State Response Framework
- Mass Care Annex and Summary Tool for Local Emergency Operations Plans
- All-Hazards Energy and Utilities Annex to the State Response Framework
 - Includes Utilities Damage Assessment Form
 - Includes Make Safe Protocol
- ESF 12 Energy Annex Template for Local Emergency Operations Plans
- Statewide Commodities Distribution Standard Operating Procedure
- Sample Incident Action Plan
- Web EOC Tutorial

Simulation Cell (Sim Cell)

Incident Command System Form Questions

If there are questions regarding exercise play, for example, how to complete the Incident Command System (ICS) forms, to complete the Incident Action Plan (IAP), contact the Sim Cell.

Simulation

If there is an entity that is not participating in the exercise that you would normally contact to conduct preparation and response business contact the Sim Cell. Begin and end all communications with the statement “**This is an exercise**”. Participants placing calls must identify the organization, agency, office, facility, and/or individual with whom they wish to speak.

Questions Prior to the Exercise

The Sim Cell will be activated at 08:00 on July, 28th. If there are questions about the exercise prior to Saturday, July 28th, you may forward them to demhs.eppi.questions@ct.gov.

Contact Information

Sim Cell contact information will be provided in a separate document.

Exercise Logistics

Exercise Participants

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participant's involved in the exercise are as follows:

- **Players** – Personnel or other exercise participants from local communities, private sector, state agencies and nongovernmental organizations who have an active role in responding to the simulated events and perform their regular roles and responsibilities during the exercise. Players initiate actions that will respond to and mitigate the simulated events.
- **Controllers** – Controllers monitor, plan and manage exercise play. They provide key information (injects) to players to prompt or initiate player action to ensure exercise continuity.
- **Simulators** – Simulators are control staff personnel who role play nonparticipating organizations or individuals. They operate from the Simulation Cell (SimCell), but may have limited face-to-face contact with players in the State EOC or Regional Offices.
- **Support Staff** – The exercise support staff includes individuals who are assigned administrative and logistical support tasks during the exercise.
- **Observers** – Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions.

Note: **This is not an evaluated exercise**; therefore we will not be engaging any evaluators as is customary with most exercises. Municipalities and agency may evaluate themselves.

Exercise Rules

The following rules govern exercise play:

- Real world emergency actions take priority over exercise actions.
- Exercise participants will comply with real world response procedures.
- All communications (i.e. written, radio, telephone) during the exercise will begin and end with “**This is an exercise**”.

Safety Requirements

Exercise participant safety takes priority over exercise events. Participants share the basic responsibility for ensuring a safe environment for all personnel involved in the exercise. The following general requirements apply:

- Participants will be responsible for their own and each others safety during the exercise. All persons associated with the exercise must stop play if, in their opinion, a real safety problem exists. After the problem is corrected, exercise play can be resumed.
- All organizations will comply with their respective environmental, health and safety plans and procedures, as well as appropriate Federal, state and local environmental health and safety regulations.
- For an emergency that requires assistance, use the phrase “**real world emergency**” in communications.

Exercise Guidelines

- Treat the scenario incidents as real.
- Participate openly. Asking questions, sharing thoughts and offering forward-looking, problem-solving suggestions are strongly encouraged and will enhance the exercise experience.
- This exercise should be held in an open, low-stress, no-fault environment.
- Respond on the basis of your knowledge of current plans and capabilities and insights derived from your training and experience.
- Decisions are not precedent setting and may not reflect your organization’s final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.

Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted. During this exercise, the following apply:

- The scenario is plausible, and events occur as they are presented.
- There is no hidden agenda, and there are no trick questions.
- The exercise will be conducted in a no-fault learning environment.

Security

To prevent confusion and interruption of the exercise, access to the exercise sites should be limited. If an unauthorized person is present each organization should follow its internal security procedures.

Event Scenario

A simulated category 3 hurricane (The Hurricane of 1938) will make landfall in CT. This will provide an opportunity to test command staff, supporting leaders, and staff in municipalities, private sector business, non-governmental organizations, and State agencies in successfully planning, coordinating, and synchronizing efforts during an emergency.

2012 Hurricane Season Forecast

- First extended-range forecast for 2012 season predicts a well above-average season
- 13-16 named storms, 8-10 hurricanes, 4-6 major hurricanes [categories 3-4-5 on the Saffir-Simpson scale]

Storm path



A storm was spotted south of the Cape Verde Islands on July 17.

48 hrs pre Landfall

Over the next week it steadily gathered strength and slowly tracked to the west-northwest.

