

State Connecticut State Response Framework (SRF)

Resource Management System Support Annex

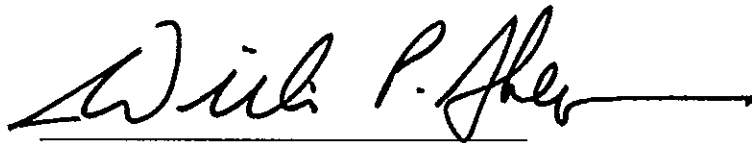


August 2014

PREFACE

Since 2010, Connecticut has experienced six Presidential Major Disaster Declarations. These disasters along with less severe local and statewide emergencies have provided Connecticut with the opportunity to identify needs, analyze gaps and address resource requirement shortfalls. Through strategic planning and regional collaboration efforts, Connecticut's emergency management communities work together to minimize the impact of emergencies on the state's residents and visitors by maximizing local, regional, tribal, state and federal resources through the development of a comprehensive resource management system.

The methods developed to manage resources in Connecticut can be found in many different documents, procedures, statutes and plans. This Resource Management System Support Annex to the State Response Framework (SRF) is intended to draw those many existing threads together into one document for ease of reference particularly in times of crisis.



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State Connecticut Resource Management System Framework August 2014

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EXECUTIVE SUMMARY

Most incidents begin and end locally and are managed at the local level. These incidents typically require a unified response from local agencies, the private sector, and non-governmental organizations (NGOs). Some may require additional support from neighboring jurisdictions or state governments. Fewer incidents require Federal support. As incidents change in size, scope, and complexity, response efforts must adapt to meet evolving requirements. The number, type, and sources of resources must be able to expand rapidly to meet the changing needs associated with a given incident and its cascading effects.

The State of Connecticut resource management system is a framework for managing resources and logistics before, during and after emergency events which affect the State. This system presents a strategy encouraging resource sharing and mutual aid, and optimizes resource acquisition, allocation, and deployment through increased communication, collaboration, and standardization.

Part I of the Resource Management Support Annex presents the overall concept of operations for resource management in the State of Connecticut. It describes roles and responsibilities of local, state and federal government and includes support from the private sector and non-governmental organizations. It describes the establishment of an Emergency Support Function (ESF) 7 organizational structure that when activated can manage and execute State disaster logistics operations in coordination with the State EOC.

Part II of the Resource Management Support Annex contains the policies, procedures and general guidance documents that are used to carry out resource management in the State. Included in Part II is the general guidance for the Logistics and Finance/Administration Sections of the SEOC, the ESF 7 Resource Support and Logistics Annex to the State Response Framework with specific task force standard operating procedures, a listing of currently available state resources, the Intrastate, Interstate, and International Mutual Aid Compacts and other procedures used in the planning for and managing of resources necessary to respond and recover from an emergency impacting Connecticut.

PART I.

SECTION 1: PURPOSE

The resource management system describes the roles and responsibilities for resource management at all levels. Outlined here is the resource management process for requesting, allocating, transporting, tracking and demobilizing resources when an incident's complexity or duration exceeds the capacity of local emergency response processes and capabilities. This guidance works with and supports individual jurisdictions' emergency management plans and aligns with and reinforces the resource management processes.

SECTION 2: SCOPE

The State of Connecticut develops and refines a number of threat and hazard analysis and assessment tools, including a Hazard Identification and Risk Assessment (HIRA) which provides a comprehensive approach for identifying and assessing risks, hazards and associated consequences and impacts affecting the State. The HIRA identifies threats and concerns to the State including natural hazards, technological hazards and human-caused hazards. The HIRA enables risk-based decision-making and strategic planning to assist in reviewing resource needs, prioritizing resources, and identifying gaps in resources to address the hazards impacting the State.

This Support Annex addresses the resource management objectives for the identification, prioritization, location, acquisition, distribution and accounting for services and material assets for use during all emergencies. This guidance pertains particularly to the Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security (DESPP/DEMHS), including the State Emergency Operations Center (SEOC), and its state agency and nongovernmental partners that staff the SEOC and the State Emergency Support Functions (ESFs) as described in the State Response Framework during SEOC activations, as well as local municipal partners including the five DEMHS Regional Emergency Planning Teams (REPTs).

SECTION 3: RESOURCE MANAGEMENT SYSTEM OBJECTIVES

The objective of the State's resource management system is to ensure that Connecticut has access to necessary assets to support local jurisdictions in implementing a timely and effective response to all emergency situations identified in the State's Hazard Identification and Risk Assessment (HIRA). Including:

- Provide life-sustaining services to the affected population with a focus on hydration, feeding, and sheltering.
- Provide essential public and private services and resources to the affected population and surrounding communities, to include emergency power to critical facilities, fuel support for

emergency responders, and access to community staples and fire and other first response services.

- Mobilize and deliver governmental, nongovernmental, and private sector resources within and outside of the affected area to save lives, sustain lives, meet basic human needs, stabilize the incident, and transition to recovery, to include moving and delivering resources and services to meet the needs of disaster survivors.

SECTION 4: ROLES AND RESPONSIBILITIES

4.1 Local Government

The primary responsibility for resource management when responding to local emergencies rests with local governments. Municipalities should first exhaust their own channels of support before turning to the state for resource support. If local resources have been fully committed to an incident and additional assistance is required, a local government may request assistance through their DEMHS Regional Coordinator. The State is divided into five emergency planning regions and each region has a DEMHS regional office with a DEMHS Regional Coordinator. Assistance is available through the DEMHS Regional Coordinator or Duty Officer on a 24/7 basis.

4.2 Regional Support

Regional Emergency Planning Teams (REPT)

Each DEMHS Region has a Regional Emergency Planning Team (REPT) and a Regional Emergency Support Plan (RESP). The REPTs include Chief Executive Officers from each of the municipalities and tribal nations in the DEMHS Region, as well as local emergency management discipline representatives that serve on RESFs (Regional Emergency Support Functions). The REPT makes recommendations on how the region should best allocate its emergency management and homeland security federal grant dollars, including purchasing equipment and resources necessary to address hazards identified within the region. The REPTs also maintain and use an RESP to support mutual aid among regional communities in emergencies.

4.3 State Government

A primary role of state government is to supplement and facilitate local efforts before, during and after incidents. The State provides direct and routine assistance to its local jurisdictions through emergency management program development and by routinely coordinating and collaborating with federal officials. Under the Stafford Act, the State is responsible for requesting federal emergency assistance for communities and, at their request, for tribal nations. Recognizing the criticality of a standardized and coordinated emergency management system, the Governor has directed the State to adopt the National Incident Management System [NIMS and the Incident Command System (ICS)] through his Executive Order 34.

4.3.1 Governor

The public safety and welfare of a state's residents are the fundamental responsibilities of the Governor. The Governor coordinates state resources and provides the strategic guidance for response to all types of incidents through the State Emergency Operations Center (SEOC). This includes supporting local governments as needed and coordinating assistance with other states and the Federal Government.

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

The mission of the Division of Emergency Management and Homeland Security of DESPP is to direct and coordinate all available resources to protect the life and property of the citizens of Connecticut in the event of a disaster or crisis, through a collaborative program of prevention, planning, preparedness, response, recovery and public education. DEMHS works under the broad authority of Titles 28 and 29 of Connecticut General Statutes. DEMHS is led by the Deputy Commissioner of the Department of Emergency Services and Public Protection (DESPP) with authority over the state's emergency management and homeland security programs. The State Emergency Management Director oversees the Office of Emergency Management and directs staff and operations regarding emergency management, including coordination with state, federal, local, and private sector entities. The Deputy Commissioner and the State Emergency Management Director are responsible for ensuring the state is prepared to deal with large-scale emergencies and coordinating the statewide response to any such incident. In this capacity this includes supporting local and tribal governments as needed, coordinating assistance with other states and the Federal Government, and, in some cases, with NGOs and private sector organizations.

4.3.3 State Emergency Operations Center (SEOC)

The overall coordination of the State's response to a situation for which the State Emergency Operations Center (SEOC) is fully activated resides within the Governor's Unified Command. This Unified Command is part of the National Incident Management System (NIMS), as is the Multi-Agency Coordination (MAC) System under which the SEOC is run. In Connecticut, the Unified Command is populated by DEMHS, and includes, depending on the emergency, various other state or federal agencies, non-governmental organizations, Task Force leads, private sector and/or other entities' representatives with decision making authority whose responsibility it is to provide policy direction and prioritize critical resource allocations.

4.3.4 Other State Agencies

All Connecticut State agencies support emergency operations as specifically directed by the Governor's Office or through DEMHS. State department and agency heads and their staffs develop, plan, and train on internal policies and procedures to meet response and recovery needs. They are vital to the state's overall emergency management program, as they bring expertise spanning various response functions and serve as core members of the state emergency operations center (SEOC). Many of them provide accessible and vital services during response operations. State departments and agencies work in close coordination with their Federal counterpart agencies during joint state and Federal responses, and under some Federal laws, they may request assistance from these Federal partners. In addition to their own agency specific mission assignments, agencies may staff the SEOC, lead or support Emergency Support Functions (ESFs) and participate in work groups and Task Forces.

4.4 Federal Government

When an incident is anticipated to exceed state resources or when the Federal Government has unique capabilities needed by Connecticut, the Governor may request Federal assistance. In such cases, the affected local jurisdiction and the state, tribal, and Federal governments coordinate to provide the necessary assistance. The Federal Government may provide assistance in the form of funding, resources, and services.

4.5 Non-Governmental Organizations (NGOs)

Government agencies are responsible for protecting the lives and property of their residents and promoting their well-being. However, the government cannot, and does not, do this work alone. In many facets of an incident, government agencies work with non-governmental organizations (NGOs) and private-sector groups as partners in emergency management. In Connecticut, many of these NGOs belong to the organization known as Connecticut Volunteer Organizations Active in Disaster or CT VOAD. A number of NGOs have agreements with the State of Connecticut to supply various types of assistance before, during and after an incident. Under the State Response Framework, United Way 211 and the Red Cross routinely occupy seats at the SEOC during activations, helping to coordinate and resolve resource requests. The State of Connecticut has memoranda of agreement with both organizations.

NGO responsibilities may include but are not limited to:

- Identifying shelter locations and needed supplies in cooperation with local Emergency Management Directors.
- Identifying and coordinating emergency food supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, or assistance with post-emergency cleanup.
- Providing counseling services to disaster victims.

- Providing support services to the response and recovery of the incident.
- Providing communications links to and from residents on emerging needs and how to obtain necessary resources

4.6 Private Sector

Many private sector entities are responsible for operating and maintaining portions of local, state and national critical infrastructure/key resources, which are publicly or privately controlled resources essential to the operation of the economy and government. Before an incident occurs, during emergency planning, the private sector should collaborate with emergency management personnel to ascertain what assistance may be necessary and how they can help. During an incident, key private sector partners should be involved in the local crisis decision making process or at least have a direct link to key local emergency management directors. The private sector is represented on the state's ESF 7 Resource Support group through a number of groups, including Infragard. The ESF 7 Private/Public Sector working group is a standing committee of the DEMHS Statewide Emergency Management and Homeland Security Advisory Council, established by the Commissioner of DESPP pursuant to Conn. Gen. Stat. Section 4-8.

When an incident escalates to require state involvement, key private sector partners, such as public utilities, are engaged by DEMHS to participate in the Multi-Agency Coordination (MAC) system virtually or at the SEOC itself. Under the Energy and Utilities All-Hazards ESF-12 Annex to the State Response Framework, for example, utilities, state agencies, and local partners work together to resolve power and other critical resource shortages. Private sector representatives also serve on various mission-centric ESF Task Forces that may be convened at the SEOC in response to a large scale emergency.

SECTION 5: CONCEPTS OF OPERATIONS

While recognizing most emergencies are handled by individual jurisdictions using their own emergency operations plans and standard operating procedures, there is a need for a state resource and logistics coordination when an incident affects multiple jurisdictions or when the capabilities of a jurisdiction are exceeded. During an incident in which jurisdictional and regional resources are overwhelmed by the demand for assistance, surrounding jurisdictions and the state and federal governments may play a critical coordination and response role. Under Governor's Executive Order 34, the state operates under the National Incident Management System (NIMS and the Incident Command System (ICS) overall communication and information sharing will be the foundation for resource and logistics coordination. Emergency management officials within the impacted jurisdictions will participate in regular communication before, during and after an incident to ensure effective and uniform communication of resource and logistical needs can be fulfilled by the state. Standard communication and information sharing can be accomplished through conference calls or through Web EOC or other situational awareness tools. The expectation is timely and accurate information will be shared and used to make good decisions.

Resources will be coordinated or provided through the following processes:

5.1 Local Mutual Aid Resources

Under the Connecticut Intra-state Mutual Aid System, codified in Connecticut General Statutes **§28-22a**, any city/town in Connecticut can provide any municipal asset to any other city/town, even if they do not have an existing written mutual aid agreement. The system does not affect any existing agreements, and is not limited in its effect to traditional mutual aid assets such as police and fire, but instead can be used to provide, for example, public works or other municipal assets to assist in an emergency response or recovery effort.

5.2 Regional Coordination

The Regional Emergency Support Plan (RESP) in each region lays out an overarching town-to-town emergency support structure. Each DEMHS region has approached the development of the RESP system in its own way. This structure conforms to and is aligned with the National Incident Management System (NIMS) and the Incident Command System (ICS). A local CEO or incident commander (IC) may activate the RESP when he or she determines more assistance is needed than usual mutual aid may provide. In this situation, the following process may be followed:

1. The IC informs the appropriate notification point to activate the RESP.
2. The notification point alerts the Regional Duty Officer, if the towns in the region have one, and the DEMHS Regional Coordinator.
3. The Regional Duty Officer or the local IC or Emergency Management Director then contacts the appropriate RESF Committee Chairs and tells them the IC's needs. The Regional Duty Officer may also activate a Regional Coordination Center if one exists.
4. The RESF Chairs may call upon municipal, regional, or private resources as requested by Incident Command.
5. The Regional Duty Officer also contacts the DEMHS Regional Coordinator and requests any needed State resources.

The RESP is “municipal based”, meaning the plan relies primarily on municipal-decision making and utilizing available municipal and regional resources. In any situation, local officials decide which of their resources are available. The Plan is synchronized with the four other DEMHS regions, so if sufficient resources are not available within one Region's towns, neighboring regions may be contacted through their similar RESF support capability. The RESP provides for integration of State and Federal support resources through the Regional Coordinator and DEMHS. The RESP does not usurp local Incident Command or operational aspects of existing plans. Like traditional mutual aid, the RESP is another support tool for the local CEO and IC and does not interfere with local management of an emergency.

5.3 DEMHS and the State EOC

5.3.1 Requesting Assistance from the State

In the event that local governments' resources and capabilities are overwhelmed, the State's ESF-7 Resource Support Task Force may be activated to respond to requests for state assistance. ESF-7 supports all emergency functions and is fundamental in the response to and recovery from, every emergency. In order to identify and move resources as they are needed, ESF-7 operations are scalable and adaptable. Requests for resources will be submitted through the DEMHS Regional Coordinator or DEMHS Duty Officer when the SEOC is not activated and through the DEMHS regions to the SEOC during SEOC activations. During an emergency, when resources are currently not available within a municipality, the municipality may request assistance from the State through the DEMHS Regional Office. Requests may be for specialized teams/personnel or equipment, commodities, or additional mutual aid.

For at least 72 hours after a catastrophic disaster occurs, residents and municipal governments will be expected to provide for themselves, without State or Federal assistance. Thereafter, residents and local governments will be provided necessary and appropriate assistance through a coordinated Federal-State-Local disaster assistance delivery system. Depending on the scope of the emergency, the Operations Section Chief may designate staff to the Resource Management Unit, including designating a Resource Request Manager for one or more DEMHS Regions. The Resource Management Unit at the State SEOC is responsible for receiving and processing incoming information and requests for assistance. The Resource Request Management Unit Leader will maintain an awareness of the overall process and handle any requests that do not come from a municipality or fall into an easily identified category.

The Governor, DESPP/DEMHS Deputy Commissioner, the State Emergency Management Director, or their designee, will stand up Task Forces, including the Commodities Task Force, the Fuel/Generator Task Force and the Donations Management Task force under ESF 7, as appropriate.

The initial source of personnel, equipment, materials and supplies will come from existing state or local agency resources. The Logistics Section and the Finance/Admin Section of the SEOC will assist ESF-7 to obtain support which cannot be provided from existing state resources through direct procurement, mutual aid (e.g., EMAC or IEMAC), donations management, and/or federal assistance (e.g., FEMA).

5.4 State to State Assistance

5.4.1 Interstate Mutual Aid - Emergency Management Assistance Compact (EMAC)

The Emergency Management Assistance Compact (EMAC) provides form and structure to interstate mutual aid. Currently, all states are members of EMAC. In Connecticut, the provisions of EMAC can be found in Title 28, Conn. Gen. Stat. **§28-23a**. It establishes procedures whereby a disaster-affected state can request and receive assistance from other member states quickly and efficiently. It resolves two key issues up front: liability and reimbursement.

- The requesting state agrees to assume liability for out-of-state workers deployed under EMAC.
- The requesting state agrees to reimburse assisting states (once proper, EMAC-specific documentation is provided) for all deployment-related costs.
- Self-dispatching responders are not entitled to any protections under Title 28.
- States may only request EMAC interstate assistance or respond to a request for EMAC assistance with the permission of the Governor.
- Each member state has a number of authorized contacts who can implement the EMAC process for their state.

If a state suffers or expects to suffer a major disaster and needs assistance from another state, the State Emergency Management Director or other authorized representative of the affected state may request the deployment of an EMAC advance team, which will coordinate EMAC request/assistance. DEMHS has established a team of EMAC officers in Connecticut to receive requests and request services when needed.

5.4.2 International Emergency Management Assistance Compact

Working with the New England states and the eastern Provinces of Canada, the State of Connecticut, through DEMHS, is a member of the **International Emergency Management Group (IEMG)**, which operates under the International Emergency Management Assistance Compact (IEMAC) to provide mutual aid to one another in times of emergency. The IEMAC is found in Connecticut General Statutes §28-22d.

5.5 NGOs Supporting Connecticut

5.5.1 CTVOAD

The Connecticut Voluntary Organizations Active in Disaster (CTVOAD) is an organization whose purpose is to coordinate the interaction between voluntary disaster relief agencies and government disaster response activities in accordance with the local, state, and federal disaster response plans. The CTVOAD is an affiliate of the National Voluntary Organizations Active in Disaster (NVOAD). Members of the CTVOAD include

the major organizations on possession of resources, developed plans and implemented preparatory actions to provide assistance in disasters which may occur in Connecticut. The capabilities of these organizations include sheltering; mobile and fixed feeding; repair and reconstruction of homes; clean-up; counseling; storage and distribution of bulk food; clothing and household goods; child care and many other services.

The CTVOAD contact communicates with the State EOC and reports to the State EOC if necessary. Member organizations maintain resource lists to respond to requests from the liaison at the State EOC. Each member organization coordinates the response of its services and provides status reports to the liaison at the State EOC. The CTVOAD collects, compiles and reports information on the status of activities and resources of CTVOAD member organizations in accordance with the SEOC requirements. When there is no government disaster declaration, the CTVOAD continues to assist member organizations which provide additional assistance in meeting disaster-caused needs beyond the resources of the individual disaster victims. When the President declares a major disaster and the Federal Emergency Management Agency implements a range of assistance programs available to individuals and families, the CTVOAD will continue its liaison role with member organizations active in the disaster area.

5.5.2 Connecticut Infoline (United Way 211)

The Connecticut Infoline (211) provides a single point of contact for the general public to call and receive current, accurate information regarding a specific event or threat. 211 disseminates information by responding to requests from the public and gathers information by identifying trends, inaccurate information, misunderstandings, or misperceptions reported by the public or reflected by their inquiries. This information is provided to DEMHS to help inform the response and/or recovery efforts. During emergencies or disasters, residents can dial 2-1-1 or visit www.211ct.org to get information about the emergency/disaster and where and how to access the resources to assist residents to meet their basic needs, including food, clothing and emergency shelter locations. The State maintains a memorandum of agreement with United Way 2-1-1.

5.6 Donations

Effective management of donations and volunteers is a key component to recovery. Federal, State and local officials and representatives of private relief organizations work in the early stages of a catastrophic disaster to stem the influx of unsolicited and unneeded donated goods and volunteer workers into the disaster area. Since some types of donated goods and specialized volunteers may be needed by response organizations, the State has established a donations management system which allows response organizations to make effective use of such goods and services. The State maintains a memorandum of agreement with Adventist Community Services as well as with Aidmatrix to provide donations management structure.

SECTION 6: RESOURCE SUPPORT DURING STATE EOC ACTIVATIONS

The overall coordination of the State's response to a situation for which the SEOC is fully activated resides with the Governor's Unified Command. The Unified Command is part of a system known within NIMS as the Multi Agency Coordination (MAC) System. Under the MAC system, resource support and logistics is coordinated through the State Emergency Operations Center Multi Agency Coordinator, who, working under the direction of the State Emergency Management Director, coordinates the functions of the Logistics Section, Finance and Administration Section, Operations Section, and the Planning Section. In the event local governments' resources and capabilities are overwhelmed, the appropriate ESF-7 Task Forces will be activated to respond to requests for state assistance.

SECTION 7: REFERENCES

These references contain policies and procedures supporting Connecticut's Resource Management System within the State Response Framework but are not included in this document.