24 hrs pre Landfall

By July 27, while centered east of the Bahamas, the hurricane is estimated to have reached Category 5 intensity. In response to a deep trough over Appalachia, the hurricane veered northward, sparing the Bahamas, Florida, the Carolinas, and the Mid-Atlantic. At the same time, a high pressure system was centered north of Bermuda, preventing the hurricane from making an eastward turn out to sea. Thus, the hurricane was effectively squeezed to the north between the two weather systems.

Late on July 27, this set-up caused the storm's forward speed to increase substantially. The forward speed of the hurricane is predicted to reach 70 mph. This extreme forward motion, being in the same general direction as the winds on the eastern side of the storm as it proceeds north, will cause the perceived wind speed in areas east of the eye to be far higher than will be the case with a hurricane of more typical forward speed. (Winds rotate counter-clockwise around all low pressure systems in the Northern hemisphere, thus winds on the right side of a hurricane—"right" being relative to the direction of motion of the storm itself—are moving in the same general direction as the hurricane. Therefore, the forward motion increases the observed wind speed for points to the right of the eye of the hurricane and decreases the observed wind speed for points to

the left of the eye, but in a complex way that defies crude addition or subtraction of the forward motion from the "intrinsic" wind speed of the hurricane.)

12 hrs pre Landfall to Landfall

During the early hours of July 28, the storm, centered several hundred miles to the southeast of Cape Hatteras, weakened slightly. By 8:30 am EST, the hurricane is centered approximately 100 miles due east of Cape Hatteras, and its forward speed has increased to well over 50 m.p.h. This rapid movement has not given the hurricane a sufficient amount of time to weaken over the cooler waters before it reaches Long Island. At 9:00 am EST hour, the hurricane will speed through the Virginia tidewater. Between 12:00 pm and 2:00 pm EST, the New Jersey coastline and New York City will catch the western edge of the hurricane. At the same time, weather conditions will deteriorate rapidly on Long Island as well as along the southern New England coast.

Landfall

The full force of the hurricane will reach Long Island after 2:30 pm EST, and the eye will make landfall at Bayport in Suffolk County shortly after 3:00 pm EST. By 4:00 pm EST, the eye will cross Long Island Sound and will make a second landfall just east of New Haven, Connecticut.

The hurricane is at Category 3 intensity at both landfalls and place the maximum sustained winds in the 120–125 m.p.h. range. After crossing Long Island Sound, the hurricane will speed inland.

Post Landfall

By 5:00 pm EST, the eye will move into western Massachusetts, and by 6:00 pm EST, the hurricane will reach Vermont.

Eastern Connecticut is in the eastern side of the hurricane. Long Island is acting as a buffer against large ocean surges, but the waters of Long Island Sound are rising to unimaginable heights. Small shoreline towns to the east of New Haven have suffered near complete destruction from the water and winds.

In the beach towns along the coast, buildings were found as wreckage across coastal roads. In coastal towns, beach cottages were flattened or swept away. Along the shorefront, buildings were swept off their foundations and found two miles (3 km) inland. Rescuers are searching for survivors in Windsor Locks where a F4 tornado touched down.

Coastal towns in eastern CT are the first swept by the winds and storm surge; then the (town TBD) waterfront business district caught fire and burned out of control for 10 hours. Stately homes along the beach front are leveled by the storm surge.

Interior sections of the state are experiencing widespread flooding as the hurricane's torrential rains fall on soil already saturated from previous storms. The Connecticut River was forced out of its banks, inundating cities and towns from Hartford, to Middletown.

APPENDIX A

Governors Storm Disaster Preparedness & Recovery Initiatives Press Release



STATE OF CONNECTICUT
GOVERNOR DANIEL P. MALLOY

January 11, 2012

GOV. MALLOY ANNOUNCES STORM DISASTER PREPAREDNESS & RECOVERY INITIATIVES

New Initiatives Will Lead to Tougher Standards for Utilities, Improved Communication and Better Training for State and Local Officials and Utilities

(HARTFORD, CT) – Governor Daniel P. Malloy today announced a package of storm preparedness and recovery initiatives to enhance and augment the ability of the state, municipalities and its partners to better prepare for and respond to natural disasters and intense weather situations.

The Governor’s initiatives include both legislative proposals in addition to changes to administrative procedures and are concentrated on improving operations in four individual policy areas: performance; management and communications; preparedness and training; and infrastructure strengthening. The Governor announced the recommendations in Simsbury, an area of the state that was particularly impacted by the October Nor’easter, with Lieutenant Governor Nancy Wyman and First Selectman Mary Glassman.

“The impact of last year’s intense, record-breaking weather on our state – structurally, financially and emotionally – is something I hope we don’t have to experience again anytime soon. But the fact is, a situation like that can present itself at anytime, and it’s something we must be prepared for and be ready to respond to,” Governor Malloy said. “With that in mind, I’ve directed state agencies to begin implementing several changes to procedures and will work with lawmakers on adopting legislative changes to allow our state, municipalities and its partners to better respond to natural disasters.”

Lt. Governor Wyman said, “Despite the very real hardships and frustration that these storms produced, the people of Connecticut showed incredible patience and resilience in dealing with them. These initiatives show that the Governor and I are committed to making sure that our residents never again have to endure that level of distress. By improving our infrastructure and the preparation of the state, our municipalities and the utilities, we will be able to provide our residents with a greatly improved response the next time we face these kinds of catastrophic events.”

A portion of what the Governor announced today includes proposed legislation that will authorize the Public Utilities Regulatory Authority (PURA) to establish performance benchmarks for utility companies. These new benchmarks will establish penalties for companies if they fail to make the proper preparations in advance of a storm or if they don't complete the repairs that are required afterward in a reasonable amount of time. The package will also demand that state agencies, utility companies and municipal governments conduct a real-time training exercise to improve performance during and after an event such as the ones Connecticut recently experienced. This will be the largest state-sponsored exercise in recent history.

“The new regulations that PURA will implement for utility companies will provide a clear incentive for proper preparation and timely repairs,” Governor Malloy said. “And the improved training exercises will help our state and local governments to better respond in a time of crisis. We can’t know exactly what emergency is coming next, but we can learn from past experience and improve. The initiatives we’re announcing today are the first step toward that goal.”

Governor Malloy is directing relevant state commissioners and agency heads to immediately begin meeting and devising a plan through the Division of Emergency Management & Homeland Security (DEMHS) Advisory Council that will most effectively implement these changes, some of which are already being executed. He stressed that the initiatives announced today are not the only actions the administration will be taking on this issue. In the coming months, the Governor will continue working with legislators, commissioners, municipalities, utility companies, non-profits and other partners to propose additional steps to improve preparedness and recovery efforts.

Performance

- Introduction of legislation that authorizes the Public Utilities Regulatory Authority (PURA) to develop performance standards for all utilities’ responses to emergencies, storms and natural disasters. Standards would address planning, hazard mitigation, staffing and equipment, response times and recovery efforts. Failure to meet the standards should result in penalties.
- Work with utilities to improve mutual assistance.

Management & Communication

- Use the existing DEMHS Statewide Advisory Council for DESPP-DEMHS to convene state agency commissioners to delve into and review these recommendations, and to ensure that administration responses and actions are coordinated.
- Work to permanently fill the position of Deputy Commissioner for Emergency Management and Homeland Security of DESPP in the next 60 days. The Deputy Commissioner will work with the DESPP Commissioner and OPM to fill priority positions such as the Exercise, Training & Special Projects Manager and Planning Director positions in a timely fashion.
- In all future emergencies, this administration will continue the practice of daily conference calls between the Governor and municipal CEOs as outlined in the State Response Framework.
- DESPP-DEMHS is currently pursuing funds to expand United Way of Connecticut 2-1-1’s communication capacity.
- Charge OPM to lead and synthesize GIS (Geospatial Information Systems) information

and work with DESPP-DEMHS to implement its use. Coordinate with the Critical Infrastructure staff of DESPP-DEMHS to work collaboratively with OPM and relevant stakeholders.

- Charge the Department of Administrative Services (DAS) and its Bureau of Enterprise Systems & Technology (BEST) to make available to key state agencies ArcGIS Server system in the next 90 days, and then to all agencies as part of a phase-in. DAS-BEST should work to eliminate barriers and redundancies that prohibit the use of the system. DAS-BEST and OPM have been working towards this roll-out since the summer.
- Exploring a cross agency enforcement team with the Department of Energy & Environmental Protection (DEEP) and PURA instead of creating a brand new division to better utilize existing resources; management and administration of poles and wires will be handled as part of an enforcement team.

Preparedness & Training

- DESPP-DEMHS plans to hold a real-time exercise that all five DEMHS regions will participate in some capacity before September.
- Explore amending the Good Samaritan Law or Title 28 to allow community providers to provide sheltering services to the general public in a declared state of emergency.
- DESPP-DEMHS plans to start an Energy & Utility Work group which will address enhance planning and communications, and will become a permanent committee of the DEMHS Advisory Council in accordance with the process provided to the Governor in response to the Witt Report.
- DESPP-DEMHS plans to expand the role of the existing Interoperable Communications Work Group to coordinate and enhance emergency communications.
- DEMHS is converting many of the task forces that were used successfully in the two storms into work groups under the DEMHS Advisory Council. DEMHS has already convened a State Mass Care work group that is working to address the recommendations; Nonprofit Liaison Deb Heinrich is already collaborating with this work group.
- DESPP-DEMHS in collaboration with the Connecticut Conference of Municipalities (CCM) will provide training on municipal roles and responsibilities in an emergency at a CEO workshop in March and collaborate with municipal leaders and emergency directors for a May 1 CCM conference on emergency preparedness.