1. Finance/Admin Support Annex to the State Response Framework
2. State of Connecticut Debris Management Plan
www.ct.gov/deep/lib/deep/waste_management_and_disposal/debris_management/disasterdebrismanagementplan.pdf
3. State of Connecticut Concept of Operations Plan – Disaster Debris Management Activation and Use of the State Debris Removal and Monitoring Contracts
www.ct.gov/deep/lib/deep/waste_management_and_disposal/debris_management/conceptofoperationsplanfordisasterdebrismanagement.pdf
4. State of Connecticut Local Emergency Management Director and Municipal Official Handbook
5. The 5 DEMHS Regional Emergency Support Plans
6. State of Connecticut, Office of the Comptroller, Property Control Manual:
<http://www.osc.ct.gov/manuals/PropertyCntl/index.html>

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PART II

RESOURCE MANAGEMENT SYSTEM POLICIES, PROCEDURES AND GUIDANCE

- Attachment 1** State Emergency Operations Center (SEOC)
Logistics Section and Finance/Administration Section
General Guidance
- Attachment 2** Resource Typing
- Attachment 3** State Resources
- Responder Asset Map
- Resource List and Description
- Attachment 4** State of Connecticut ESF 7 – Resource Support and Logistics Annex
- Commodities Task Force – Commodities Distribution SOP
- Fuel/Generator Task Force Guidance
- Donations Management Task Force
- Debris Management Task Force
- Attachment 5** CGS Sec. 28-22a Intrastate Mutual Aid Compact
- Attachment 6** Department of Administrative Services (DAS) Emergency Response Supplies, Services and Equipment: A Reference Guide to State Contracts for the Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security (June 3, 2014)
- Attachment 7** CGS Sec 28-22d. International Emergency Management Assistance Compact (IEMAC)
- Attachment 8.** Emergency Management Assistance Compact (EMAC) SOP
- Attachment 9** Credentialing Guide

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State Emergency Operations Center (SEOC)
Logistics Section and Finance/Administration (Admin) Section
General Guidance

Resource Identification

The Department of Emergency Services and Public Protection /Division of Emergency Management and Homeland Security (DESPP/DEMHS) and the Department of Administrative Services (DAS) work together to identify appropriate resources required to perform necessary emergency support function activities. This process includes gathering applicable resource lists from primary, support and non-governmental entities.

The resource information compiled may include:

1. Deployable state assets (personnel, equipment, special teams, etc.);
2. Applicable contracts and/or MOUs with private sector for emergency work; and
3. Private sector entities currently without a contract/MOU, which could support emergency response/recovery

Upon completion of identifying resources, DEMHS houses this information in a resource database, to be updated regularly.

Resource Procurement

Emergency Contracting: Prior Authorization

When state assets are not available, the **Finance/Admin Section** can procure goods and services required for emergency response and/or recovery. Pursuant to CGS Chapter 58, Sec 4a-58, whenever an emergency exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the Commissioner of Administrative Services, or, in the case of purchases, leases and contracts for information systems, information technology personal property and telecommunication systems, the Chief Information Officer, may, if it is in the best interests of the state, waive the competitive bid or proposal requirements set forth in section 4a-57. If any such procurement is estimated to cost fifty thousand dollars or more, such waiver shall be subject to the approval.

This emergency contracting capability will be performed when:

- a) Requested resources are not state owned assets
- b) State has exhausted the requested assets

To support emergency contracting the Department of Administrative Services (DAS) developed the DAS Emergency Response Supplies, Services and Equipment: A Reference Guide to Statewide Contracts for the CT Department of Emergency Management & Homeland Security (June 3, 2014). This manual is a reference guide for DEMHS to obtain specific supplies, services and equipment for emergency situations. The manual contains DAS/Procurements Division 24-hour contact information, contract reference index and detailed listing and emergency purchasing card information.

Payment of Emergency Contracts

When contracts are required for emergency response and/or recovery activities, and have been tasked by the SEOC Logistics Chief, CT DESPP/DEMHS is the responsible party for contract payment. Payments are performed according to state law and regulations.

Resource Coordination

Function of the SEOC Logistics Section

- Receive resource requests from towns through Regional Coordinators and through SEOC intake, or WebEOC.
- Process and prioritize requests for resources, fulfill requests through state assets where possible.
- When/where state assets have been, or are about to be exhausted, work with SEOC Command, SEOC Operations and Planning Sections, and FEMA IMAT logistics to determine stand up of Commodities Task Force and State Staging area.
- Work with FEMA logistics to determine needs and ordering of federal assets.

Facilities and Logistics

Function of the SEOC Logistics Section

- Establish security at the SEOC and other areas of operations as required.
- Ensure SEOC has all equipment and supplies needed to operate.
- Direct IT to support any and all technology needs. Utilize DESPP IT staff and DAS/BEST for support.
- Issue and track equipment and office supplies during activations
- Recover all issued equipment and supplies at demobilization
- Coordinate food for staff at SEOC as necessary.
- Coordinate cots/sleeping areas for SEOC as necessary.

Personnel Augmentation

Function of the SEOC Logistics, Finance /Admin and Planning sections

- Track staffing, attendance and requests for staffing
- Issue credentials for use by SEOC and other state emergency workers.

Attachment 2

Resource Typing

DEMHS, as the State Administrative Agent for the Homeland Security Grant Program (HSGP), subgrants funds to Regional Emergency Planning Teams. In order to further the goals and objectives of the State-wide Strategy and meet DHS priorities, DEMHS includes grant deliverables as part of the subgrant.

In accordance with DEMHS Advisory Bulletin 2010-6 (Issued October 26, 2010), the HSGP subgrants to REPTs include deliverables for resource typing.

Beginning with 2007 REPT Application, REPTs were assigned the task of working with towns and collecting resource typing data under the ESFs specified in the grant application. In addition, an update of all previous resource typing submissions is required annually.

Resource Typing Deliverables include equipment and teams as typed by DHS as well as items identified as key resources by DEMHS. Information on DHS typed can be found at: <https://www.fema.gov/national-incident-management-system/national-integration-center-resource-management>

Resource Typing Deliverables included in HSGP Regional Applications:

FFY HSGP	Deliverable	Items Typed
2007	ESF 8, 13, 4	EMS –Ambulance, teams Fire – pumpers, engines LE (SWAT teams)
2008	ESF 11 & annual update	Animal Response
2009	ESF 10 & annual update	Haz Mat
2010	ESF 1 & annual update	Transportation – buses etc.
2011	ESF 2	Communication/Command Vehicles/ Radio Cache
	ESF 3	Portable generators, Variable Message Systems
	ESF 6 & annual update	Cots, mass care trailers, mass care supplies
2012	Annual update	
2013	Annual update	

The collection of this information aids both towns, Regional Emergency Planning Teams and the State and provides situational awareness of the assets available state-wide.

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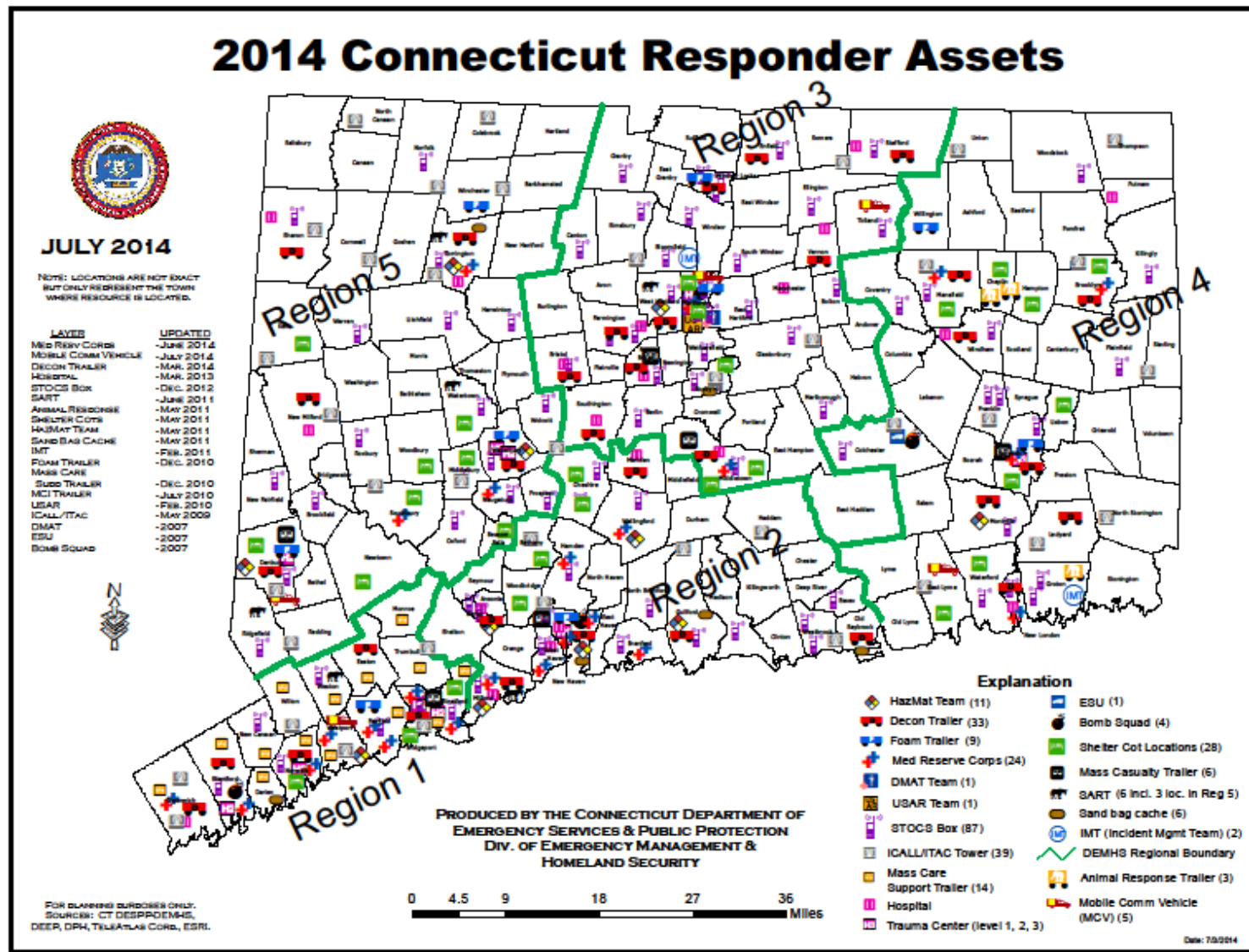
State Resources

Attachment 3. A. 2014 Responder Asset Map

Attachment 3. B. Resource List

Attachment 3. C. Resource Narrative/Description

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State Resources List and Descriptions

RESOURCES - TEAMS

Urban Search and Rescue (USAR) CT Task Force 1 (CT-TF-1)
Community Emergency Response Teams (CERT)
Medical Reserve Corps (MRC)
Incident Management Team (IMT)
State Animal Response Team (SART)
Hazardous Material Response Team, (Haz Mat Team)
Bomb Squads

RESOURCES – EQUIPMENT

Mass Decontamination Trailers with Prime Movers
Mobile Field Hospital
Foam Trailers
Mass Casualty Trailers
Functional Needs Trailers/Mass Care Trailers

Communications Equipment:

Mobile Communication Vehicles (MCV)
Mobile Internet Communication Asset (MICA)
8Call90/8Tac Radios
UHF Radio Cache
State Tactical On-Scene Channel system (STOCS) Boxes
Strategic Technical Reserve

RESOURCES – SUPPLIES

Sandbags
Cots
Portable Cribs
Generators
Portable Pumps
Body Bags

Attachment 3.C

STATE RESOURCE DESCRIPTIONS

The State has a number of resources that may be available if needed. Below is a description of these resources. Any resources not listed below but necessary for response and recovery efforts may be gotten through already established means (purchase or lease, statewide mutual aid, EMAC, Federal Assistance.) Access to these resources is through the appropriate DEMHS Regional Coordinator unless otherwise noted.

RESOURCES - TEAMS

Urban Search and Rescue (CT-TF-1)



The Urban Search and Rescue (USAR) Program is coordinated by the Connecticut Division of Emergency Management and Homeland Security (DEMHS). Requests to activate the USAR team go through the appropriate DEMHS Regional Coordinator.

It is the primary mission of USAR Connecticut Task Force One (CT-TF-1) to provide a coordinated effort of personnel and resources to locate, extricate and provide immediate medical treatment to victims trapped within collapsed structures.

To accomplish this mission, volunteer CT-TF-1 members can deploy efficient and effective rescue technologies in a planned and measured response that mirrors the FEMA's guidelines on Urban Search & Rescue consistent with existing National Fire Protection Association Standards. Task Force capabilities include rapid mobilization to assist in natural or technical disasters.

Members of CT-TF-1 conduct search and rescue operations in a professional, ethical, and compassionate manner that will protect the dignity of the victims and the communities served.

Members of CT-TF-1 develop and maintain the highest level of skills and capabilities required when deployed to natural or technical disasters, including hurricanes, floods, conflagrations, explosions, earthquakes, or the use of weapons of mass destruction that result in events that are beyond the capability of local emergency service resources.

The USAR Team is based out of Brainard Airport located in Hartford, Connecticut.

USAR membership is a voluntary appointment, and that it is the policy of CT-TF-1 to accept and review all applications for team membership from all emergency service and related disciplines. More information on CT-TF-1 may be found at:

www.ct.gov/demhs/cwp/view.asp?a=1916&q=452172.

Community Emergency Response Teams (CERT)

There are currently close to 7000 CT residents trained as CERT members. CERT members are trained volunteers who are available to provide certain basic disaster response assistance, including possible traffic management assistance, credentialing and light search and rescue. Each CERT team is organized under the auspices of a local emergency management or public safety official. CERT teams may be activated by DEMHS pursuant to the DEMHS standard operating procedure in order to receive CGS Title 28 protection.

For more information:
<http://www.ct.gov/demhs/cwp/view.asp?a=2610&q=318056&demhsNav=>

Medical Reserve Corps



The Medical Reserve Corps (MRC) provides teams of local volunteer medical and public health professionals who can contribute their skills and expertise throughout the year and during times of community need. There currently 17 MRC teams operating in each of the five DEMHS regions in Connecticut.

Under [§28-1\(5\)](#), the state Department of Public Health (DPH) and its local and intrastate regional health partners are responsible for establishing and tracking the professional qualifications of MRC members. In order to be eligible for Title 28 protections and benefits, an MRC member must also satisfy the loyalty oath requirements of [§28-12](#).

The following is a summary of the flow of a request for MRC activation by DEMHS, which is described in more detail in the Standard Operating Procedure found on the DEMHS website. For 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:

- The local Emergency Management Director, with MRC Unit Leader, submits request for activation to DEMHS Regional Coordinator. Request includes roster of MRC members likely to be activated;
- DEMHS Regional Coordinator reviews and if approval is recommended, submits request to DPH State MRC Coordinator;
- DPH State MRC Coordinator reviews and if approval is recommended, submits request to DEMHS Director of Emergency Management and Homeland Security;

- DEMHS Director of Emergency Management and Homeland Security reviews and approves or disapproves, and notifies the DEMHS Regional Coordinator, who notifies the requesting jurisdiction of approval or disapproval.

If the request is an imminent emergency, the local EMD and MRC Unit Leader may orally request the approval of the DEMHS Regional Coordinator, who will notify the DEMHS Director immediately. The local EMD and MRC Unit Leader must follow up with a written request as soon as possible, but not more than 48 hours after the initial request is made.

Standard Operating Procedures for MRC Activations are contained in the following documents:
DEMHS Advisory Bulletin 2010-5 SOP for Activation of MRC Teams
DEMHS Advisory Bulletin SOP for Approval of MRC Activities

Incident Management Teams

During complex or lengthy emergencies, the incident commander may request the assistance of a regional volunteer incident management team. These teams do not replace the incident commander, but they can provide support and expertise in the form of trained personnel who can assist in the management of the incident. Requests to activate the IMT go through the appropriate DEMHS Regional Coordinator. Regional IMTs are designed to provide personnel that are trained and organized to support emergency response and recovery efforts or planned event operations by providing the framework necessary to establish an incident command or unified command system as required by the National Incident Management System (NIMS). Each IMT can provide support and consultation to the Incident Commander/Unified Commander. DEMHS administers a standard operating procedure for activation of an IMT under CT General Statutes Title 28.

There are three teams in Connecticut they are:

- The Connecticut West Team (recently combined as DEMHS regions 1, 2, & 5) which is in the process of obtaining recognition by DEMHS as a Level III incident management team. They are based in New Haven, CT
- The Connecticut Capitol Region Team which was recognized by DEMHS in 2010 as a level III incident management team and which has been recognized by FEMA as a Level III incident management team. They are based in East Hartford, CT
- The Connecticut IMT 4 Team has been recognized as a Level III IMT by DEMHS and is based in New London, CT

Connecticut State Animal Response Team (CTSART)



The Connecticut State Animal Response Team (CTSART) program is a collaboration among government agencies, not-for-profit organizations, industry, and volunteers for preparing and responding to animal needs in disasters. The CTSART program is organized at the local level as Regional Animal Response Teams, which, within the overall regional planning and response structure in Connecticut, are the operational arms of each Regional Emergency Planning Team. CTSART missions include deployment of co-located companion animal evacuation shelters, building volunteer networks trained and state certified to assist with animal needs in disasters and public education. For more information go to <http://ctsart.org/>

Hazardous Materials Response Teams (Haz Mat Teams)

Hazardous Materials Response Teams protect life and the environment by responding to chemical emergencies and minimizing the dangers associated with them. There are 5 regional teams located statewide to provide response to hazardous materials incidents. The teams are:

Region 1- Fairfield County Hazardous Materials Unit

Region 2 - New Haven Area Special Hazards Team

Region 3 - Capitol Region Hazardous Materials Response Team

Region 4 - Connecticut Eastern Regional Response Integrated Team

Region 5 - Northwest Regional Hazardous Materials Response Team

The State of Connecticut also has HAZMAT teams and capabilities in the Department of Energy and Environmental Protection, the Department of Emergency Services and Public Protection and the Connecticut National Guard Civil Support Team.

Bomb Squads

The objective of the State Bomb Squads is to respond to, stabilize and mitigate a situation to quickly control the short term danger to the public. This necessitates a high priority response. Deployment of the State Bomb Squad is through the Connecticut State Police Communications Center. The Regional Bomb Squads are deployed by contacting the communications centers known as Public Safety Answering Points (PSAP) for the agency (New Haven, Hartford, and Stamford). The four teams are trained and certified to the same FBI standards and for the most part have consistent equipment, making the use of two different teams at the same incident more seamless.

The Bomb Squads in the State of Connecticut are:

- 1) Connecticut State Police Bomb Squad-located at Troop K in Colchester, CT
- 2) Hartford Police Bomb Squad-located at 253 High St Hartford, CT
- 3) New Haven Bomb Squad Team– Located on Sherman Avenue. New Haven, CT
- 4) Stamford Bomb Squad- Located at Police Headquarters 805 Bedford Street Stamford, CT

RESOURCES - EQUIPMENT

Mass Decontamination Trailers with Prime Movers

There are approximately 30 mass decontamination trailers with prime movers located throughout the State of Connecticut owned and operated under Memoranda of Agreement with DEMHS by State, local and tribal response entities. All decontamination trailers are available upon request to respond anywhere within the State.



Mobile Field Hospital



The Otilie W. Lundgren Memorial Field Hospital is a mobile hospital under the auspices of the Department of Public Health. The hospital is transportable and has the ability to provide safe shelter and medical care in the event of an emergency. The hospital can be activated in 25-bed units. In its full capacity, the mobile hospital can hold up to 100 hospital beds and is able to support medical equipment necessary to treat patients in a large-

scale event.

Uses include:

- Isolation care or quarantine facility;
- Emergency care following a public health emergency;
- Surge capacity in the event of a public health emergency (e.g. plane crash that overwhelms the capacity within the existing healthcare infrastructure);
- Logistics support to a health care facility in response to mechanical failure (e.g. hospital fire or power loss);
- Preparation and triage of casualties (as appropriate) for ground and air evacuation in the event of a mass casualty and or public health emergency;
- Provision of a patient reception center for State and Federal public health emergencies;
- Mortuary service in conjunction with the Office of the Chief Medical Examiner and the Disaster Mortuary Team;
- Educational and training events with local, state, regional and federal entities (e.g. local emergency medical services, military drills and exercises in conjunction with the National Disaster Medical System);
- Other uses as deemed appropriate by the Governor, the Commissioner, and or their designees.

Entities requesting deployment must submit, in writing, a Request for Deployment (RFD) that describes the intended use for the MFH; documents coordination with and notification of the request to the local emergency manager; and contains contact information for the entity making the request. The RFD must be submitted to DPH Operations Branch for evaluation and approval; and in accordance with Title 28 of the Connecticut General Statutes, the Governor's Office or the Commissioner of Public Health (DPH) and/or Deputy Commissioner of DESPP/DEMHS must approve deployment

Foam Trailers

State of Connecticut Commission on Fire Prevention and Control In cooperation with Department of Environmental Protection Oil and Chemical Spill Response Division and the Host Fire Departments of Hartford, Norwich, New Haven, Fairfield, Waterbury maintain the State Regional Foam Trailer Program.



Capabilities:

- 500 Gallons of National Foam "Universal[®] Gold" 1% / 3% Haz-Mat foam
- Elkhart 500 GPM fixed\portable monitor
- Two (2) 400' 1 3/4" pre-connect lines
- One (1) 300' 2 1/2" pre-connect line
- Electric transfer pump allows the supply of operating foam pumpers or refilling the trailer.
- Easy operation, just connect to a water source-use fresh or salt water.

Dispatch Information:

To request the foam trailers for any large incident beyond the foam capabilities of the local fire department contact: Connecticut Department of Environmental Protection's - 24 hour dispatch number: 860-424-3338 The 2 nearest trailers will be dispatched to respond to your scene.

For more information go to: http://www.ct.gov/cfpc/lib/cfpc/mobile_foam_trailer.pdf

Mass Casualty Trailers

There are 5 mass casualty trailers, one located in each DEMHS Region. These trailers contain backboards, splints and O2 manifolds, PPE, triage tags, body bags and other disposable supplies.



Functional Needs Support Services Trailers – Mass Care

DEMHS has 2 Functional Needs Support Services (Mass Care) Trailers containing accessible cots, wheel chairs, canes, walkers, crutches, commodes, privacy screens refrigerators for medication and other supplies.

Communications:

Mobile Communications Vehicles (MCVs)

DEMHS has procured six Mobile Communications Vehicles to be deployed throughout the state in order to provide enhanced on-scene and statewide communications during emergencies. These units will provide for the establishment of interoperable tactical networks, support the use of wireless data, assist with system surge, and provide the basis for restoration of damaged systems.

Mobile Internet Communications Asset (MICA)

DEMHS and Department of Administrative Services (DAS) Information Technology Services – on-scene communications for various situations and incidents. This asset gives the State a capability to set up a forward command post/operating center at any location where facilities are compromised. Serving as a:

- Incident Command Post (ICP)
- Regional Coordination Center (RCC)
- Joint Operations Center (JOC)
- Emergency Operations Center (EOC)

This asset is a transportable satellite uplink which connects to the State of Connecticut network. This unit is deployable to provide communications within 30 minutes of arrival on scene and includes:

- six (6) wireless access points
- mobile router
- satellite modem
- twenty (20) IP based telephones/tactical lines
- nineteen (19) ruggedized laptop computers
- video conferencing equipment
- other related communications equipment

8Call90/8Tac Radios (Formerly known as Icall/Itac Radios)

The Connecticut 8Call90/8Tac System provides command and control communications to support the incident management system at local and statewide events as required or requested by the local incident commander. Each local police, fire and EMS agency has been provided with a portable radio which will operate on these channels. The network operating on the FCC-allocated 800 MHz Interoperability channels consist of 38 transmitter sites spread throughout the State. In addition to the portable radios, control stations have been installed in each Public Safety Answering Point (PSAP) and CMED, giving local dispatch centers access to

these communications channels. The fixed network is supplemented by 34 mobile repeaters housed in the 34 Mass Decontamination Trailers distributed to fire service agencies statewide, and in each of the Connecticut State Police (CSP)/CTS Telecommunications Engineers' vehicles. Non-government entities may request authorization to operate on the 8Call90/8Tac system by request to the State Public Safety Interoperable Communications Executive Committee which is administered by DEMHS. Coordination of the network is provided through the State Police Message Center based at DESPP Headquarters in Middletown. DESPP maintains a cache of 8Call/8Tac Portable Radios which may be deployed to support specific incidents or for specific situations. This system has been renamed in accordance with National DHS SAFECOM guidance and protocol.

UHF Radio Cache

DEMHS maintains a stockpile of UHF Portable Radios that are available for local government and responder agency use during emergencies. These radios are located at the State EOC. They are intended as a strategic reserve and as such are not deployed unless there is a real or anticipated need. To obtain this resource, municipalities should contact their DEMHS Regional Coordinator or the DEMHS Duty Officer. DEMHS will arrange for deployment with the municipality or requesting agency.

State Tactical On-Scene Channel System (STOCS) Boxes

Fire, Law Enforcement, EMS, Local, State and Federal Agencies in Connecticut operate two-way radio systems using a variety of frequency bands which can make on-scene tactical communications difficult if not impossible. To address this communications gap, DEMHS developed and deployed the State Tactical on-Scene Channel System (STOCS). The STOCS System is designed to utilize existing portable radio equipment, which these departments/agencies use daily, to communicate at an incident regardless of frequency band. The STOCS System allows individuals and groups of responders to communicate when working at the scene of an incident, using their existing portable radio equipment. The System consists of three (3) VHF frequencies, three (3) UHF frequencies and five (5) 800MHz frequencies combined into five (5) interoperability channel groups. DEMHS holds the statewide FCC License for all frequencies used in the STOCS System. The system also includes specific regional and national Interoperability channels. Its intended users include: Local, State, and Federal Fire, Law Enforcement, Emergency Medical Service, Health Departments, Public Works Departments and Emergency Management. Nongovernment entities may request authorization to operate on STOCS by request to the State Public Safety Interoperable Communications Executive Committee administered by DEMHS. The heart of the system is the STOCS Cross Band Repeater unit (CBR).



Using dedicated frequencies in the VHF-Hi, UHF, and 800 MHz band, this device connects all three bands together in a seamless network. The system is designed for tactical use so the STOCS Box range is limited to approximately two miles.

Strategic Technical Reserve

The Connecticut Strategic Technical Reserve consists of 6 800MHz, 5 UHF, 5 VHF and 12 Low Band Base Transmitters 2 UHF and 2 800MHz Tactical Repeaters, and 2 100 ft mobile tower trailers. This equipment is maintained as a reserve to restore Local, Regional, and State Public Safety Communications systems which may have been damaged due to a catastrophic event. In addition, it provides the capability to expand the capacity of local or regional radio systems to expand their capacity for unusual events. The reserve is managed by the State Public Safety Interoperable Communications Executive Committee which is administered by DEMHS. Coordination of deployment requests is provided through State ESF 2 Work Group.

RESOURCES – SUPPLIES

To obtain the resources below, municipalities should contact their DEMHS Regional Coordinator or the DEMHS Duty Officer.

Sandbags

DEMHS and DOT maintain a stockpile of sandbags that are available for local government use during flooding. These sandbags are located across the state at DOT garages in an unfilled state. It is expected that municipalities will pick up the sandbags at the nearest location able to meet the need. They are intended as a strategic reserve and as such are not deployed unless there is a real or anticipated need. To obtain this resource, municipalities should contact their DEMHS Regional Coordinator or the DEMHS Duty Officer. DEMHS will arrange for coordination between the municipality and DOT to have the sandbags made available from the nearest stockpile.

Cots

DEMHS has a stockpile of cots and blankets that are available for local government use during an event that requires shelter operations. These cots and blankets are located across the state. They are intended as a strategic reserve and as such are not deployed unless there is a real need.

Portable Cribs

DEMHS has a stockpile of portable cribs to provide for a safe sleeping environment for infants in emergency shelters. A supply of portable cribs was allocated for each DEMHS Region. They are intended as a strategic reserve and as such are not deployed unless there is a real need.

Generators

DEMHS has a stockpile of **5kw to 15kw** generators for local government use during an emergency situation or event. They are intended as a strategic reserve and as such are not deployed unless there is a real need.

Portable Pumps

DEMHS has a stockpile of small portable pumps for local government use during an emergency situation or event. They are intended as a strategic reserve and as such are not deployed unless there is a real need.

Body Bags

DEMHS has a stockpile of body bags in the case of a mass casualty event.

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All-Hazards Emergency Support Function (ESF) #7: Resource Support and Logistics



State of Connecticut
Department of Emergency Services and Public Protection
Division of Emergency Management and Homeland Security
(DESPP/DEMHS)
in cooperation with the
ESF & Primary and Supporting Agencies and Organizations

August 2014

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CT-ESF-7 Members

CT-ESF-7 Coordinator/Primary Agencies:

- Department of Emergency Services and Public Protection (DESPP)/Division of Emergency Management and Homeland Security (DEMHS)—Coordinator
- Department of Correction (DOC)
- Department of Administrative Services (DAS)

CT Support Agencies:

- Connecticut Military Department/National Guard (CTNG)
- Department of Motor Vehicles (DMV)
- Department of Transportation (DOT)
- Department of Consumer Protection (DCP)
- Department of Energy and Environmental Protection (DEEP)
- Office of Policy and Management
- CT DESPP/CT State Police
- CT DESPP/Commission on Fire Prevention and Control
- CT DESPP/DEMHS—Volunteer Urban Search and Rescue Team

Federal ESF Coordinator/Primary Agency:

-
- Department of Homeland Security, including Federal Emergency Management Agency (FEMA)

Local Partners:

-
- Lead: DEMHS Regional Emergency Planning Teams RESF-7

Private and Public Sector Partners:

-
- Adventist Community Services
 - CT VOAD
 - CT Red Cross
 - United Way 2-1-1
 - Energy, Water, and Communications Utilities
 - Infragard
 - CT Food Association
 - CT Retail Merchants Association
 - CT Business and Industry Association
 - CT Motor Transport Association
 - CT Hospital Association
 - State Approved Vendors list

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1.0 PURPOSE

The Emergency Support Function 7 – Resource Support and Logistics Annex describes in detail the Multi- Agency Coordination that will take place under the Connecticut State Response Framework, specific to resource support and logistics.

2.0 SCOPE

In the event that local governments' resources and capabilities are overwhelmed, ESF-7 will be activated to respond to requests for state assistance. ESF-7 Resource Support supports all emergency functions and is fundamental in the response to and recovery from, every emergency. In order to identify and move resources as they are needed, ESF-7 operations are scalable and adaptable. Requests for resources will be submitted through the DEMHS Regional Coordinator or Duty Officer when the SEOC is not activated and through the SEOC intake desk during SEOC activations. The initial source of personnel, equipment, materials and supplies will come from existing state agencies and resources. Support that cannot be provided from existing state resources may be secured through direct procurement, mutual aid (EMAC or IEMAC), donations management, and/or federal assistance (FEMA).

Support agencies furnish resources to help meet ESF-7 requirements; including procurement personnel and task force and SEOC staff necessary to establish operations effectively. Such support is terminated at the earliest practical time. Department of Administrative Services (DAS) participation, in particular, is critical and ensures all procurement is in accordance with current state laws and administrative regulations.

3.0 INTRODUCTION

- A. ESF-7 supports the resource and logistics needs of all emergency functions of the Connecticut State Emergency Response Framework and the operations of the State Emergency Operations Center (SEOC) by obtaining both internal and external resources during all incident phases.
- B. ESF-7 operations are flexible, scalable and adaptable; and ESF-7 operations are responsive through all levels of Incident Command, including Multi-Agency Coordination systems (MACs) to Unified Command, and to Incident Command Posts (ICP) that are established at the site of an emergency.
- C. ESF-7 manages the supply chain process with a focus on:
 - 1. Identifying requirements in the Preparedness Phase.
 - 2. Providing resources, materials, services, etc. during the response phase of a disaster.
 - 3. Sustaining efforts from initial action through recovery.

- D. ESF-7 performs the following functions with regards to resource support and logistics:
1. Resource planning
 2. Resource identification and location
 3. Resource Procurement (Acquisition)
 4. Facility Activation
 5. Resource tracking and accounting
 6. Resource mobilization, activation and dispatching
 7. Resource delivery
 8. Resource staging
 9. Resource warehousing and storage
 10. Resource distribution
 11. Resource maintenance and testing
 12. Resource, operation and facility demobilization/deactivation
 13. Credentialing of commodities and utilities providers

4.0 SITUATION

- A. The Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security (DEMHS) is the Primary Coordinating Agency for ESF-7, with the Department of Correction and the Department of Administrative Services as the lead agencies for state-level emergency logistics activities.
- B. Local resources may be quickly depleted during emergencies, requiring support from other municipalities through the Intrastate Mutual Aid Compact, state agencies, the federal government, private providers, from other states through the Emergency Management Assistance Compact (EMAC), or from other jurisdictions outside of the United States through the International Emergency Assistance Compact.
- C. ESF-7 operations include activating the following Task Forces:
- Commodities Task Force (CTF)
 - Fuel/Generator Task force (FTF)
 - Donations Management Task Force (DMFT)
 - Interagency Debris Management Task Force (IDMTF)
- D. Resources may be “pulled” to the site by local level requests to the state. CT DEMHS and FEMA may also decide to proactively “push” or pre-position resources to or near an emergency or disaster site without specific local requests during catastrophic incidents.
- E. During catastrophic incidents, it is possible that some needed private industry resources may be under exclusive contract to FEMA. In such events, ESF-7 will coordinate through the Federal Coordinating Officer to get a portion of those resources.
- F. For information on the process for acceptance, management and distribution of donated materials, services, personnel, monetary, facilities, etc. (either solicited or unsolicited) refer

to the Volunteer and Donations Management Task Force and the Commodities Task Force standard operating procedures.

- G. ESF-7 covers the scope of activities required for the range of most likely-to-catastrophic events. Although some level of resource support and logistics will be required for the State's response to most emergencies, only a catastrophic event would require most of the capabilities of ESF7.

5.0 ASSUMPTIONS

- A. The need for resource support and logistics increases as the scope, complexity, intensity and duration of an emergency increases.
- B. Local jurisdictions will exhaust their resources and capabilities, including mutual aid, before requesting assistance from the state.
- C. Subject to federal and state declarations and authorizations, the federal government will provide funds and assistance when requirements exceed our capability.
- D. Responses to two separate disasters could be required simultaneously.

6.0 CONCEPT OF OPERATIONS

- A. Planning and preparedness objectives are established through periodic gap analysis which addresses identified hazards. Shortfalls are systemically prioritized and addressed through a variety of means including budgeting, contracts, mutual aid, EMAC, MOUs, Statewide Fire Response Plan, Regional Emergency Response Plans, contracts, public-private partnership, etc.

B. Overview of ESF-7 within the Activation System

1. Situation Awareness & Monitoring

- a. DEMHS will evaluate information, and coordinate with personnel in order to determine the extent of ESF-7 support projected to be needed.
- b. If it is assessed that the situation will escalate, contact will be established with federal resource and logistics personnel at FEMA Region I to determine timetables and configurations for emergency activities.

2. Partial Activation Response Operations

- a. DEMHS will notify/activate ESF-7 personnel as needed for State EOC operations.

b. ESF-7 will maintain coordination with State EOC personnel in order to identify and address ESF-7 missions and determine the potential need to activate ESF-7 Task forces.

c. ESF-7 will maintain contact with federal resource support and logistics personnel at FEMA Region I in order to coordinate state/federal operations as needed.

d. ESF-7 will coordinate state ESF-7 activities with local emergency managers in affected municipalities through the DEMHS Regional Coordinators.

e. ESF-7 will activate state-level logistics facilities and assign ESF-7 Teams as needed.

3. Full Activation Response Operations

a. Continue activities listed in Partial Activation.

b. FEMA may “push” the following Execution Schedule resources to a Federal Operations Staging Area (FOSA), a State Staging Area or a State/Local Receiving and Distribution Center as determined by ESF-7.

- Food
- Water
- Tarps/Plastic Sheeting
- Cots/Blankets
- Personal Hygiene Kits
- Generators

C. Resources Fulfillment Cycle

1. Under the Resource Fulfillment Cycle, ESF-7 monitors the rise, decline and evolution of requested deployed and demobilized resources throughout the operational periods of the emergency.

2. Specific actions for the Resource Fulfillment Cycle may be documented in the Incident Action Plan (ICP) developed at the State EOC for each operational period of state-level response.

3. Resource requirements at the site of an emergency can alter rapidly and unexpectedly. In order to anticipate and fulfill these requirements, ongoing communications and interaction between the local emergency management, personnel

at state logistics facilities, ESF-7 personnel at the SEOC and MAC must be constantly maintained.

4. State and Federal logistics personnel coordinate to ensure capabilities are mobilized and deployed over time as needed.

D. Demobilization

1. As state-level response and recovery operations diminish, state capabilities can be reduced in the field in coordination with local, state and federal personnel at the site of the emergency and with ESF-7 personnel in the State EOC.

2. State-owned capabilities used for emergency response and recovery that are not expendable and must be returned to the state following an emergency will be recovered by or in coordination with the state agencies that own the property. State agencies may coordinate with the State EOC for support to recover and transport the resources from the site and return them to their original location or a location agreed upon among the coordinating state agencies.

4. State ESF-7 will work with local emergency management officials to document issues related to the delay of returnable equipment and/or repairs needed or lost equipment.

5. ESF-7 after-action activities include identifying shortfalls, developing corrective action plans and capturing best practices to improve state resource management and logistics.

6. State ESF-7 will work with local emergency management officials to document issues related to the delay of returnable equipment and/or repairs needed or lost equipment.

7. ESF-7 after-action activities include identifying shortfalls developing corrective action plans and capturing best practices to improve state resource management and logistics.

7.0 ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. ESF-7 Support Agencies will work together during response to state-level emergencies as a coherent, functional team to integrate and facilitate resource identification, procurement, tracking, mobilization, delivery, staging, warehousing, distribution, maintenance, demobilization and recovery to support the expeditious completion of response missions.

2. The Logistics Section and the Finance/Admin Section of the SEOC will assist ESF-7 to obtain support which cannot be provided from existing state resources through direct

procurement, mutual aid (e.g., EMAC), donations management, and/or federal assistance (FEMA).

B. Assignment of Responsibilities

1. Connecticut Department of Emergency Services and Public Protection/Division of Emergency Management and Homeland Security (DESPP/DEMHS) – Primary Coordinating Agency working in conjunction with the Department of Correction, which is the lead of the Commodities Task Force, and the Department of Administrative Services, which is the lead procurement agency. DEMHS may perform these functions, or assign them to the Commodities Task Force:
 - a. During emergencies, review resource requests from state departments and municipalities and identify state, private or volunteer providers of resources.
 - b. Stand up the Resource Request Management Unit under the Operations Section at the EOC. Depending on the scope of the emergency, the Operations Section Chief may designate staff to the Resource Management Unit, including designating a Resource Request Manager for one or more DEMHS Regions. The Resource Management Unit at the State SEOC is responsible for receiving and processing incoming information and requests for assistance. Most requests will be assigned to a state agency or to one of the established ESF Task Forces (e.g., Commodities, Generators and Fuel, Mass Care, Utilities Restoration.) The Resource Request Management Unit Leader will maintain an awareness of the overall process and handle any requests that do not come from a municipality or fall into an easily identified category.
 - c. Act as the Point of Contact when federal resources are “pushed” into the state and coordinate these activities with State EOC, state ESF-7 agencies and personnel, local emergency management directors and Incident Commanders as needed.
 - d. Provide personnel as needed to support emergency operations in the State EOC and the Joint Field Office (JFO) as necessary, including possible activation of volunteer Urban Search and Rescue Team to provide logistics support.
 - e. Provide training and drills/exercises for ESF-7 staff.
 - f. Ensure that ESF-7 remains compliant with NIMS and other federal guidance as required.
 - g. Ensure that information on the appropriate credentialing procedures is disseminated to state and local law enforcement as well as to commodities and utilities providers.

2. Connecticut Department of Administrative Services (DAS)—Lead Procurement
 - a. Provide procurement staff to the Finance/Admin Section to support ESF-7.
 - b. Provide personnel as needed to support emergency operations in the State EOC
 - c. Approve suspension of purchasing and contracting requirements as defined in Chapter 58, Sec 4a-57 of the Connecticut General Statutes.
 - d. Develop and maintain the Department of Administrative Services (DAS) Emergency Response Supplies, Services and Equipment: A Reference Guide to Statewide Contracts for the CT Department of Emergency Services and Public Protection, Division of Management & Homeland Security (June 3, 2014). This manual is a reference guide for DESPP/DEMHS to obtain specific supplies, services and equipment for emergency situations. The manual contains DAS/Procurements Division 24-hour contact information, contract reference index and detailed listing and emergency purchasing card information.
3. Connecticut Department of Motor Vehicles—Lead F/G TF
 - a. Provide personnel and supervision for the Fuel/Generator Task force
4. Connecticut Department of Correction—Lead CTF
 - b. Provide personnel and supervision for the Commodities Task force
 - c. Provide personnel and equipment as needed to support ESF-7 functions.
5. Connecticut Military Department/CT National Guard
 - a. Provide personnel and equipment as needed to support ESF-7 functions, including the operations of the Commodities Task Force including the State Staging Area and commodities distribution and transportation.
6. Connecticut Department of Transportation (DOT)
 - a. Provide recommendations, briefings and maps on routes identified for the delivery of capabilities.
 - b. Identify issues that will or could affect routes and impact delivery of capabilities.
 - c. Provide personnel and supervision for the Interagency Debris Management Task Force.
7. CT DESPP Division of Connecticut State Police
 - a. Provide assistance re safe transport of commodities
8. CT DESPP Division of Fire Prevention and Control
 - a. Provide logistics support as needed.

9. Connecticut Department of Energy and Environment Protection (DEEP)—
Lead for IDMTF
 - a. Provide personnel and supervision for the Interagency Debris Management Task Force
10. Connecticut Department of Consumer Protection
 - a. Provide personnel for the Interagency Fuel/Generator Task force

C. ESF-7 Task Forces

1. Commodities Task Force

DOC leads this Task Force with support of the CTNG and other private and public sector partners. Among other duties, the Commodities Task Force may be activated to promote timely delivery of material and equipment into the disaster area, including establishing and operating the State Staging Area.

See the Commodities Task Force – Commodities Distribution SOP attached.

2. Fuel and Generator Task Force

Department of Motor Vehicles leads this task force, which is made up of DMV, DEMHS, DOT, DAS, CTNG, DCP, and other fuel partners including the Independent Connecticut Petroleum Association, the Connecticut Chapter of the National Propane Gas Association, the Motor Transport Association of Connecticut and the Connecticut Petroleum Council. Its mission is the restoration and provision of emergency fuel, and generators for power needs.

See the Fuel/Generator Task Force Guidance attached.

3. Volunteer and Donations Management Task Force

Function of the SEOC Finance/Admin section. The purpose of Donations and Volunteer Management is to assign responsibilities and organize activities associated with funds, goods, services, time, and/or talent offered by a variety of sources in response to an emergency or disaster, and to make the best use of these offered items if, and when, they are received. The State of Connecticut has an agreement with Adventist Community Services to assist with large scale donations management within Connecticut. Working with FEMA, the State also has an agreement with Aidmatrix to provide a computer-based tracking system.

See the Volunteer and Donations Management guidance attached.