Infrastructure Strengthening

- Increase Department of Transportation tree maintenance by \$1 million for road/tree safety.
- Ask PURA to open a docket in an expeditious fashion to address utilities' tree trimming plans to prevent excessive infrastructure damage before the next storm.
- Explore a potential partnership between DEEP's Forestry Unit and PURA to work collaboratively on tree trimming – a partnership enabled by the DEEP merger.
- Develop a pilot program for microgrids in city centers and the use of energy improvement districts.

Appendix B – Municipal Reporting Form

2012 Emergency Planning and Preparedness Initiative

Municipal Reporting Form

Municipality: _____ DEMHS Region: _____

Dates of Participation: _____

Objective 1: Town Emergency Operations Center/Unified Command

Day One – Pre-Landfall Preparation

Was the town’s Emergency Operations Center activated? YES
 NO

Was a Unified Command Structure established? YES
 NO

If yes, which departments were represented?

Was an Incident Action Plan developed for the pre-landfall operational period? YES
 NO
 (If yes, attach a copy of the Incident Action Plan)

Did Unified Command review the Local Emergency Operations Plan? YES
 NO

Were the procedures as outlined in the Local Emergency Operations Plan for a hurricane implemented? YES NO

Was Web EOC or other communications methods used to report preparedness activities to the DEMHS Regional Office? YES NO

Day Two – Post Landfall, Response and Recovery

Was the Emergency Operations Center Activated YES NO

Was a Unified Command structure established? YES
NO

If yes, which departments were represented?

Was an Incident Action Plan developed for the post-landfall operational period? YES
NO
(If yes, attach a copy of the Incident Action Plan)

Did you collaborate with your municipal utility liaison to review pre-identified restoration priorities? YES NO

Did you request any resources through the DEMHS regional office? YES
NO
(If YES, what was the request)_____

Did you report response and recovery activities to the DEMHS Regional Office by use of Web EOC or other communication methods? Web EOC Other
methods:_____

Objective 2: Practice Local/State Communications Processes/Procedures (Both day one and day two)

Did your municipality:

Log in to Web EOC and confirm ability to download information and submit report? YES NO

Submit commodities request to DEMHS Regional Office?
Items Requested:_____

Test redundant communications systems? High Band Radio Fax Email
Satellite Phone

Implement effective internal communications within Unified Command? YES NO

Develop a restoration plan in cooperation with the utilities provider and forward it to the DEMHS Regional Office? YES NO

Coordinate a damage assessment with the utility provider? YES NO

Establish communications with:	
DEMHS Regional Office	YES NO
Regional Emergency Planning Team (REPT)	YES NO
Agencies within the Regional Emergency Support Plan (as appropriate)	YES NO
Develop an Incident Action Plan and submit via Web EOC? (If yes attach a copy of the IAP)	YES NO
Update DEMHS Regional Office regarding status and activities? NO	YES
Participate in one or more State-wide teleconferences? NO	YES
Submit situation reports to the DEMHS Regional Office as requested? NO	YES

Objective 3: “Make Safe” Scenario

Did your municipality participate in the “Make Safe” scenario with a utility provider, either Table Top Discussion or Full Scale Exercise?

Participation includes submitting a Utility Damage Assessment report to test the communications flow between town, utilities, and DEMHS. Some towns will also actually participate in a Make Safe activity in their community.

YES NO

Objective 4: Sheltering

What sheltering related activities was your municipality involved in?

Unified Command discussion, including review/Completion and submission of Mass Care Summary Tool	YES	NO
Table Top	YES	NO
Shelter Opening	YES	NO
Status reported to DEMHS Regional Office	YES	NO
Multi-Jurisdictional Shelter participation	YES	NO
Hosted	YES	NO
Supported	YES	NO

AFTER ACTION FEEDBACK

What were three things that went well in the exercise?

What were three things the exercise helped to identify that need improvement (at least one local and one state improvement)?

Form Completed by: _____

Contact telephone: _____

Email address: _____

Municipal officials are requested to complete this form following the statewide exercise of July 28-31, and return the form to your Regional Planning Organization by August 3, 2012. Thank you for your participation and cooperation in enhancing Connecticut's capacity to respond to a major emergency event!