4. Interagency Debris Management Task Force (IDMTF)

DEEP leads this Task Force, with DESPP/DEMHS and DOT assisting with leadership responsibilities. CTNG, Northeast Utilities and United Illuminating support the IDMTF and other agencies/organizations may be requested to participate on the Task Force as necessary (DPW, DOL, DESPP/CSP, DMV, DPH, FEMA and others). The IDMTF works to facilitate the removal, management, collection and disposal of all debris generated from a catastrophic natural hazard event such as a Category 3 hurricane.

Information on the IDMTF can be found:

www.ct.gov/deep/lib/deep/waste_management_and_disposal/debris_management/conceptofoperationsplanfordisasterdebrismanagement.pdf

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Attachment 1

National Incident Management System (NIMS) - Managing Resources

1. **Identify Requirements:** When an incident occurs, personnel who have resource management responsibilities should continually identify, refine, and validate resource requirements. This process includes identifying:
 - What and how much is needed.
 - Where and when it is needed.
 - Who will be receiving or using it.

Resource availability and requirements constantly change as the incident evolves. Coordination among all response partners should begin as early as possible, preferably prior to incident response activities.

2. **Order and Acquire:** Standardized resource-ordering procedures are used when requests for resources cannot be fulfilled locally. Typically, these requests are forwarded first to an adjacent locality or region and then to the State. Decisions about resource allocation are based on organization or agency protocol and possibly the resource demands of other incidents. Mutual aid and assistance resources will be mobilized only with the consent of the jurisdiction that is being asked to provide the requested resources. Discrepancies between requested resources and those available for delivery must be communicated to the requestor. Incident resources mobilize as soon as they are notified through established channels.

3. **Mobilize:** Mobilization notifications should include:
 - The date, time, and place of departure.
 - Mode of transportation to the incident.
 - Estimated date and time of arrival.
 - Reporting location (address, contact name, and phone number).
 - Anticipated incident assignment.
 - Anticipated duration of deployment.
 - Resource order number.
 - Incident number.
 - Applicable cost and funding codes.
 - When resources arrive on scene, they must be formally checked in.

4. **Track and Report:** Resource tracking is a standardized, integrated process conducted prior to, during, and after an incident to:
 - Provide a clear picture of where resources are located.
 - Help staff prepare to receive resources.
 - Protect the safety and security of personnel, equipment, and supplies.
 - Enable resource coordination and movement.
 - Resources are tracked using established procedures continuously from mobilization through demobilization.

5. **Recover and Demobilize:** Recovery involves the final disposition of all resources, including those located at the incident site and at fixed facilities. During this process, resources are rehabilitated, replenished, disposed of, and/or retrograded.

Demobilization is the orderly, safe, and efficient return of an incident resource to its original location and status. Demobilization planning should begin as soon as possible to facilitate accountability of the resources. During demobilization, the Incident Command and Multiagency Coordination System elements coordinate to prioritize critical resource needs and reassign resources (if necessary).

Nonexpendable Resources (such as personnel, trucks, and durable equipment) are fully accounted for both during the incident and when they are returned to the providing organization. The organization then restores the resources to fully functional capability and readies them for the next mobilization. Broken or lost items should be replaced through the appropriate resupply process, by the organization with invoicing responsibility for the incident, or as defined in existing agreements. It is critical that fixed facility resources also be restored to their full functional capability in order to ensure readiness for the next mobilization. In the case of human resources, such as Incident Management Teams, adequate rest and recuperation time and facilities should be provided. Important occupational health and mental health issues should also be addressed, including monitoring the immediate and long-term effects of the incident (chronic and acute) on emergency management/response personnel.

Expendable Resources (such as water, food, fuel, and other one-time-use supplies) must be fully accounted for. The incident management organization bears the costs of expendable resources, as authorized in financial agreements executed by preparedness organizations. Restocking occurs at the point from which a resource was issued. Returned resources that are not in restorable condition (whether expendable or nonexpendable) must be declared as excess according to established regulations and policies of the controlling jurisdiction, agency, or organization. Waste management is of special note in the process of recovering resources, as resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) are handled according to established regulations and policies.

6. **Reimburse:** Reimbursement provides a mechanism to recoup funds expended for incident-specific activities. Consideration should be given to reimbursement agreements prior to an incident. Processes for reimbursement play an important role in establishing and maintaining the readiness of resources. Preparedness plans, mutual aid agreements, and assistance agreements should specify reimbursement terms and arrangements for:
 - Collecting bills and documentation.
 - Validating costs against the scope of the work.
 - Ensuring that proper authorities are secured.
 - Using proper procedures/forms and accessing any reimbursement software programs.

7. **Inventory:** Resource management uses various resource inventory systems to assess the availability of assets provided by jurisdictions. Preparedness organizations should inventory and maintain current data on their available resources. The data are then made available to communications/dispatch centers, Emergency Operations Centers, and other organizations within the Multiagency Coordination System. Resources identified within an inventory system are not an indication of automatic availability. The jurisdiction and/or owner of the resources have the final determination on availability.

ESF 7 – Resource Support and Logistics

Appendix A.

Commodities Task Force

Commodities Distribution – Standard Operating Procedures



Prepared By:
State of Connecticut SESF # 7
Commodities and Resource Support Group
Department of Emergency Services and Public Protection/
Division of Emergency Management and Homeland Security

Rev 2014.

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ESF 7 – Resource Support and Logistics

Commodities Task Force - Commodities Distribution – Standard Operating Procedures

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Commodities Task Force - Commodities Distribution

Standard Operating Procedures

Section 1. Situation and Assumptions

Situation

A significant storm or man-made threat has struck the State of Connecticut and its approximately 3.5 million residents. There are widespread power outages. Estimates from utility providers indicate it may take weeks if not a month to restore power, even longer in some areas. As a result of prolonged power outages, destruction of residences and property, and/or disruptions to some public water supply systems, it is estimated that over one million residents will require assistance with commodities. Depending on the level of state and federal involvement, the commodities may be as follows:

- Food
- Bottled Water
- Tarps/Plastic Sheeting
- Cots/Blankets

Assumptions

1. The Governor has declared a state of emergency, under Section 28-9 of the Connecticut General Statutes (CGS).
2. A Presidential major disaster or emergency declaration is being considered, is imminent, or has been made. (Note: Federal fiscal disaster reimbursement assistance is not available until a Presidential Disaster is declared, and that there are different thresholds for different programs.)
3. The State Emergency Operations Center (SEOC) is activated and staffed.
4. The Governor, DESPP/DEMHS Deputy Commissioner, the State Emergency Management Director, or their designee, has activated the Commodities Distribution Standard Operating Procedure and the Commodities Task Force (CTF) and State Staging Area (SSA) Team have been stood up.
5. The Governor's Office has ordered, through DEMHS, the establishment and operation of an SSA, i.e., Rentschler Field in East Hartford (or some other adequate facility) and is available for use for as long as necessary for distribution of commodities as listed above to assist the residents in need of life-sustaining emergency supplies.
6. The State has initiated its emergency commodities procurement process.

7. The State has requested federal assistance from FEMA; and the request has been approved, for direct support in the form of food, water, and other commodities and services that might be required by the State.
 - **NOTE:** These will not be provided for at least 72 hours after the disaster has occurred.
8. DEMHS regional offices have been activated and staffed.
9. Local authorities are establishing Local Commodities Points of Distribution throughout the disaster-affected areas and have activated Local Emergency Operations Centers.

SECTION 2. Commodities Task force (CTF) & SEOC Operations / Ordering

For at least 72 hours after a catastrophic disaster occurs, residents and municipal governments will be expected to provide for themselves, without State or Federal assistance. Thereafter, residents and local governments will be provided necessary and appropriate assistance through a coordinated Federal-State-Local disaster assistance delivery system.

Establishment of the Commodities Distribution Task Force (CTF) and State Staging Area (SSA) Operations:

The SSA Team is responsible for receiving, offloading, and staging of commodities from FEMA at the SSA. Once they receive orders from the CTF at the State Emergency Operations Center (SEOC), they fill the order, load trucks, and deliver to town local commodities points of distribution.

At the SEOC, the CTF receives orders for commodities, transmits orders to the SSA team, receives fulfillment information from the SSA team, and reports back to requestors. The SEOC process includes a Commodities Liaison in each affected DEMHS Regional Office, as well as a Regional Information Manager for each affected DEMHS Region at the SEOC. The Commodities Liaisons will be trained DOC employees who are deployed by the DOC as requested by DEMHS. The Commodities Liaisons will be members of the CTF.

Upon activation of the Commodities Distribution SOP, the CTF will establish a daily communications rhythm for commodities ordering, delivery, and status reporting. The CTF reports to the SEOC Operations Section on fulfillments at an established time each day. At the end of the day, the CTF leader is responsible for two (2) reports:

1. Work Assignment Sheets (e.g., ICS 204) – The CTF leader is responsible for coordinating with the SSA Team Leader for the work assignment sheets for both teams which details the who, what, and where of work assignments for the next day's IAP.
2. A report of how many commodities have been ordered and delivered and to how many towns. (May be obtained from Web EOC).

Upon receipt of this information from the CTF Leader, the SEOC Operations Section Chief is responsible to bring this information to the Incident Action Plan (IAP) planning and tactical meetings for inclusion in the IAP and to the Situation Assessment Unit of the Planning Section for inclusion in Situation Reports.

Life-sustaining commodities, specifically food and water, are a priority. Local governments will communicate requirements for food, water and other commodities, using the ***Municipal Commodities Request Form*** to their applicable DEMHS Region Office who will then compile requirements and send to the SEOC. As needed and requested by the State Emergency Management Director or his designee, DOC will provide a CTF Liaison to staff each DEMHS Regional Office.

DEMHS, in conjunction with FEMA and other appropriate organizations represented at the State Emergency Operations Center, will work with DEMHS Regional Offices to determine quantities of life-sustaining commodities required state-wide. FEMA will provide life-sustaining commodities that the State is not able to provide for itself. FEMA-provided commodities will arrive at a State Staging Area (SSA) and will be re-directed by state officials to Local Commodities Points of Distribution operated by local authorities. (See Commodities Distribution Information Flow at Figure A).

Upon activation of the CTF, the CTF, in consultation with representatives of FEMA, representatives of the 2 major electric utility companies (Northeast Utilities and United Illuminating) and the Department of Public Health Drinking Water Supply Unit will determine the initial order of food, water, ice and tarps based on the Army Corps of Engineers (USACE) “needs requirement” model. (*See the website at <http://www.englishlink.usace.army.mil/igp/index.html> .*) This model projects that 40% of persons without power statewide will require food and water and perhaps ice and tarps.

Model results will be tailored in accordance with the practical experience of FEMA representatives and other factors related to the disaster. It is anticipated that commodities orders may be reduced from the numbers indicated in the USACE needs requirement model based on FEMA’s experiences in previous catastrophic disasters around the country.

The initial order of commodities by the state will be enough for a three-day period. The order will be written on a FEMA Action Request Form (ARF) (See Attachment 1) by the CTF and signed by the Governor’s Authorized Representative (GAR), the Alternate GAR (AGAR), or a DEMHS representative in possession of an appropriate letter of authorization from the Governor or GAR/AGAR.

The aforementioned individuals will be authorized to complete and submit Action Request Forms to FEMA and to sign as the “State Approving Official”, obligating the State to pay any required cost share for commodities.

Daily Regional Commodities Orders

After commodities have begun arriving at the SSA, and upon direction from the CTF, each affected DEMHS Regional Office will collect commodities orders each morning from its municipal EOCs to determine requirements for food and water. Remember that orders submitted each day should indicate the next day's requirements.

A regular schedule for the placement of commodities orders will be determined at the beginning of the incident. Each municipality will indicate the number and type of Local Commodities Points of Distribution (Local C-PODs) that will be operating during the upcoming operational period (e.g., 0800 to 2000 for public distribution).

Municipalities requiring commodities for the upcoming operational period must communicate their commodities requirements to the appropriate DEMHS Regional Office through the Municipal Commodities Request Form via Web EOC by a specified time each morning. Other methods of communication may be necessary if Web EOC is not operating, such as fax, email, or phone. Requests received by the DEMHS Regional Office after the daily deadline, will be noted as a "late order."

NOTE: The State will only attempt to fill late orders if there are sufficient supplies of commodities available.

After the initial order, local officials will order commodities daily based on the amount of remaining commodities and on the demands/needs of the public for additional commodities such as ice and tarps. Requests for generators will be forwarded to the Fuel Task Force.

The CTF will communicate the status of commodities requests back through the DEMHS Regional Office to municipalities on a regular schedule, which will be established upon the activation of the CTF. The CTF will provide the municipalities with information on the size of the order, so that the municipalities can make the proper arrangements at their Local C-PODs. The Regional Coordinator may communicate with the municipalities through the Commodities Liaison deployed to the DEMHS Regional Office. (See Commodities Distribution Information Flow at Figure A).

The attached ***Municipal Commodities Request Form*** can be used to determine needed commodities, and to track orders:

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



ESF 7

Municipal Commodities Request Form

Each day, DEMHS Regional Office will collect requirements for food and water. Each municipality will indicate the number and type of Local Distribution Points (LDPs) that will be operating during the upcoming operational period (i.e. 0800 to 2000 for public distribution). Municipalities requiring commodities for the upcoming operational period must communicate their commodities requirements to the appropriate DEMHS Regional Office through this form via Web EOC, or other means of communication by a specified time each morning, if requested to do so. Requests received by the DEMHS Regional Office after the normally scheduled conference call will be passed to the State EOC Operations Group orally or via fax or email and noted as a "late order."

NOTE: The State will only attempt to fill late orders if there are sufficient supplies of commodities available.

Town _____

Requestor _____

Point of Distribution Contact

Name _____

Phone _____

Location _____

Food and Water - Provide the number of people and the anticipated number of days (check if needed):

Food # people _____ # days _____ dates requested: initial date _____ thru _____

Water # people _____ # days _____ dates requested: initial date _____ thru _____

Ice (medical use only) - Provide the number of bags needed.

The Unit of Measure is 8 lbs. each: # bags _____

Cots - Provide the number of cots, with or without blankets and/or the number of blankets.

Cots # _____ with blankets Yes No Blankets only # _____ each

Tarps - Provide the number of tarps needed.

Tarps size is 20' x 25' # _____ each

SECTION 3 – State Staging Area (SSA) Operations

See Appendix B for the Connecticut National Guard Standing Operating Procedure for the Commodities State Staging Area (SSA). Appendix D contains the Suggested List of Equipment for the SSA and Appendix E is the Checklist for the SSA Command Post Administration Area.

SECTION 4 – Inventory Management

Food and water will be distributed to a Local Commodities Points of Distribution (Local C-POD) from the time it commences operation until it ceases operations.

Donations Management

The procedure for accepting donated water only is as follows:

1. Shipments of donated water arriving at the State Staging Area (SSA) will be moved out of line by Access Control Point personnel, and staged in a separate area.
2. The SSA manager will contact the CTF leader at the SEOC, who will request an inspection from the Department of Public Health (DPH).
3. Once inspected and cleared, the water will be moved back into regular inventory for distribution.

If donated commodities other than water arrive at the State Staging Area, they will not be accepted unless specifically authorized on a case by case (i.e., truck by truck) basis by the CTF in coordination with DEMHS, the Military Department, the SEOC Donations Management Task Force and any appropriate state regulatory agency (e.g., DPH, the Department of Consumer Protection.)

SECTION 5. Establishment and Operation of Local Commodities Points of Distribution (Local C-PODs)

The Division of Emergency Management and Homeland Security (DEMHS) will notify local authorities statewide or in appropriate areas of the State if a decision is made by the State to obtain and provide commodities for distribution to local authorities.

Local authorities will determine whether and when to begin commodities distribution operations in their respective municipalities and will be responsible for activating, staffing, equipping and operating pre-identified Local Commodities Points of Distribution (Local C-POD) in accordance with guidance provided by the U.S. Army Corps of Engineers. (*See Supplement or the website at <http://www.enlink.usace.army.mil/jgp/index.html>*)

A municipality must have at least one Local C-POD staffed and equipped before the State will direct commodities to the municipality. See Appendix C for a List of Local Commodities Points of Distribution.

Local Emergency Operations Centers (EOC) will communicate requirements for commodities via a conference call with the appropriate DEMHS Regional Office at a regular established time each day. Other methods of communication may be necessary, such as Web EOC, fax, or satellite phone.

Towns must operate Local C-POD in support of their residents, which must be opened, staffed, and ready to receive commodities as necessary to support operations, including possible 24 hour/7 day a week operations.

A local official at the Local C-POD will be required to receive shipments by signing a **Property Transfer Report** and any other required paperwork provided by the driver.

Local C-POD will immediately notify their local EOC when shipments are received. A CTF member will notify local EOCs of when their shipments are to be expected. A CTF member will also contact local EOCs and confirm receipt of commodities. The CTF member may be a Commodities Liaison stationed at the DEMHS Regional Office.

SECTION 6. Additional Resources

US Army Corps of Engineers – Commodity Distribution Planning Guidance

FEMA – Point of Distribution (POD) Training

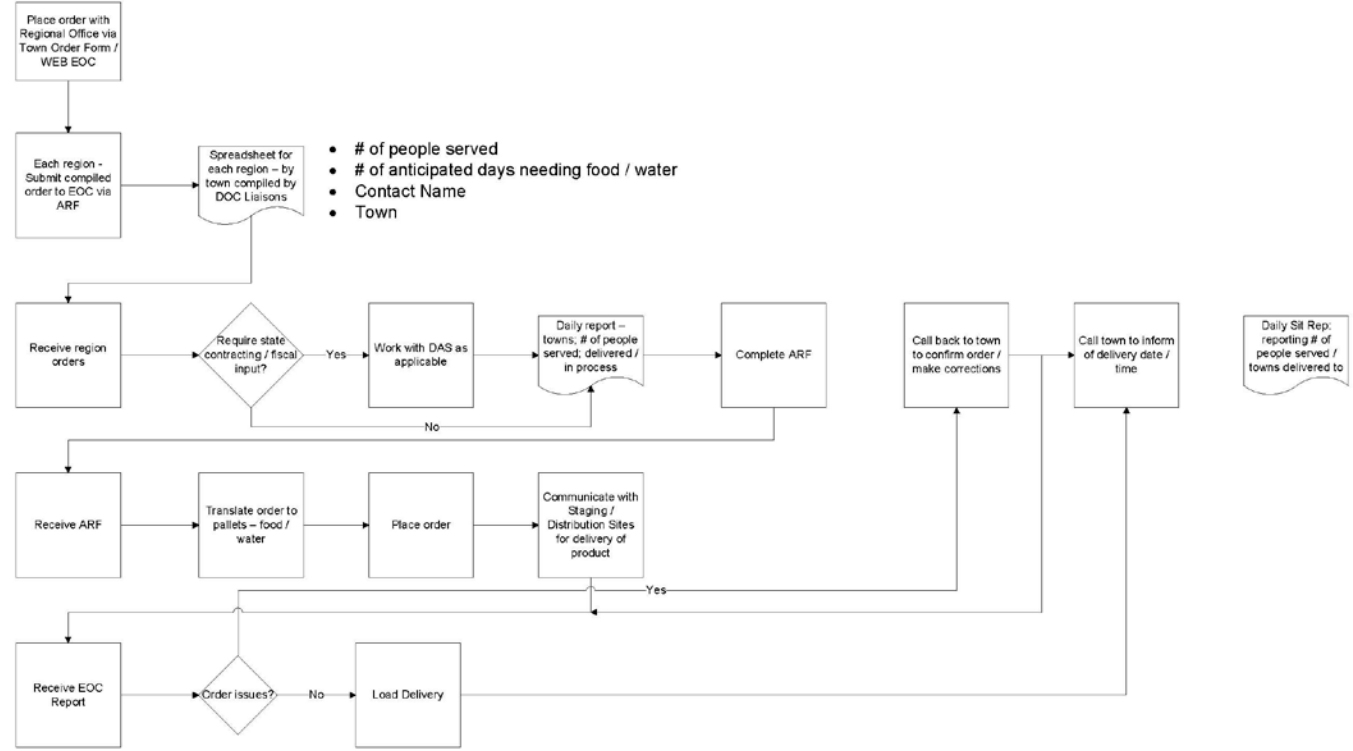
State Response Framework (SRF)

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FIGURE A – Commodities Distribution Information Flow

**Commodities Ordering –
Communication Flow**
UPDATED: 06/01/12

- Towns (7:30 a.m. daily)
- Regions (11:00 a.m. daily)
- Commodities Taskforce (Noon Daily)
- FEMA (2 p.m. Daily)
- State Staging Area (SSA) (Daily)



- Communication Modes**
- WEB EOC
 - Cell Phone
 - Landline
 - Radio
 - Fax

- Commodities Taskforce Members**
- EOC based team – DOC / DESPP
 - 5 Region Liaisons – DOC / DESPP
 - DAS contract sourcing staff
 - DESPP Procurement / Finance staff
 - CT National Guard
 - Chairperson - DOC

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ATTACHMENT 1 – FEMA Action Request Form

U.S. Department of Homeland Security Federal Emergency Management Agency ACTION REQUEST		See Reverse for Paperwork Disclosure Notice	OMB No. 1660-0047 Expires November 30, 2007
I. REQUESTING ASSISTANCE (To be completed by Requestor)			
1. Requestor's Name (Please Print)		2. Title	3. Phone No.
4. Requestor's Organization		5. Fax No.	6. Email Address
II. Requested Assistance (Completed by Requestor)			
1. Description of Requested Assistance:			
2. Quantity	3. Priority: <input type="checkbox"/> Life-saving <input type="checkbox"/> Life-sustaining <input type="checkbox"/> Normal <input type="checkbox"/> High <input type="checkbox"/> Medium		4. Date and Time Needed
5. Delivery Site Location:		6. Site Point of Contact (POC)	
		7. 24 Hour Phone No.	8. Fax No.
9. State Approving Official Signature			10. Date
III. Sourcing the Request - Review/Coordination (Operations Section Only)			
1. <input type="checkbox"/> OPS Review by: _____ <input type="checkbox"/> Log Review by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____ <input type="checkbox"/> Other Coordination by: _____		2. <input type="checkbox"/> Donation <input type="checkbox"/> Other (explain) _____ <input type="checkbox"/> Requisition <input type="checkbox"/> Procurement <input type="checkbox"/> Interagency Agreement <input type="checkbox"/> Mission Assignment	
3. Immediate Action Required <input type="checkbox"/> Yes <input type="checkbox"/> No		4. Date	5. Time Assigned
6. Action Request ESF# Other		7. Assigned to	
IV. STATEMENT OF WORK (Operations Section Only)			
1. OFA Action Officer:		2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Officer:		5. 24 Hour Phone No.	6. Fax No.
7. Justification / Statement of Work:			
8. Estimated Completion Date:		9. Cost Estimate:	
V. Action Taken (Operations Section Only)			
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected <input type="checkbox"/> Accountable Property/Coordinated with APO			
Disposition:			
TRACKING INFORMATION (FEMA USE ONLY)			
ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event #:	<input type="checkbox"/> Originated as verbal
Received by (Name and Organization):	State:	Date/Time Submitted:	

FEMA Form 90-136, NOV 04 (This particular form has been updated for compatibility with DART)

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APPENDIX A

Field Communications

If necessary and requested, DEMHS may provide a low-band radio and a radio-equipped DEMHS agency vehicle with low-band radio and satellite radio to the State Staging Area (SSA) Command Post for communications with the State EOC. The low-band radio in the Command Post will operate on DEMHS low-band Frequency 2 and will communicate with a dedicated DEMHS low-band radio at the EOC specifically assigned to communicate with the SSA Command Post.

FEMA will provide communications between and among its management team representatives and other FEMA representatives and staff.

DEMHS will arrange for Amateur Radio support, if necessary, at the SSA Command Post through the Civil Air Patrol.

If necessary, DEMHS may request AT&T to provide a mobile cell tower and cell phones to provide cellular communications at the SSA.

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Appendix B

CT NATIONAL GUARD STANDING OPERATING PROCEDURE (SOP)

FOR THE

COMMODITIES STATE STAGING AREA (SSA)

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- 1. PURPOSE**
- 2. APPLICABILITY**
 - a. CONCEPT OF SUPPORT**
- 3. ACTIONS UPON RECEIPT OF MISSION**
- 4. RESOURCE REQUIREMENTS**
 - a. BASIC SITE REQUIREMENTS**
 - b. BASIC MANPOWER REQUIREMENTS**
 - c. EQUIPMENT REQUIREMENTS**
 - d. EXTERNAL STAFFING REQUIREMENTS**
- 5. BATTLE RHYTHM**
- 6. MATERIAL RELEASE ORDER FLOW CHART**
- 7. REPORTS AND TRACKERS**
 - a. PERSONNEL**
 - b. TRANSPORTATION**
 - c. MATERIAL MANAGEMENT**
 - d. TOC (BATTLE CAPTAIN/MESSAGE CENTER)**

1. **PURPOSE:** This SOP outlines the responsibilities and resource requirements of HQ, 143rd CSSB while performing Commodity Distribution at a State Staging Area (SSA) in support of civil authorities.
2. **APPLICABILITY:** This SOP applies to all personnel assigned, attached or under the operational control of HQ, 143rd CSSB.
 - a. **CONCEPT OF SUPPORT:** HQ, 143rd CSSB establish a central SSA in support to civil authority.
 - i. Receives, offloads, stores, accounts for, and distributes commodities ICW CT-DOC.
 - ii. Provides a centralized/semi-centralized commodity pick up point for affected municipalities.
 - iii. Provides a scalable force capable of delivering supplies to severely affected areas on a limited basis

3. ACTIONS UPON RECEIPT OF MISSION

- a. **MISSION ANALYSIS:** The staff will analyze WARNO/OPORD for site suitability, trafficability and manning requirements and the Officer in Charge (OIC) will report capabilities and shortcomings to headquarters.
- b. **ALERT ROSTER:** Entity chosen to complete mission will call all members to gauge initial staffing capabilities.
- c. **CONTRACTING REQUESTS AND STAFFING:** OIC will request support for both equipment and manpower that the organic entity cannot sustain on its own to headquarters.
- d. **SITE OCCUPATION:** Advanced Party will coordinate and prepare the site for occupation by main body effort. Main body falls in and is prepared to officially activate the SSA and distribute commodities by times dictated within the Operations Order.
- e. **ESTABLISH INITIAL OPERATING CAPABILITY**
- f. **ATTAIN FULL OPERATING CAPABILITY**

4. RESOURCE REQUIREMENTS

- a. **Basic Site Requirements** (to establish and run Commodity Distribution Operations) the site should be at a minimum:
 - a relatively open area approx. 500m x 2000m
 - contain a strip of paved road 1500' long

- provide sufficient onload/offload and transfer areas
- centrally located to the affected towns and municipalities
- provide adequate access to major roadways (i.e. Interstates 91, 84 and 95) without causing significant congestion

b. Basic Manpower Requirements

i. Tactical Operations Center (TOC) Staff

- 1. Battalion Commander/OIC (SSA Supervisor):** Exercises Command and Control (C2) over all personnel assigned to the mission while advising headquarters on the status of external logistical support.
- 2. Executive Officer:** Serves as the Chief of Staff, directing and supervising the staff on site. Oversees the coordination between headquarters and subordinate units.
- 3. Battalion Command Sergeant Major/NCOIC:** Supervises all enlisted personnel and responsible for the execution of all orders issued by OIC.
- 4. Support Operations Officer (SPO):** Develops the Sustainment Plan and Integrates external support.
- 5. Battle Captain (BC):** Is responsible for managing the Operations Center distributes Warning, Operations and Fragmentary Orders as they are published.
- 6. Message Center Monitor:** Responsible for managing correspondence. Ensures messages are directed to the correct individuals and keeps a running log of all correspondence, to include RFIs.
- 7. S1 OIC and NCOIC (Personnel):** Provides administrative/personnel support to SM called to duty on the SSA (process payroll information, awards, and medical care, etc.)
- 8. S3 OIC and NCOIC (Operations):** Manages current operations, advises the BC to any change in mission, and delivers reports to HHQ headquarters as needed. Works hand-in-hand with the Battle Captain to ensure all orders are properly produced and distributed in a timely manner.
- 9. S4 OIC and NCOIC (Supply):** Responsible for managing the internal logistic of the unit to sustain operations. Accounts for all equipment, tracks usage, ensures mess and maintenance service operations are completed. Prepares analysis of organic equipment in order to process requests for necessary

resources from outside organizations. Manages fuel consumption as well as contracting of equipment not organic to the operation.

10. S6 OIC and NCOIC (Communications Support): Develops and executes the communications plan to ensure the unit has all required capabilities, provides on-site technical support and assistance.

11. Transportation OIC/NCOIC: Assists the SPO in planning and coordinating transportation (distribution) support missions, analyzes internal assets to determine capabilities, designates routes, assesses and advises the trafficability of routes.

12. Material Management OIC/NCOIC: Receives external municipality requests from Material Management Cell and processes them in conjunction with the Transportation section. Issues reports of on hand and delivered commodity quantities and creates Material Release Orders (MROs) to be signed by Department of Corrections and Town representatives.

13. Distribution Representative: Reports all internal transportation capabilities directly to the Transportation section. Assigns vehicles and drivers for missions based on MROs. Tracks missions as they depart the SSA, complete download and return to the SSA and reports status to Battle Captain.

14. Medics: Responds to any injury sustained during SSA Operations. Provides transportation to external medical facility (as required).

15. Fuelers: Responsible for ensuring all vehicles are fueled and reports usage to the S4. Oversees all refueling operations, to include fueling organic vehicles and rental equipment (if required).

ii. Commodity Distribution (Yard) Staff

1. Officer in Charge/NCO in Charge: Oversees all loading and unloading operations within the Distribution Point. Enforces all safety regulations/shift changes and interacts with TOC personnel as needed in order to manage the flow of traffic in/out of the SSA.

2. Commodity Upload OIC: Oversees the loading of commodities into vehicles. Ensures the correct count and signs off on MROs prior to any mission leaving the SSA.

3. Commodity Download OIC: Oversees the offloading of all commodities into the yard. Provides Material Management with an exact count by pallet. Interacts with the Yard OIC and reports capabilities as needed.

4. **Forklift Operators:** Licensed personnel capable of operating both military and commercial forklifts for both Upload/Download operations within the SSA.
 5. **General Workers:** Provide site support as required.
 6. **MRO NCOIC:** Provides Upload OIC with a copy of the MRO and works with forklift/pallet jack operators to load a truck for shipment.
 7. **FEMA Order Representative:** Works with CT-DOC representative and FEMA driver in order to ensure the proper paperwork is completed prior to downloading commodities from a FEMA truck into the SSA.
 8. **Truck Drivers:** Licensed personnel capable of operating vehicles designated to deliver commodities to municipalities per MRO request.
 9. **Assistant Drivers:** Personnel (preferably licensed on the designated vehicle) who serve as chief navigator and inspector of all loads. Ensures vehicle is properly serviced and maintained in case it is designated for a shipment on a moment's notice.
 10. **Security Personnel:** Responsible for directing the flow of traffic in and out of the SSA at points designated by the SPO. Security OIC will report to the SPO and provide reports to security breaches and concerns as necessary.
 11. **Runners:** Responsible for relaying messages and MROs to and from the TOC.
- iii. **Basic Equipment Requirements** (Quantities of Equipment dependent on size of chosen site and scale of operation and determined once the unit has completed a recon of the site). Initially identified requirements are listed below.
- *Light Sets
 - *Portable Toilets/Latrines (Port-o-Lets)
 - *Yard Ramp, 36', portable, 20,000lb capacity
 - *Tentage [Drash] (Operations Center, Warming/Break, Mess, Sleep, etc.)
 - *Portable or fixed loading ramps (facility dependent)
 - *Trailer, 48', single-drop 2/beavertail load rams
 - Command Trailer
 - *Forklifts (to include Propane Tanks for immediate fuel resupply)
 - Water Buffalos
 - *Pallet Jacks
 - Handheld Radios (For internal communications between TOC, Yard and Security Personnel)
 - Laptops

- Mi-Fi/Wi-Fi Connectivity Cards (Internet Access)
- Plug-and-Play Printers
- Fueler (HEMTT M978 with Environment Spill Kit)
- Engineer/Caution Tape
- *Traffic Cones
- M915 Tractors with flatbed Semi-Trailer
- 15-PAX Vehicle
- 7-PAX Vehicle
- Gators
- *Traffic Signs
- Cell phones
- Field Ambulance (for Medics)
- Tactical Vehicles (for Entry Control Points/Security Detail) w/comms

*Note: State contract support required

iv. External Staffing Requirements

1. **Material Management Cell (MMC):** Directly coordinates with DEMHS and FEMA representation in Hartford and higher headquarters to processed and vet incoming commodity requests from municipalities. MMC calculates town needs and provides MROs to SSA.
2. **Department of Corrections Signature Authority:** Accept all incoming FEMA commodities on behalf of the State of Connecticut and accounts for all outgoing commodity shipments delivered to municipalities.
3. **Entry Control Point/Security Detail:** Provides SSA security by ensuring only approved vehicles and personnel enter/leave the SSA. Directs flow of traffic, provides guidance on possible choke points/unsafe areas and reports incidents to the TOC.

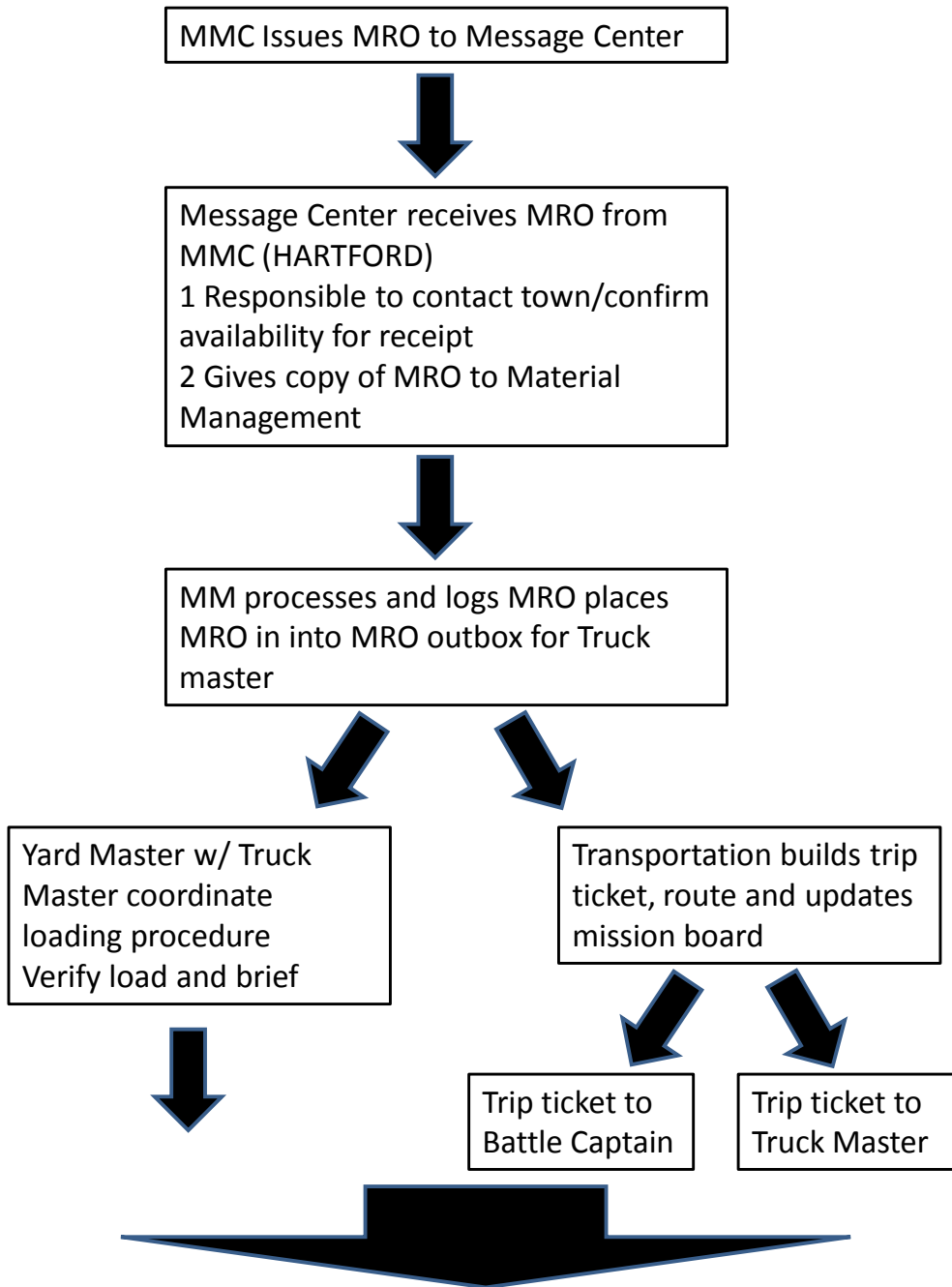
5. BATTLE RHYTHM

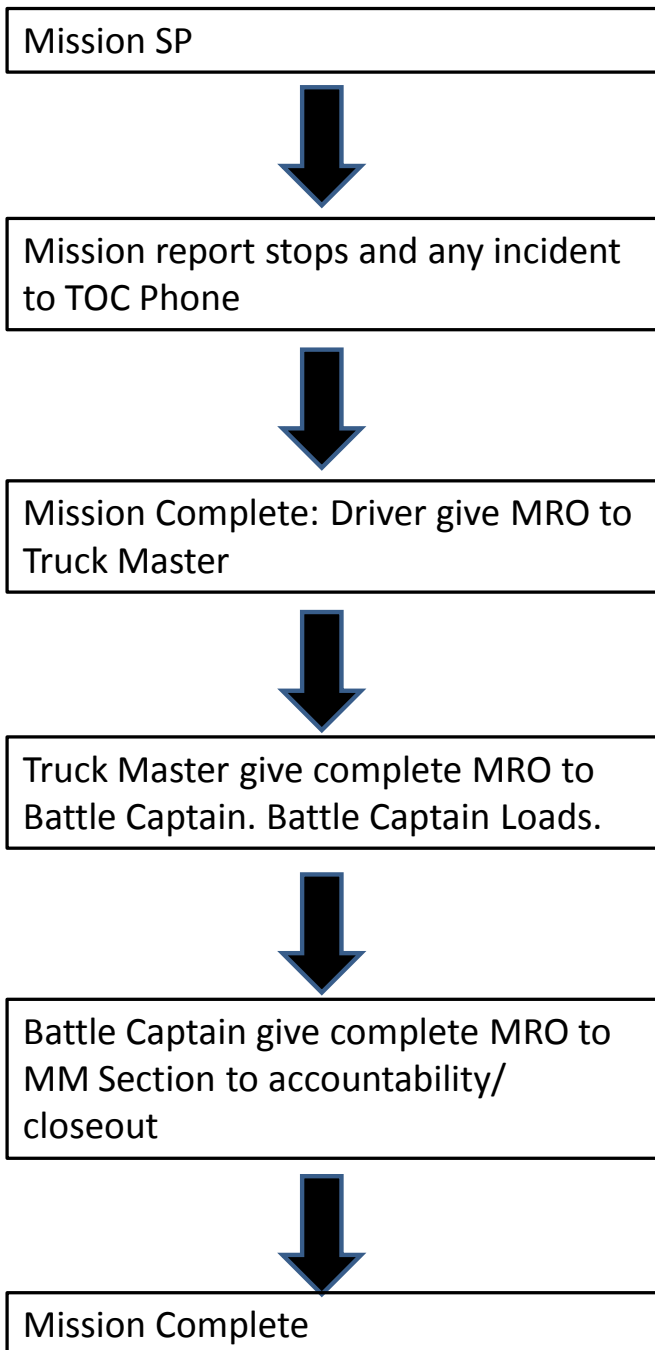
This battle rhythm is based on three, nine-hour shifts, to include reports due to HHQ headquarters.

ALL REPORTS AND TIMES ARE SUBJECT TO CHANGE BASED ON MISSION ANALYSIS, HIGHER HEADQUARTERS (HHQ) INTENT AND THE SITE OIC'S RECOMMENDATIONS.

TIME	ACTION	METHOD/LOCATION
0400	GREEN ONE REPORT DUE	VIA EMAIL TO HHQ
0400	LOGSTAT REPORT DUE	VIA EMAIL TO HHQ
0400	STORM REPORT DUE	VIA EMAIL TO HHQ
0400	COMMODITIES DISTRIBUTION REPORT DUE	VIA EMAIL TO HHQ
0700	TOC SHIFT CHANGE BRIEF	TOC
0730	TOC SHIFT CHANGE	TOC
1000	COMMODITIES DISTRIBUTION REPORT DUE	VIA EMAIL TO HHQ
1500	GREEN ONE REPORT DUE	VIA EMAIL TO HHQ
1500	LOGSTAT REPORT DUE	VIA EMAIL TO HHQ
1500	STORM REPORT DUE	VIA EMAIL TO HHQ
1500	COMM. DISTRO REPORT DUE	VIA EMAIL TO HHQ
1500	OIC SITREP	TOC
1500	TOC SHIFT CHANGE BRIEF	TOC
1530	TOC SHIFT CHANGE	TOC
2300	TOC SHIFT CHANGE BRIEF	TOC
2330	TOC SHIFT CHANGE	TOC

6. MATERIAL RELEASE ORDER FLOW CHART





7. REPORTS AND TRACKERS

All Reports and Trackers can be found via AKO/GKO by following this link: TBD.

- a. S-1 (Personnel)
 - i. Green One (Daily Personnel Strength Report)
 - ii. Green Two (Daily Sick Call/Injury Report)

- b. TRANSPORTATION SECTION
 - i. Cult/Deadline Report
 - ii. Mission Board Tracker
 - iii. Trip Ticket Format

- c. MATERIAL MANAGEMENT SECTION
 - i. Commodity Distribution Report
 - ii. On-Hand Quantity Tracker

- d. TOC REPORTS (BATTLE CAPTAIN/MESSAGE CENTER)
 - i. Toc Duty Officer Log
 - ii. RFI Log/Tracker
 - iii. Sitrep Format for Shift Change

 - iv. S-4 (Supply)
 - v. Commodities Tracker

 - vi. Reports/Trackers for HHQ Headquarters
 - vii. Commodities Executive Summary (for MMC)
 - viii. Material Management Cell Contact Roster

**ESF 7 Resource Support and Logistics
Commodities Distribution Standard Operating Procedure**

APPENDIX C

List of Local Commodities Points of Distribution

Town	Local C-POD Name & Address	Local C-POD Type	Region #
6/11/08			
Andover	Andover Elementary School 35 School Rd, Andover	III	3
Ansonia	Ansonia Public Works North Division St, Ansonia	II	2
Ashford #1	Ashford Senior Center 25 Tremko Lane, Ashford	III	4
Ashford #2	Cedar Hollow Shoppes Plaza 141 Nott Highway, Ashford	III	4
Avon	Avon Public Works 11 Arch Rd, Avon	II	3
Barkhamsted	Barkhamsted Elementary School 65 Ripley Hill Rd, Barkhamsted	III	5
Beacon Falls	Beacon Falls Fire House 35 North Main St, Beacon Falls	III	5
Berlin	Sage Park 1517 Berlin Turnpike, Berlin	II	3
Bethel #1	Bethel High School Parking Lot 3000 Whittlesey Drive, Bethel	III	5
Bethel #2	Bethel Municipal Center 1 School Street, Bethel	III	5
Bethlehem	Bethlehem Elementary School 92 East St, Bethlehem	III	5
Bloomfield	Bloomfield High School 5 Huckleberry Lane, Bloomfield	III	3
Bolton	Notch Rd Municipal Center/Bolton Center School 104-108 Notch Rd, Bolton	III	3
Bozrah	Bozrah Dept. of Public Works 227 Fitchville Rd, Bozrah	111	4
Branford	Wal-Mart Lot 120 Commercial Parkway, Branford	II	2

Bridgeport #1	Food World Parking Lot 345 Huntington Turnpike, Bridgeport	I	1
Bridgeport #10	Shaw's Supermarket Parking Lot 500 Sylvan Ave, Bridgeport	II	1
Bridgeport #11	General Electric Parking Lot 1285 Boston Ave, Bridgeport	3 IIIs	1
Bridgeport #12	United Technologies Sikorsky Aircraft Parking Lot 1043 South Ave, Bridgeport	III	1
Bridgeport #13	Stop & Shop Supermarket Parking Lot 2600 Madison Ave, Bridgeport	III	1
Bridgeport #2	Veterans Park 4450 Park Ave, Bridgeport	I	1
Bridgeport #3	Brookside Shopping Center 4537 Main St, Bridgeport	I	1
Bridgeport #4	Bullard Havens Technical Vocational School Athletic Field Parking Lot 500 Palisade Ave, Bridgeport	II	1
Bridgeport #5	Bob's Discount Furniture Parking Lot 815 Lafayette Blvd, Bridgeport	I	1
Bridgeport #6	Harbor Yard Parking Lots corner of Broad & Allen Sts, Bridgeport	2 Is	1
Bridgeport #7	Shoreline Star Parking Lot 165 Kossuth St, Bridgeport	I	1
Bridgeport #8	Sikorsky Memorial Airport Parking Lot 1000 Great Meadows Rd, Bridgeport	II	1
Bridgeport #9	Captain's Cove Marina/Seaport 1 Bostwick Ave, Bridgeport	II	1
Bridgewater	Bridgewater Fire Dept. 100 Main St South, Bridgewater	II	5
Bristol	Bristol Senior Citizens Center 240 Stafford Ave, Bristol	II	3
Brookfield	Brookfield High School 45 Longmeadow Hill Rd, Brookfield	III	5
Brooklyn	Brooklyn Fairgrounds Canterbury Rd (RT 169), Brooklyn	III	4
Burlington	Burlington Town Hall 200 Spielmen Highway, Burlington	III	3
Canaan	Canaan Municipal Offices 108 Mains St, Canaan	III	5

Canterbury	Brom's Restaurant Parking Lot 180 Westminster Dr (RT 14) between Municipal Dr and Knollwood Dr, Canterbury	III	4
Canton	Mill Pond Recreation Center 10 East Hill Rd, Canton	III	3
Chaplin	Chaplin Town Hall 495 Phoenixville Rd (RT 198) Chaplin	III	4
Cheshire	Cheshire Community Pool Parking Lot 520 Main St, Cheshire	I, II, or III	2
Chester	Chester Airport 61 Winthrop Rd, Chester	III	2
Clinton	Morgan High School Killingworth Turnpike, Clinton	?	2
Colchester #1	Colchester Recreation Complex 215 Old Hebron Rd, Colchester	II	4
Colchester #2	Bacon Academy High School 611 Norwich Ave, Colchester	II	4
Colebrook	Colebrook Senior/Community Center 562 Colebrook Rd, Colebrook	III	5
Columbia #1	Columbia DPW Highway Garage 89 RT 6, Columbia	III	4
Columbia #2	Old Fire House 166 RT 66, Columbia	III	4
Cornwall	Cornwall Consolidated School 5 Cream Hill Rd, Cornwall	III	5
Coventry	Coventry Town Hall 1712 Main St., Coventry	II	4
Cromwell	Pierson Park 5 West St, Cromwell	III	3
Danbury	Danbury Municipal Airport Wibling Rd, Danbury	III	5
Darien #1	Middlesex Middle School 204 Hollow Tree Ridge Rd, Darien	II	1
Darien #2	Darien High School 80 High School Lane, Darien	II	1
Darien #3	Darien Town Hall 2 Renshaw Rd, Darien	II	1
Deep River	John Winthrop Jr. High 1 Winthrop Rd, Deep River	III	2

Derby #1	Derby High School Front & Rear Parking Lots 8 Nutmeg Ave, Derby	III	2
Derby #2	Bradley School Front Parking Lot David Humphrey Rd, Derby	III	2
Durham	Durham Fairgrounds RT 17 & Canfield Lane, Durham	II	2
East Granby	East Granby Middle/High School 95 South Main St, East Granby	III	3
East Haddam	East Haddam Industrial Park Mathews Dr, East Haddam	III	3
East Hampton	Center School Bevin Blvd, East Hampton	III	3
East Hartford	Former Showcase Cinemas Parking Lot 936 Silver Lane, East Hartford	I	3
East Haven	East Haven High School 35 Wheelbarrow Lane	III	2
East Lyme	Lillie B. Haynes School (rear) 29 Society Rd, East Lyme	II	4
East Windsor	East Windsor Town Garage 6 Woolam Rd, Broad Brook, CT	III	3
Eastford	Eastford Town Office Building 16 Westford Rd, Eastford	III	4
Easton	Samuel Staples Elementary School 515 Morehouse Rd, Easton	III	1
Ellington #1	Crystal Lake School Sandy Beach Rd, Ellington	III	3
Ellington #2	Windermere School Abbott Rd, Ellington	III	3
Ellington #3	Brookside Park Sadds Mill Rd (RT 140), Ellington	III	3
Ellington #4	Arbor Park (contingency only) Main Street (RT 286)	III	3
Enfield	Henry Barnard Elementary School 27 Shaker Rd, Enfield	II	3
Essex	Lee Company 55 Bokum Rd, Essex	III	2
Fairfield #1	Fairfield University 1073 North Benson Rd, Fairfield	III	1

Fairfield #2	Fairfield Ludlowe High School 785 Unquowa Rd, Fairfield	III	1
Fairfield #3	Fairfield Warde High School 755 Melville Ave, Fairfield	III	1
Farmington	West Woods Upper Elementary School 50 Judson Lane, Farmington	II	3
Franklin	Petrowsky Auctioneers 275 RT 32, Franklin	III	4
Glastonbury	Glastonbury Town Garage Physical Services Dept. 2380 New London Turnpike, Glastonbury	II	3
Goshen	Goshen Fairgrounds 116 Old Middle St (RT 63), Goshen	III	5
Granby	Granby Memorial High School 315 Salmon Brook St, Granby	III	3
Greenwich #1	Greenwich High School 10 Hillside Dr, Greenwich	I	1
Greenwich #1	Greenwich High School 10 Hillside Dr, Greenwich	I	1
Greenwich #2	Greenwich Town Hall 101 Field Pt Rd, Greenwich	II	1
Griswold #1	Griswold Elementary School no address given, Griswold	III	4
Griswold #2	Griswold Dept. of Public Works 1148 Voluntown Rd, Griswold	III	4
Groton City	City of Groton Municipal Bldg. 295 Meridian St, Groton	III	4
Groton Town	Poquonneac Plains Park 150 Fort Hill Rd, Groton	II	4
Guilford	Guilford Senior High School 605 New England Rd, Guilford	III	2
Hamden #1	Quinnipiac University 275 Mt. Carmel Ave, Hamden	I	2
Hamden #2	Our Lady of Mt. Carmel Church 2819 Whitney Ave, Hamden	II	2
Hamden #3	Knights of Columbus 2630 Whitney Ave, Hamden	III	2
Hamden #4	Walgreen's - Spring Glen 1697 Whitney Ave, Hamden	III	2

Hamden #5	Hamden High School 2040 Dixwell Ave, Hamden	II	2
Hamden #6	Hyde School (Blessed Sacrament) 322 Circular Ave, Hamden	III	2
Hamden #7	Salvation Army 1359 Dixwell Ave, Hamden	III	2
Hamden #8	CT Motor Vehicle Dept - Hamden Office 1985 State St, Hamden	III	2
Hamden #9	Parking Lot - State and Ridge 1936 State St, Hamden	III	2
Hampton	Hampton Elementary School 380 Main St, Hampton	III	4
Hartford #1	Morgan Street Parking Garage 155 Morgan St, Hartford	II	3
Hartford #2	Church Street Parking Garage 200 Church St, Hartford	II	3
Hartford #3	MAT Parking Garage 55 South Chapel St, Hartford	I	3
Hartland #1	East Hartland Fire Dept 34 South Rd, Hartland	III	5
Hartland #2	West Hartland Fire Dept 152 Center St, Hartland	III	5
Harwinton	Harwinton Highway Garage 104 Locust Rd, Harwinton	III	5
Hebron	Hebron Lions Fair Grounds 347 Gilead St (Lions Club Park)	III	3
Kent	Kent Town Hall 41 Kent Green Blvd, Kent	III	5
Killingly	Killingly Intermediate School 1599 Upper Maple St, Dayville 06241	?	4
Killingworth	Recycle Way (town dump rd.) 313 RT 81	III	2
Lebanon	Lebanon Middle School 891 Exeter Rd (RT 207), Lebanon	III	4
Ledyard	Ledyard Middle School RT 12 & 214 (1860 RT 12), Gales Ferry, CT 06335	II	4
Lisbon	Lisbon Fire Dept/Senior Center Parking Lot 7-11 Newent Rd, Lisbon	III	4

Litchfield #1	Bantam Industrial Park 607 Bantam Rd,, Litchfield	III	5
Litchfield #2	Litchfield Public Works Garage 101 Russell St, Litchfield	III	5
Litchfield #3	Wamogo VoAg 101 Russell St, Litchfield	III	5
Lyme	Lyme Consolidated School 480 Hamburg Rd (RT 156), Lyme	III	4
Madison	Polson School 302 Green Hill Rd, Madison	III	2
Manchester	Parkade Distribution Center 310 Broad St, Manchester	I	3
Mansfield	Mansfield Middle School 205 Spring Hill Rd, Mansfield	III	4
Marlborough	Elmer Thienes/Mary Hall Elementary School 25 School Drive, Marlborough	III	3
Marlborough	Farley Field (Soccer Field) Kristi Lane, Marlborough	III	3
Mashantucket- Pequot Tribal Nation	Lot 10 - Employee Parking Area RT 2, Mashantucket, CT near Watson Rd	I or II or III	4
Meriden #1	Pratt & Myrtle Streets 290 Pratt St, Meriden	II	2
Meriden #2	Holy Angels Church Main Street: south Meriden	III	2
Meriden #3	Hubbard Park (near swimming pool lot) West Main St (near Southington Town Line), Meriden	III	2
Meriden #4	Butler St Municipal Parking Lot Butler St, Meriden	III	2
Meriden #5	CEPPA Field Parking Area Gale Ave, Meriden	III	2
Meriden #5	Hunter Golf Course Westfield Rd at Bee St, Meriden	III	2
Middlebury	Quassapaug Amusement Park 2132 Middlebury Rd, Middlebury	I	5
Middletown #1	Lawrence School Kaplin Dr, Middletown	III	3
Middletown #2	Macdonough School	III	3

	66 Spring St, Middletown		
Middletown #3	Moody School 300 Country Club Rd, Middletown	III	3
Middletown #4	Snow School 299 Washington St, Middletown	III	3
Middletown #5	South Fire District 445 Randolph Rd, Middletown	III	3
Milford	Platt Technical High School 600 Orange Ave, Milford	III	2
Mohegan Tribe	Mohegan Sun Casino 1 Mohegan Sun Blvd, Uncasville 06382	II	4
Monroe	Masuk High School 1014 Monroe Tpke (RT 111), Monroe	III	1
Montville	Fair Oaks Complex 836 Old Colchester Rd, Montville	III	4
Morris	Morris Firehouse, 15 South St, Morris	III	5
Naugatuck #1	City Middle School 441 City Hill St, Naugatuck	II	5
Naugatuck #2	Naugatuck High School 543 Rubber Ave, Naugatuck	II	5
New Britain #1	Willow Brook Park/New Britain High School S.Main St, New Britain	III	3
New Britain #2	Chesley Park Wildwood St, New Britain	III	3
New Britain #3	Wal Mart Store Farmington Ave, New Britain	II	3
New Britain #4	Stop & Shop Car Park 677 W. Main St, New Britain	II	3
New Britain #5	Central CT State University (CCSU) CCSU Kaiser Drive Parking Lot	III	3
New Britain #6	New Brite Plaza Car Park 60 E. Main St, New Britain	III	3
New Canaan #1	Saxe School 468 South Ave (RT 124), New Canaan	II	1
New Canaan #2	St Luke's School 377 North Wilton Rd, New Canaan	III	1
New Canaan #3	New Canaan Country Day School 545 Ponus Ridge Rd, New Canaan	III	1

New Fairfield	New Fairfield High School/ Middle School 54 Gillotti Rd, New Fairfield	I	5
New Hartford	Bakerville School Cedar Lane, New Hartford	III	5
New Haven #1	East Shore Park 250 Woodward Ave, New Haven	III	2
New Haven #2	Hillhouse High School 480 Sherman Parkway, New Haven	III	2
New Haven #3	Southern CT State University Athletic Fields 501 Crescent Dr, New Haven	I	2
New Haven #4	Sports Haven 600 Long Wharf Dr, New Haven	I	2
New Haven #5	Wilbur Cross High School 181 Mitchell Drive, New Haven	III	2
New Haven #6	Yale University Athletic Fields 76 Yale Avenue, New Haven	I	2
New Haven #7	Tweed New Haven Airport 155 Burr St, New Haven	II	2
New London	New London High School 490 Jefferson Ave, New London	III	4
New Milford #1	John Pettibone Elementary School 2 Pickett District Rd, New Milford	II or III	5
New Milford #2	Northville Elementary School 22 Hipp Rd, New Milford	II or III	5
Newington	John Wallace Middle School 71 Halleran Drive, Newington	I-III ?	3
Newtown	Old Fire Station 2 Trades Lane, Newtown	III	5
Norfolk	John J. Curtiss Road 6 John J. Curtiss Rd, Norfolk	III	5
North Branford	North Branford High School Parking Lot 49 Caputo Rd, North Branford	?	2
North Canaan #1	Lawrence Field 17 Main St, North Canaan	III	5
North Canaan #2	Canaan Airport 546 West Main St, North Canaan	III	5
North Haven #1	Town Hall Annex (soccer field) 7 Linsley St, North Haven	III	2

North Haven #2	Wharton Brook State Park 650 Washington Ave, North Haven	III	2
North Haven #3	North Haven Fairgrounds 266 Washington Ave, North Haven	III	2
North Haven #4	Ridge Road School 1333 Ridge Rd, North Haven	III	2
North Haven #5	North Haven Crossing Shopping Center (Staples) 400-500 Universal Dr North, North Haven	III	2
North Stonington	North Stonington Elementary School 311 Norwich Westerly Rd (RT 2), North Stonington	III	4
Norwalk #1	Northrop Grumman Facility 11 Norden Place, Norwalk	I	1
Norwalk #2	BDF Distribution Center 380 Dr. Martin Luther King Dr, Norwalk	I	1
Norwich #1	Dodd Stadium 14 Stott Ave, Norwich	II	4
Norwich #2	Rose City Senior Center 8 Mahan Dr, Norwich	II	4
Norwich #3	Norwich Golf Course 685 New London Turnpike, Norwich	II	4
Old Lyme #1	Old Lyme High School Lyme St, Old Lyme	I	4
Old Lyme #2	Lyme/Old Lyme Senior Center Townswood Rd, St, Old Lyme	I	4
Orange	High Plains Community Center Orange Center Rd, Orange	III	2
Oxford	Quaker Farms School 30 Great Oak Rd, Oxford	III	5
Plainfield #1	former Plainfield Greyhound Track Lathrop Rd, Plainfield	I or II	4
Plainfield #2	Shepard Hill Elementary School 234 Shepard Hill Rd, Plainfield	III	4
Plainville	Connecticut Commons (Lowe's Plaza) 250 New Britain Ave, Plainville	II	3
Plymouth	Terryville High School 21 North Main St, Terryville	III	5
Pomfret	Pomfret Community School 20 Pomfret St, Pomfret	III	4

Portland	Portland Veterinary Clinic 455 Portland-Cobalt Rd. E/B, Portland	II	3
Portland	F40 Motor Sports 464 Portland-Cobalt Rd. W/B, Portland	II	3
Preston	Preston Veterans Memorial School RT 165, 325 Shetucket Turnpike	III	4
Prospect #1	Prospect Senior Center 6 Center St, Prospect	III	5
Prospect #2	Prospect Town Hall 36 Center St, Prospect	III	5
Prospect #3	Prospect Fire Department 26 New Haven Rd, Prospect	III	5
Putnam	Fox Rd Public Works Facility 151 Fox Rd, Putnam	III	4
Redding	Redding Elementary School 33 Lonetown Rd, Redding	III	5
Ridgefield	Ridgefield High School 700 North Salem Rd, Ridgefield	III	5
Rocky Hill	Rocky Hill High School Playing Field 50 Chapin Ave, Rocky Hill	II	3
Roxbury	Roxbury Public Works Dept. 30 North St, RT 67, Roxbury	III	5
Salem	Center St 1 Center St	III	4
Salisbury	Community Field 6 Sharon Rd, Lakeville 06068	III	5
Scotland	Scotland Volunteer Community Hall 47 Brook Rd, Scotland	III	4
Seymour #1	Middle School Mountain Rd, Seymour	III	2
Seymour #2	Super Stop & Shop 13 Franklin St, Seymour	III	2
Seymour #3	Matthies Field Silvermine Rd, Seymour	III	2
Sharon	Sharon Town Hall 63 Main St, Sharon	III	5
Sherman	Holy Trinity Church parking lot RTs 37 & 39, Sherman	III	5

Simsbury	Simsbury Public Works Garage 66 Forest Rd, Simsbury	II	3
Somers	Somers Field Road Recreation Area Field Rd, Somers	III	3
South Windsor #1	South Windsor High School 161 Nevers Rd, South Windsor	III	3
South Windsor #2	Timothy Edwards Middle School 100 Arnold Way, South Windsor	III	3
Southbury	Old Southbury Library 561 Main St South, Southbury	I	5
Southington	Southington High School 720 Pleasant St, Southington	II	3
Sprague	Sprague Town Hall 1 Main St, Baltic 06330	III	4
Stafford	Stafford Fire Dept., Station 245 27 Willington Ave, Stafford	III	3
Stamford #1	West Hill High School 125 Roxbury Rd, Stamford	I	1
Stamford #2	Rippowam Middle School 381 High Ridge Rd, Stamford	I	1
Stamford #3	Stamford High School 55 Strawberry Hill Ave, Stamford	II	1
Sterling	Sterling Fire Station 225 Main St, Sterling	III	4
Stonington #1	Stonington High School 176 South Broad St (RT 1), Stonington	II	4
Stonington #2	Mystic Aquarium 55 Logan Blvd, Stonington	II	4
Stratford #1	Sikorsky Aircraft 6900 Main St, Stratford	II	1
Stratford #2	DeLuca Hall of Fame Field 1000 Main St, Stratford	II	1
Stratford #3	Wooster Middle School Freeman Ave Parking Lot 150 Lincoln St, Stratford	II	1
Suffield	Suffield Middle School 350 Mountain Rd, Suffield	II	3
Thomaston	Thomaston Center School Thomas Ave, Thomaston	II	5

Thompson	Thompson DPW Garage 255 Buckley Hill Rd, Thompson	III	4
Tolland	Tolland High School One Eagle Hill, Tolland	II	3
Torrington #1	Torrington High School Major Bess Dr, Torrington	II	5
Torrington #2	Torrington Armory 153 South Main St, Torrington	III	5
Trumbull #1	Madison Middle School 4630 Madison Ave, Trumbull	I	1
Trumbull #2	Unity Park Unity Park, RT 127 near RT 15, Trumbull	I	1
Union	Union Town Office Building 1043 Buckley Highway, Union	III	4
Vernon	Vernon Center Middle School 777 Hartford Turnpike, Vernon	II	3
Voluntown	Voluntown Firehouse RT 165, Preston City Rd, Voluntown	I	4
Wallingford #1	Lyman Hall High School 70 Pond Hill Rd, Wallingford	III	2
Wallingford #2	Sheehan High School/Moran Middle School 141-142 Hope Hill Rd, Wallingford	II	2
Warren	Warren Public Works Dept. 18 Lake Rd, Warren	III	5
Washington #1	Montessori School RT 202, Litchfield Turnpike, Woodville/New Preston	I ?	5
Washington #2	Washington Primary School Grounds 11 School St, Washington Depot	I ?	5
Washington #3	Shepaug Middle School/High School Regional District 12 South St, Washington (at Roxbury Town Line)	I ?	5
Waterbury #1	Municipal Stadium 1200 Watertown Ave, Waterbury	I	5
Waterbury #2	Crosby High School 300 Pierpont Rd, Waterbury	II	5
Waterbury #3	Kennedy School 4222 Highland Ave, Waterbury	II	5

Waterford	Hartford Road Complex 1000 Hartford Rd, Waterford	III	4
Watertown	Watertown High School 324 French St, Watertown	?	5
West Hartford #1	Univ. of CT Parking Lot 1360 Trout Brook DR, West Hartford	II	3
West Hartford #2	West Hartford Public Works Dept. 11 Brixton ST, West Hartford	II	3
West Hartford #3	West Hartford Town Hall 59 South Main ST, West Hartford	II	3
West Haven	Municipal Parking Lot 355 Main St (City Hall) Civil Preparedness, West Haven	III or II	2
Westbrook	Tanger Outlets 314 Flat Rock Place, Westbrook	I & II	2
Weston	Weston Intermediate School 95 School Rd, Weston	III	1
Westport #1	Bedford Middle School 88 North Ave, Westport	III	1
Westport #2	Kings Highway Elementary School 125 Post Rd West, Westport	III	1
Wethersfield #1	Cove Park (State Street)/Motor Vehicle Dept Cove Park, State St, Wethersfield	I or II or III	3
Wethersfield #2	Mill Woods Park Distribution Point Prospect St, Wethersfield	I & II	3
Willington #1	Willington Town Office Building 40 Old Farms Rd, Willington	III	4
Willington #2	Hall Memorial School 111 River Rd (RT 32), Willington	III	4
Willington #3	Center School 24 Old Farms Rd, Willington	III	4
Willington #4	FedEx 350 Ruby Rd (RT 320), Willington	III	4
Wilton	Wilton High School Field Complex 395 Danbury Rd, Wilton	III	1
Winchester	Mary P. Hinsdale School Hinsdale Ave, Winsted	III	5
Windham #1	Access Agency 1315 Main St, Willimantic CT	III	4

Windham #2	Wal-Mart Super Center 474 Boston Post Rd, Willimantic CT	II	4
Windham #3	B-J's Wholesale Store/Plaza 1859 Main St, Willimantic CT	III	4
Windsor #1	Sage Park Middle School 25 Sage Park Rd, Windsor	II	3
Windsor #2	Stop N Shop/Target Shopping Center 1035-1095 Kennedy Rd, Windsor	II	3
Windsor #3	ABB/Combustion Engineering 2000 Day Hill Rd, Windsor	II	3
Windsor #4	Windsor Shopping Center 590 Windsor Ave, Windsor	I	3
Windsor #5	Mototown 1001 Day Hill Rd, Windsor	II	3
Windsor Locks	Windsor Locks High School 58 South Elm St, Windsor Locks	III	3
Wolcott	Frisbie Elementary School 24 Todd Road, Wolcott	I	5
Woodbridge #1	Alegi Soccer Field 160 Pease Rd, Woodbridge	III	2
Woodbridge #2	Jewish Community Center (JCC) 360 Amity Rd, Woodbridge	III	2
Woodbury	Nonnewaug High School 5 Minertown Rd, Woodbury	III	5
Woodstock	Crabtree & Evelyn Peake Brook Rd, South Woodstock 06281	III	4

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APPENDIX D

Suggested List of Equipment for State Staging Area (SSA)

ITEM	QUANTITY
Trailer, 48', single-drop 2/beavertail load rams	1
Yard Ramp, 36' portable, 20,000 lb. capacity	2
Loading Ramps	2
Forklift, 4,000 lb. w/side shift, propane	4
Forklift, 6,000 lb. w/side shift, - Propane	2
Pallet Jacks, 27' x 48', 5,000 lb. capacity	6
Rope, 3/8" poly 500 ft roll	1
Pallet Puller	1
Fire Extinguisher	8
Chain, 100 ft drum	1
Chain sling	1
Chain Hooks	6
Wheel Chocks	4
Portable Light Sets	4
Portable Generators	4
Passenger Vans (8-12 passengers)	4
4-Passenger Cars	6
Pick Up trucks	2
Mobile Command Post Vehicle	1
Parking, Outside Storage Area, 30,000 sq. ft	

Covered/Inside storage, 20,000 sq. ft	
Inside Office Area with HVAC (700-1,000 sq. ft)	
Telephone lines	
Telephones	
Cellular/Satellite Phones	
Computer Work Stations	
Computers	
Computer Printers	
Copy Machines	
FAX Machines	
TV/VCR w/cable connection	3
Commercial Radios	4
Radio Base Station	1
Radio, portable, 2-way, Motorola JT1000 (w/batteries and chargers)	6
Hand-held Radios	10-15
Fluorescent Duct Tape Rolls	10
Truck seals	100
Tape, sealing, case	3
Strapping, steel	1
Banding machine	1
Tensioner , strapping	1

Cutters, strapping	1
Stretch Wrap, cases	6
Hard Hats	
Rain gear	
Leather Gloves	
Ear Plugs	
Safety Kits	
Safety Fluorescent Vests	
Flashlights & Batteries	
Glow Sticks	
Clipboards	

RH- 2xCP tent with ECU

RH 2x warming tents/sun shelters

RH -2xmess/snack area

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APPENDIX E

Checklist for SSA Command Post Administrative Area

radio chargers/ extra radios	
20 Hand-held low band radios	
Extension cord	
Power strip	
Duct Tape	
Printer (s)	
Road maps	
Aerial photos for Rentschler Field	
Easels – Easel Pads	
SOPs	
CDs	
Digital Camera	
PA System/microphones – email Jay Martyn – Need to Test	
Binoculars	
Radio headsets	
File cabinets	
Bullhorns for outside	
Copiers – (May be able to move UCONN Copier from upstairs at Rentschler)	
Carbon paper	

Clipboards	
Sequence Number stickers	
Truck Receiving and Assignment Forms - TRAFS	
Table signs	
Whiteboards	
Erasable Markers	
Magnets	
Large Corkboard with thumbtacks/push pins	
Wireless LAN router and toughbooks - # needed = 13 minimum – up to 16	
Computer Mouses and Computer Mousepads	

APPENDIX F

Suggested List of Equipment for Type III Local Points of Distribution

ITEM	QUANTITY
Forklifts, conventional, 6,000 lbs.	1-2
Pallet Grabbers and Chain Sets	1/1
Pallet Jacks, hand-operated	2
Traffic Cones	40
Barricade Tape (rolls) 1000'	4
Barricades	12
Shade Tent, 10'x10'	4
Electrical Boxes, spider	2
Lights, portable, 4,000 watt Light Tower	2
Extension Cords 12/3 GA. 100'	5
Portable Toilets, self-contained, with daily service contract	6
Fans, Warehouse, 36"	1
HazMat spill kit	1
Dumpsters	1
Cellular Phones	5
Motorola Talkabouts or equivalent (optional)	6
Megaphone, 25 watt, w/remote mike	1
Flashlights, "D" Cell (2), Industrial	12
Eye Protection, Safety Glasses	25
Hearing Protection, plugs, disposable	100
Safety Vests	50
Hard Hats, conventional	30
Work gloves (pair)	10

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APPENDIX F
Acronyms and Abbreviations

ADD	Automated Deployment Database. A FEMA system.
AGAR	Alternate Governor’s Authorized Representative. Individual designated by the Governor in the FEMA/State Agreement to exercise the same powers as the Governor’s Authorized Representative (GAR) in the administration of Federal disaster assistance on behalf of the State and local governments and other grant and loan recipients.
APO	Accountable Property Officer. FEMA position title for a Logistical staff member.
ARES	Amateur Radio Emergency Service
ARF	Action Request Form. A FEMA-required form.
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
C.G.S.	Connecticut General Statutes
COTR	Contracting Officer Technical Representative. FEMA position title for a Logistical staff member.
CP	Command Post
CSP	Connecticut State Police
CTNG	Connecticut National Guard
DAS	Department of Administrative Services (State of Connecticut)
DCO	Defense Coordinating Officer. Designated on-scene military official who coordinates Requests for Assistance and Mission Assignments with the FCO and forwards Mission Assignments to the appropriate military organizations.
DCT	Donations Coordination Team. A Donations Coordination Team is made up of representatives of voluntary organizations and State and local governments who have a vested interest in the effective management of unsolicited donated goods and voluntary services. The DCT is managed by the Department of Emergency Management and Homeland Security. Its mission is to implement the State Donations Management Plan, with the aim of keeping unneeded goods and services out of the disaster area.
DEMHS	Division of Emergency Management and Homeland Security (State of Connecticut)
DEEP	Department of Energy and Environmental Protection (State of Connecticut)
DESPP	Department of Emergency Services and Public Protection (State of Connecticut)
DHS	Department of Homeland Security (U.S.)
FEMA	Federal Emergency Management Agency
EMAC	Emergency Management Assistance Compact. A Congressionally-sanctioned interstate mutual aid compact to which almost all states, including

Connecticut, belong.

EOC	Emergency Operations Center. Protected site from which State and local government officials coordinate, monitor, and direct emergency response activities during an emergency.
EST	Emergency Support Team
FCO	Federal Coordinating Officer. The Federal officer who is appointed by FEMA to manage and coordinate Federal Resource support activities and disaster assistance programs related to Stafford Act disasters and emergencies.
FEMA	Federal Emergency Management Agency. Formerly an independent agency, in March 2003 FEMA became a part of the Emergency Preparedness and Response Directorate of the U.S. Department of Homeland Security.
GAR	Governor’s Authorized Representative. Individual designated by the Governor in the FEMA/State Agreement to administer Federal disaster assistance programs on behalf of the State and local governments and other grant and loan recipients.
GIS	Geospatial Information System
GPS	Global Positioning System
GSA	General Services Administration(U.S.)
ICS	Incident Command System. A standardized organizational structure used to command, control, and coordinate the use of resources and personnel responding to the scene of an emergency. ICS concepts and principles include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.
JFO	Joint Field Office. The primary field location for the coordination of response and recovery operations in a Presidentially-declared disaster or emergency. The JFO houses the Principal Federal Official (PFO) and staff comprising the Federal Emergency Response Team (ERT). The JFO operates with a schedule (up to 24 hours per day) sufficient to sustain Federal response operations. The State Coordinating Officer (SCO) usually maintains a staff at the JFO.
JIC	Joint Information Center. An intergovernmental public information center established to ensure the coordinated release of information by Federal, State and local officials to the media and the public regarding disaster-related activities and recovery programs.
JOC	Joint Operations Center. Established by the FBI.
Local C-POD	Local Commodities Point of Distribution. A center established and operated by local authorities to distribute federally- and state-provided food and other commodities to disaster victims.
MA	Mission Assignment
MERS	Mobile Emergency Response Support. A FEMA detachment that deploys to a disaster area to support the initial federal responders with communications,

data processing, food, water, shelter, etc. Designed to be self-supporting for at least 72 hours.

MHE	Material Handling Equipment
NGO	Non-Governmental Organization. A nonprofit entity serving a public purpose.
NIMS	National Incident Management System. As directed by the President and administered by the US DHS, this is a system that includes a standardized approach to incident management and response, training, credentialing, communications, equipment, and technologies. The NIMS system provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and non-governmental organizations (NGOs) to work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS includes a core set of concepts, principles, and terminology – the Incident Command System (ICS). The NIMS includes, and is in the process of developing, multi-agency coordination systems; training; identification and management of resources; qualification and certification of personnel; and the collection, tracking, and reporting of incident information and resources.
NRF	National Response Framework. Promulgated by U.S. DHS in January 2008, the NRF is a guide to how the nation conducts an all-hazards response. The NRF describes how federal agencies will coordinate with each other to provide support and assistance to state, local, and tribal governments; non-governmental organizations; and the private sector.
OIC	Officer-In-Charge
OPM	Office of Policy and Management (State of Connecticut)
OSHA	Occupational Safety and Health Administration (U.S.)
PAR	Personnel Accountability Report
PFA	Primary Federal Agency.
PIO	Public Information Officer. Designated spokesperson for a public or private organization in dealing with the media. Also, a position appointed by the Incident Commander or Unified Command to coordinate all public information released from the incident scene.
PTR	Property Transfer Report. A FEMA-required form.
RACES	Radio Amateur Civil Emergency Services
RETCO	Regional Emergency Transportation Coordinator. Designated U.S. Department of Transportation Regional representative for providing and coordinating emergency transportation resources.
RRCC	Regional Response Coordination Center. Located in Maynard, Massachusetts, the Region I RRRC is a Federal interagency operations center for coordination of Federal support to states in disasters and emergencies. The RRCC houses the Federal Emergency Response Team (ERT) prior to the establishment of the Joint Field Office (JFO) in the disaster-affected State.
SSAMST	State Staging Area Management Support Team

SAO	State Approving Official. This could be the Governor's Authorized Representative [GAR] or an Alternate GAR) who provides final approval on requests for Federal assistance.
SCO	State Coordinating Officer. State official designated by the Governor in the FEMA-State Agreement following a Presidentially declared disaster or emergency to coordinate State and local response and recovery activities with those of the Federal government. The SCO is usually the State Emergency Management Director.
SLO	State Liaison Officer. A FEMA official assigned to a particular State, who handles initial coordination with the State in the early stages of an emergency.
SSA	State Staging Area
TAG	The Adjutant General
TAV	Total Asset Visibility. System for accountable property tracking.
TRAF	Truck Receiving and Assignment Form
UC	Unified Command
UCS	Unified Command System. Multi-agency, multi-jurisdictional command system in which operational goals and response strategies are jointly determined by the various responding organizations.
USC	United States Code
USDOT	United States Department of Transportation

ESF 7 – Resource Support and Logistics

Appendix B.

Fuel/Generator Task Force

Guidance



**Prepared By:
State of Connecticut SESF # 7
Fuel/Generator Task Force
Department of Emergency Services and Public Protection/
Division of Emergency Management and Homeland Security**

Rev 2014.

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Fuel/Generator Task Force

The Fuel Task Force (FTF) is made up of the Department of Motor Vehicles (DMV), DEMHS, Department of Transportation (DOT), Department of Administrative Services (DAS), Connecticut National Guard (CTNG), Department of Consumer Protection (DCP), and other fuel partners including the Independent Connecticut Petroleum Association, the Connecticut Chapter of the National Propane Gas Association, the Motor Transport Association of Connecticut and the Connecticut Petroleum Council. Its mission is the restoration and provision of emergency fuel, and generators for power needs, including:

1. Priority restoration of power to all of the DOT Service Plazas along I-95, I-395 and Rte. 15;
2. The monitoring of the supply of the state's eight (8) fuel terminals;
3. Establishing communications with municipalities to determine fuel and generator needs for emergency responders and critical infrastructures, in coordination with the CTF;
4. Establishing communications with utilities to determine status of their back-up power sources to aid in restoration efforts;
5. Coordinating with FEMA to obtain generators when demand exceeds supply (size and/or number) and the US Army Corps of Engineers to assess installation requirements;
6. Providing information to the public concerning open retail fuel outlets;
7. Communicating with public service companies and emergency responders regarding fuel needs and availability;
8. Coordinating fuel access at state DOT locations for municipal vehicles involved in the emergency effort.

The Fuel Task Force (FTF) will be led by the DMV, with possible co-leadership by DEMHS or the CT National Guard. At the SEOC, the FTF receives fuel issues from the SEOC intake process, transmits requests for assistance to the appropriate state agency representative, receives fulfillment information, and reports back to requestors. Upon activation of the Commodities Distribution Standard Operating Procedure, the FTF will establish a daily communications rhythm for information gathering, ordering, delivery, and status reporting.

If the FTF is unable to fulfill the request with state agency assets, then a request for federal assistance will be made through FEMA. The FTF reports to Operations Section on fulfillments at a regular, established time each day, assuming that fuel supplies will be "restocked" overnight. At the end of the day, the FTF leader is responsible for two (2) reports:

1. Work Assignment Sheet (e.g., ICS 204 form) – The FTF leader is responsible for the work assignment sheet, which details the who, what, and where of work assignments for the next day's Incident Action Plan (IAP).
2. A report of how many fuel issues have been received, what municipality or other facility has been assisted, and how they have been resolved.

The Operations Section Chief is responsible to bring this information to the IAP planning and tactical meetings for inclusion in the IAP and to the Situation Assessment Unit of the Planning Section for inclusion in Situation Reports.

Fuel Generator Task Force Check List

Actions to Ensure Adequate Fuel Supply:

Pre-Storm

1) All State Agencies

- Insure that all Vehicles are topped off with the appropriate Fuel
- Insure that all standby generators are topped off with the appropriate fuel
- Insure all building fuel supplies are topped off with the appropriate fuel.
- Insure that all State vehicle fueling stations are topped off with appropriate fuel.
- Institute a 24 hour report to Fuel Task Force on amount of fuel remaining at all State fueling stations
- Institute a 24 hour report to Fuel Task Force on amount of fuel used for heating remains in all State Buildings.
- Contact Fuel wholesalers located in State and recommend that they insure that sufficient fuel supplies are available at all their customer locations.
- Contact Fuel Wholesalers and request a report on product availability to the Fuel Task Force every 24 hours
- Contact Fuel Retailers and suggest that they insure that all of their product storage tanks are topped off prior to the arrival of the storm.
- Contact State Fuel contractors request that they provide a number of Fuel Trucks to be staged at appropriate State facilities, pre-loaded with product to be used to fuel State Vehicles, fixed generators or buildings.

2) Discuss possible actions which may need to be implemented in a State of Emergency

- Travel Bans
- Fuel Rationing
- Possible purchase of available Fuel Supplies by the State
- Other Fuel Conservation Measures

3) Request Municipalities to;

- Insure that all Vehicle are topped off with the appropriate Fuel
- Insure that all standby generators are topped off with the appropriate fuel
- Insure all building fuel supplies are topped off with the appropriate fuel.
- Insure that all Municipal vehicle fueling stations are topped off with appropriate fuel.

Post Storm

1) State Agencies

- State agencies test their stored fuel supplies to insure they are not contaminated
- Contact Fuel Wholesalers and determine if they are able to supply product and determine if they have any issues which may prevent them from delivering, damage, loss of power etc.
- Contact Fuel Retailers and determine if they are able to supply product to the public, and determine if they have any issues which may prevent them from delivering, damage, loss of power, etc.
- Based on information received establish a fuel distribution plan to include providing fuel to critical State and Local, Public Safety, EMS, Hospitals, Public Works, Power Restoration, Shelters, Communications assets.

2) Fuel/Generator Task Force

- Implement actions as directed by Unified Command

3) Request Municipalities to;

- Test their stored fuel supplies to insure they are not contaminated
- Contact their fuel contractors to insure they are able to deliver product.
- Report any actual or potential fuel shortfalls to the Fuel Task Force through the DESPP/DEMHS Regional Office every 24 hours.

Actions to respond to requests for Emergency Generator Support:

Pre-Storm

1) State Agencies

- Test Fixed and Portable Generators on load.
- Correct any problems discovered

2) Fuel/Generator Task Force

- Obtain an Inventory from The Military Dept, and DESPP/DEMHS regarding Generator assets available to be deployed.
- Alert State Generator Contractor and determine the number, and size of Generators they have available in State for Lease, and human assets available to install and maintain.
- Consider requesting FEMA pre-stage a Prime Power Team and Generator Pack for deployment upon Presidential Declaration.
- If FEMA assets are desired initiate an ARF through Logistics Section Chief

3) Discuss possible actions which may need to be implemented in a State of Emergency

- Deployment Priority
- Deployment for critical private infrastructure
- Criteria for denial of request

Post Storm

1) Fuel/Generator Task Force

- Receive Requests from SEOC
- Arrange for deployment of generators from State Generator Contractor.
- Arrange for deployment of generators in accordance with priorities set by Unified Command through the Department responsible for the Generator.
- Coordinate Assessments by USACE Prime Power and assist as required with coordination of deployment of FEMA Generators.
- Coordinate recovery of Generator assets when the need for the deployment is past.

ESF 7 – Resource Support and Logistics

Appendix C

Donations Management Task Force

Standard Operating Procedures (SOP)



**Prepared By:
State of Connecticut ESF # 7
Department of Emergency Services and Public Protection/
Division of Emergency Management and Homeland Security**

Rev 2014.

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DONATIONS MANAGEMENT TASK FORCE

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Cash Donations

Management of Unsolicited Volunteers

References:

1. Aidmatrix MOA
2. Salvation Army MOA
3. Connecticut United Way/211 MOA
4. Adventist Community Services Disaster Response MOA

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DONATIONS MANAGEMENT TASK FORCE

A. Purpose of the Donations Management System

Federal, State and local officials and representatives of private relief organizations should do everything possible in the early stages of a catastrophic disaster to stem the influx of unsolicited and unneeded donated goods and volunteer workers into the disaster area. Management of unsolicited donated goods and volunteers presents a tremendous burden to emergency managers at all levels.

Since some types of donated goods and specialized volunteers may be needed by response organizations, the State must establish a donations management system that allows response organizations to make effective use of such goods and services. But a primary goal of the donations management system will be to keep unwanted donations as well as unneeded volunteer workers from spontaneously arriving in the disaster area in large quantities/numbers.

B. Federal Donations Policies:

1) Full use of existing voluntary donations management resources is encouraged before the help of Federal or State governments is sought.

2) The role of the Federal Government is always in support of the disaster-affected State and local governments. State and local governments, in coordination with voluntary organizations active in disaster, are ultimately in charge of donations management.

3) Federal and State governments look principally to those voluntary organizations with established donations structures already in place to receive and deliver appropriate donated goods to disaster victims.

4) Necessary response activities for donations management that may be undertaken by the Federal Emergency Management Agency (FEMA) before a Presidential declaration will be closely coordinated with State officials.

5) The Federal Government encourages cash donations to recognized nonprofit voluntary organizations with disaster experience.

C. State Donations Policies:

1) Residents are encouraged to give cash donations to recognized nonprofit voluntary organizations with disaster experience.

2) The State shall work with disaster relief organizations and affected jurisdictions to determine what types of donated goods and volunteer services, if any, are needed in the disaster area.

4) The DEMHS Public Information Officer will work with the Governor's Communications Staff and United Way 211 and others to ensure that State policies regarding donations and volunteers are promptly, clearly, and repeatedly announced through the mass media and other appropriate

means (e.g. State of Connecticut website). Such announcements shall also specify what goods and services, if any, are needed.

D. State Donations Coordinator (SDC)/Donations Management Task Force (DMTF)

1) **Composition of the Donations Management Task Force - DMTF:** The State Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security Deputy Commissioner will designate a State Donations Coordinator from DEMHS to work with the FEMA Voluntary Agency (VOLAG) Liaison in managing the Donations Management Task Force. The DMTF shall consist of representatives from some or all of the following:

- Adventist Community Services Disaster Response
- American Red Cross
- Connecticut Food Bank
- Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security
- Connecticut Department of Social Services
- FoodShare
- The Salvation Army
- United Way of Connecticut/2-1-1 Infoline
- CT VOAD

Many of the organizations listed above are recipient organizations and are best suited to provide guidance on the use of donated goods and services. These organizations are members of the CT VOAD (Volunteers Active in Disaster).

2) **Determination of Goods and Services Needed in Disaster Area:** The State Donations Coordinator shall work with partners to ascertain whether certain goods or services are needed in the disaster area. Following consultation with the State Coordinating Officer (SCO), appropriate messaging will be put out from the SEOC.

3) **Aidmatrix:** In 2008, CT DEMHS entered into a contract with Aidmatrix wherein Aidmatrix will supply computer software products designed to handle unsolicited in-kind donations, warehouse operations, spontaneous volunteers and cash donations. This web-based system will allow the Donations Management Task Force to more effectively coordinate donations functions. People with offers will be able to register their projected donations directly on the CT Aidmatrix site. The DMTF will be able to evaluate and allocate those donations.

5) **Summary of Offers of Donations:** The DMTF shall keep a comprehensive summary of all offers of donations and shall make information regarding offers of donations available to response organizations represented in the State EOC or other agencies/organizations inquiring about the availability of goods/services through the donated goods system.

F. Offers of Assistance

Infoline, operated by the United Way of Connecticut in Rocky Hill, shall serve as the central location for receiving telephone offers of donations and services. If Aidmatrix is activated, Infoline will provide the CT Aidmatrix website address to any caller with internet access. Registration of donations on the website is the most efficient method. Infoline operators will take the donation information from callers without internet access, and will enter the required information directly into the Aidmatrix system. The State PIO will publicize the Infoline number and the CT Aidmatrix website address. All offers of donations and services should be referred to the Infoline number and/or the CT Aidmatrix website address.

G. Donated Goods Warehouse

1)Description of Need: To the greatest extent possible, response agencies which accept donated goods offers will direct those goods to be shipped to a facility under their agency's control (e.g. an ARC warehouse) or directly to a local distribution center for distribution to disaster victims.

However, some donors may send needed commodities to the disaster area without receiving specific instructions from a response agency regarding a shipment destination. It is therefore imperative that the State designate a warehouse facility for receiving needed donated goods and that this facility be operational as soon as possible, ideally within 24 hours of a catastrophic disaster.

In 2008, CT DEMHS entered into a contract with Adventist Community Services to manage, sort, and inventory donations shipments at the multi-agency distribution warehouse. This agreement was used as recently as 2012.

2)Establishment of Donated Goods Warehouse: When requested by the State Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security Deputy Commissioner, either prior to or following a catastrophic event, the Commissioner Administrative Services shall confer with the Secretary of the Office of Policy and Management to identify, secure, equip, staff and operate a donated goods warehouse with at least 100,000 square feet of cold storage available.

The warehouse should be located approximately 25-50 miles outside the area of major disaster impacts.

Consideration should be given to utilizing either:

- An adequate State-controlled facility, managed by Adventist Community Services,
- An established commercial warehouse operation, supplemented with trained donations management volunteers from Adventist Community Services.

Contracting for warehouse space and services shall be the responsibility of the Department of Administrative Services.

H. Acceptance/Use of Donated Goods/Services by Response Agencies:

Preliminary Coordination with the Donations Management Task Force (DMTF): Response agencies interested in obtaining donated goods/services to support their relief operations should contact the Donations Management Task Force at the State EOC. If goods (as opposed to services) are required by the response agency, the DMTF shall advise the inquiring agency as to whether the needed goods can be obtained from the multi-agency distribution warehouse. If so, the DMTF shall instruct the Adventist Community Services warehouse management team to release the goods to the requesting agency. Transportation of donated goods from the warehouse shall be the responsibility of the requesting agency, unless transportation is available through the DMTF.

If goods are not available through the donations warehouse, the DMTF shall advise the response agency of any potential donors who have made offers through the Donations Call Center or through the CT Aidmatrix website. Response agencies accepting donations shall coordinate directly with the offering entity.

I. Interdiction of Unsolicited Donated Goods:

1) **Description of Need:** Despite public appeals by government officials and administrators of private relief organizations, truckloads of unsolicited donated goods from around the country may arrive at State borders. It is imperative that truck traffic be interdicted at truck weigh stations near the State border or at selected points outside the disaster impacted area, to determine the nature of the cargo being carried and its intended destination. All unwanted, unneeded cargos should be turned away.

2) **Interdiction Point Operations:** If assigned, state law enforcement personnel manning truck weigh stations or other interdiction points will determine if trucks entering Connecticut may be carrying unwanted donated goods.

The State Donations Coordinator (through the CSP Desk in the State EOC) will keep truck interdiction points advised of needed commodities which should be allowed to proceed to the State- designated donations facility.

J. Cash Donations

The State of Connecticut's donation management policy is to recommend that those wishing to make cash contributions should do so to recognized voluntary agencies. The DEMHS Public Information Officer (PIO) will disseminate information to encourage people to use the State's Aidmatrix webpage to make their donations to these organizations. Connecticut's Aidmatrix site should include links to members of both the CT VOAD and National VOAD.

K. Management of Unsolicited Volunteers

Individuals wanting to volunteer their services will be directed to United Way 211, which will direct individuals to organizations active in disaster response and recovery such as the CT VOAD.

ESF 7 – Resource Support and Logistics

Appendix D

Interagency Debris Management Task Force

Guidance – Summary



**Prepared By:
State of Connecticut
Department of Emergency Services and Public Protection/
Division of Emergency Management and Homeland Security**

Rev 2014.

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Interagency Debris Management Task Force (IDMTF)

a. In the event of a disaster, the Governor will activate the state contracts and will authorize the IDMTF members (DESPP/DEMHS, DEEP, DAS, and ConnDOT) to participate in all preparedness activities, to serve as operational representatives when debris management and monitoring activities are undertaken, and to assign work for the State Debris Management and Monitoring Contractors by developing task orders.

b. The State IDMTF will be represented at the State EOC. Operationally, the IDMTF may be located at the State EOC, DEEP in Hartford, and/or Conn DOT in Newington. The core membership of the IDMTF includes: DESPP/DEMHS, DEEP, DAS, and ConnDOT, and the State debris contractors. CTNG, Northeast Utilities and United Illuminating will provide continuing participation throughout the event. Other agencies/organizations may be requested to participate on the Task Force as necessary (DPW, DOL, DESPP/CSP, DMV, DPH, FEMA and others).

c. DESPP/DEMHS, DEEP, and ConnDOT will share leadership responsibilities for the IDMTF.

d. The IDMTF will assign work for the contractors by developing Task Orders. Task Orders will be issued (i.e., approved and executed) by DESPP/DEMHS (to AshBritt) for debris removal and by DEEP (to SAIC for debris monitoring). DEEP and DESPP/DEMHS IDMTF members are authorized by the Governor to execute and sign the task orders. For the purposes of documentation and data management, SAIC documentation will be used.

e. The IDMTF will be under the direction and supervision of the Alternate Governor's Authorized Representative (AGAR) and/or the State Coordinating Officer (SCO). The AGAR/SCO or an IDMTF representative will report to the Unified Command, as needed.

f. The IDMTF will disseminate debris management information periodically to the towns through the DESPP/DEMHS Regional Coordinators, CCM, COST, and UCONN TTC. DEEP will provide debris management information on their website: www.ct.gov/deep/disasterdebrismanagement.

g. DESPP/DEMHS, ConnDOT, DMV, and CSP will coordinate on waiver and permitting issues for contracting equipment. This can include overweight trucks, wide loads, and extensions on working hours. The IDMTF (DESPP/DEMHS, DEEP, ConnDOT, DMV, and CSP) will confer with the Governor's office for coordination with the Governor's civil preparedness declaration, the contemplated termination of the declaration, and the possible need for extension of the Governor's declaration, specifically concerning the contractor equipment waivers.

The [State Disaster Debris Management Plan, June 2013 \(Annex to the State Natural Disaster Plan\)](#) establishes the framework for proper management of debris generated by a natural disaster, with the goal of facilitating prompt and efficient recovery that is cost effective, eligible for FEMA reimbursement, and protective of the environment.

The Plan is an important planning document for all levels of government – federal, state and local. The Plan describes the State contracts that are in place to use in response to a catastrophic natural disaster; the contracts are for both debris removal operations and the monitoring of these types of operations (see below for more information on the State Contracts).

The Plan outlines the planning and operation functions for Temporary Debris Storage and Reduction Sites and the two phases of clean-up. The Plan includes a number of appendices that provide references to a number of waste management resources.

The [State Concept of Operations Plan \(ConOps\) for Disaster Debris Management, Activation and Use of the State Debris Removal and Monitoring Contracts](#) is a companion document to the State Disaster Debris Management Plan, June 2013. This Plan details the steps that will be taken by the State, its contractors, and other parties to facilitate the removal, management, collection and disposal or recycling of all debris generated from a catastrophic natural disaster, such as a Category 3 hurricane. This ConOps is tied to the activation and use of the State contracts for disaster debris removal and monitoring.

The debris management strategy for the State is divided into four major operational time periods: pre-landfall phase; phase 1; phase 2; and post-recovery. Phase 1 and Phase 2 are major focus areas. Phase 1 is the initial response, typically occurring during the first 24 to 70 hours following an event, and consists primarily of “pushing” the debris along major roadways to the right-of-way shoulders that would otherwise hinder immediate life-saving actions and that poses an immediate threat to public health and safety. Phase 2, which can last up to a year or longer, consists of removing, segregating, and disposing or recycling of the debris that hinders the orderly recovery of the community and poses less immediate threats to health and safety. The State contracts may be initiated as early as Phase 1 if it is determined that the storm event may overwhelm State and local emergency response resources.

The [Guidance for Connecticut Municipalities-Overview of Disaster Debris Management Planning, 2006](#) was prepared by the DEEP for the purpose of providing to municipal officials a brief and useful guide to the key elements for planning, mobilizing, organizing, and controlling a large-scale debris clearance, removal and disposal/recycling operation.

A **State Contract** for the [monitoring of the disaster debris removal operations](#) was executed, June 2014 and a contract for the [removal of disaster debris](#) was executed July 2014. These are pre-need and pre-event contracts that can assist the state in disaster debris recovery operations. These contracts:

- assure the immediate availability of coordinated debris removal support following a debris producing incident.
- will be used on an as-needed basis; and,
- will be activated on a statewide basis only by the Governor, typically in the context of an emergency declaration.

Municipal use of state contracts

If a FEMA major disaster declaration is received, then towns could seek 75% reimbursement for additional work beyond the 70 hours.

- Debris Removal DAS Contract Award #14PSX0060 "AshBritt" provides for clearing, collecting and transporting debris, establishing and operating temporary debris management sites, and ensuring ultimate recycling or disposal of debris.
 - Direct contact: [John Noble](#) or 954-725-6992

- [DAS Contract 14PSX0060 Debris Removal](#)
- Debris Monitoring (Reimbursement Documentation) DAS Contract Award #14PSX0059 "Leidos, Inc." provides for monitoring of debris removal operations and debris site management. The monitoring contract also provides comprehensive oversight, guidance and documentation services. This monitoring is required to receive potential federal reimbursement for disaster debris management expenditures under Federal Emergency Management Agency (FEMA) Public Assistance programs, as applicable.
 - Direct contacts: [Betty Kamara](#) 321-441-8518
 - [DAS Contract 14PSX0059 Debris Monitoring and Documentation](#)

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Attachment 5

CHAPTER 517a INTRASTATE MUTUAL AID COMPACT

Sec. 28-22a. Intrastate Mutual Aid Compact.

Article I. Purposes

This compact shall be known as the Intrastate Mutual Aid Compact and is made and entered into by and between the participating political subdivisions of this state. The purpose of this compact is to create a system of intrastate mutual aid between participating political subdivisions in the state. Each participant of this system recognizes that emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential for the protection of lives and property and for best use of available assets. The system shall provide for mutual assistance among the participating political subdivisions in the prevention of, response to, and recovery from, any disaster that results in a declaration of a local civil preparedness emergency in a participating political subdivision, subject to that participating political subdivision's criteria for declaration. The system shall provide for mutual cooperation among the participating subdivisions in conducting disaster-related exercises, testing or training activities.

Article II. General Provisions

(1) For purposes of this compact: (A) "Participating political subdivision" means each political subdivision of the state whose legislative body has not adopted a resolution withdrawing from this compact in accordance with the provisions of this article; and (B) "chief executive officer" means the elected or appointed officer granted the authority to declare a local civil preparedness emergency by the charter or ordinance of his or her political subdivision.

(2) On and after October 1, 2007, each political subdivision within the state shall automatically be a participating member of this compact. A participating political subdivision may withdraw from this compact by adopting a resolution indicating its intent to do so. The political subdivision shall automatically be deemed to have withdrawn from this compact upon adoption of such a resolution. The chief executive officer of such political subdivision shall submit a copy of such resolution to the Commissioner of Emergency Management and Homeland Security not later than ten days after the adoption of the resolution. Nothing in this article shall preclude a participating political subdivision from entering into a supplementary mutual aid agreement with another political subdivision or affect any other inter-local municipal agreement, including any other mutual aid agreement, to which a political

subdivision may be a party or become a party.

(3) In the event of a serious disaster affecting any political subdivision of the state, the chief executive officer of that political subdivision may declare a local civil preparedness emergency. The chief executive officer of such political subdivision shall notify the Commissioner of Emergency Management and Homeland Security of such declaration not later than twenty-four hours after such declaration. Such a declaration shall activate the emergency plan of operations of that political subdivision, as established under subsection (a) of section 28-7, and authorize the request or furnishing of aid and assistance, including any aid and assistance provided under the intrastate mutual aid system described in this section. No immunity, rights or privileges shall be provided for any individual who self-dispatches in response to a declaration, without authorization by such individual's participating political subdivision.

Article III. Responsibilities of the Local and Joint Organizations of Participating Political Subdivisions

The participating political subdivisions shall ensure that the duties of their local or joint organizations, as described in subsection (a) of section 28-7, include the following:

(1) Identifying potential hazards that could affect the participating political subdivisions using an identification system common to all participating jurisdictions;

(2) Conducting of joint planning, intelligence sharing and threat assessment development with contiguous participating political subdivisions, and conduct joint training at least biennially;

(3) Identifying and inventorying the current services, equipment, supplies, personnel and other resources related to planning, prevention, mitigation, response and recovery activities of the participating political subdivisions; and

(4) Adopting and implementing the standardized incident management system approved by the Department of Emergency Management and Homeland Security.

Article IV. Implementation

Any request for assistance made by the chief executive officer of a participating political subdivision who has declared a local civil preparedness emergency shall be made to the chief executive officers of other participating political subdivisions or their designees. Requests may be oral or in writing, and shall be reported to the Commissioner of Emergency Management and Homeland Security not later than twenty-four hours after the request. Oral requests shall be reduced to writing not later than forty-eight hours after the request.

Article V. Conditions

A participating political subdivision's obligation to provide assistance in the case of a declared local civil preparedness emergency is subject to the following conditions:

- (1) A participating political subdivision shall have declared a local civil preparedness emergency;
- (2) A responding participating political subdivision may withhold or recall resources to the extent it deems necessary to provide reasonable protection and services for its own jurisdiction;
- (3) Personnel of a responding participating political subdivision shall continue under the command and control of their responding jurisdiction, including emergency medical treatment protocols, standard operating procedures and other protocols, but shall be under the operational control of the appropriate officials within the incident management system of the participating political subdivision receiving assistance; and
- (4) Assets and equipment of a responding participating political subdivision shall continue under the control of the responding jurisdiction, but shall be under the operational control of the appropriate officials within the incident management system of the participating political subdivision receiving assistance.

Article VI. Licenses, Certificates and Permits

- (1) If a person or entity holds a license, certificate or other permit issued by a participating political subdivision or the state evidencing qualification in a profession, mechanical skill or other skill, and the assistance of that person or entity is requested by a participating political subdivision, such person or entity shall be deemed to be licensed, certified or permitted in the political subdivision requesting assistance for the duration of the declared local civil preparedness emergency, subject to any limitations and conditions as may be prescribed by the chief executive officer of the participating political subdivisions, by executive order or otherwise; or by the person or entity's sponsor hospital.
- (2) The officers, members and employees of the responding political subdivision, including, but not limited to, public works, firefighting, police or other assigned personnel rendering aid or assistance pursuant to the compact and this section shall have the same duties, rights, privileges and immunities as if they were performing their duties in the responding political subdivision.

Article VII. Reimbursement

- (1) Participating political subdivisions shall maintain documentation of all assets provided. In the event of federal reimbursement to a requesting political subdivision, any political subdivision providing assistance under the compact and this section shall receive its

appropriate share of said reimbursement.

(2) A participating political subdivision may donate assets of any kind to a requesting participating political subdivision. Unless requested in writing, no reimbursement shall be sought by a responding political subdivision from a requesting political subdivision that has declared a local civil preparedness emergency. Any written request for reimbursement must be made not later than thirty calendar days after the response, except that notice of intent to seek reimbursement shall be given at the time the aid is rendered, or as soon as possible thereafter.

(3) Any dispute between political subdivisions regarding reimbursement shall be resolved by the parties not later than thirty days after written notice of the dispute by the party asserting noncompliance. If the dispute is not resolved within ninety days of the notice of the claim, either party may request that the dispute be resolved through arbitration. Any such arbitration shall be conducted under the commercial arbitration rules of the American Arbitration Association.

Article VIII. Liability

For the purposes of liability, all persons from a responding political subdivision under the operational control of the requesting political subdivision are deemed to be employees of the responding political subdivision. Neither the participating political subdivisions nor their employees, except in cases of willful misconduct, gross negligence or bad faith, shall be liable for the death of or injury to persons or for damage to property when complying or attempting to comply with the intrastate mutual aid system.



Department of Administrative Services

Emergency Response Supplies, Services and Equipment

A Reference Guide to Statewide Contracts for The CT Department of Emergency Services and Public Protection/Division of Emergency Management & Homeland Security (DESPP/DEMHS)

Department of Administrative Services, Procurement Division
5th Floor South
860-713-5095
165 Capitol Avenue
Hartford, CT 06106

June 3, 2014

Revised 6/3/2014

This manual is intended as a reference guide for the Department of Emergency Services and Public Protection, Division of Emergency Management & Homeland Security, to obtain specific supplies, services and equipment for emergency situations. The following Information is provided in this manual:

- I. DAS/Procurement Division Contact information**
- II. Contract Reference Index and Detailed Listing**
- III. Emergency Purchasing Card Information**
- IV. Disaster Debris Response Activation**

For after hours emergency information inquiries, please contact the DAS Procurement Staff referred to below:

Carol Wilson
DAS Procurement Director
Home: 860-684-6517
Cell: 860-306-2251

Paul Greco
Contract Specialist
Home: 860-347-8883
Cell: 860-343-3361

DAS staff who are interested in serving at the EOC, if needed, to lend sourcing assistance to DESPP/DEMHS in the event of an emergency:

Name	Home #	Cell #
Joann Bellamo	860-344-1587	860-301-4965
Noreen Camara		860-543-0859
Mark Carroza	860-289-5556	860-951-5853
Janet DeIGreco Olson	860-788-2730	860-301-2080
Lynn Peccerillo-Hills	860-295-9000	860-543-1161
Arlene Watson-Paulin		860-965-6205
Marcie Wilson		860-803-2318
Kris Wohlgemuth	860-739-4454	860-823-0710

**Section 1
DAS/Procurement Division Contact Information**

<i>NAME</i>	<i>TITLE</i>	<i>TELEPHONE (860-)</i>	<i>Right Fax (860-) (or (U) = Unit Fax #)</i>	<i>E-MAIL</i>
Anderson, Pamela	Contract Specialist	713-5088	622-2930	pamela.anderson@ct.gov
Baczewski, Michael	CT Career Trainee – Contract Analyst	713-5169	920-3106	Michael.Baczewski@ct.gov
Bare, Ben	Staff Attorney 2	713-5140	920-3090	Ben.Bare@ct.gov
Basso, Elizabeth	Contract Specialist	713-5611	622-2882	elizabeth.basso@ct.gov
Beaulieu, Steven	ERP Financials Business Team Lead, Core-CT/ Inventory	622-2176	(U) 528-2740	steven.beaulieu@ct.gov
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Bellamo, Joann*	DAS Manager CoreCT	622-2511	622-2916	joann.bellamo@ct.gov
Bernosky, Julie	ERP Financials Business Analyst , Core- CT/Catalog Mgt.	622-2036	622-2919	julie.bernosky@ct.gov
Bonola, Kathleen	ERP Financials Business Team Lead, Core- CT/e-Pro	622-2328	(U) 528-2740	kathleen.bonola@ct.gov
Busanet, David	Bidding & Contracts Manager	713-5783	(U) 713-7395	david.busanet@ct.gov
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Coleman, Lori	Processing Technician	713-5090	622-2924	lori.coleman@ct.gov
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Coty, Veronica	Fiscal Administrative Officer - Surplus	257-6452	(U) 571-7444	veronica.coty@ct.gov
Crandall, Holly	Skilled Maintainer - Surplus	571-7445	(U) 571-7444	holly.crandall@ct.gov
Cunningham, Aimee	Contract Specialist	713-5250	622-2869	aimee.cunningham@ct.gov
Cusano, Joanne	Purchasing Assistant	713-5288	622-2842	joanne.cusano@ct.gov
DeConti, Patrick	Contract Specialist	713-5061	622-2943	pat.deconti@ct.gov
DelGreco Olson, Janet	Contract Specialist	713-5079	622-2961	janet.delgreco@ct.gov
Del Greco, Jean	Contract Specialist	713-5623	622-2881	jean.delgreco@ct.gov
Deluca, Tony	Contract Specialist	713-5070	622-2938	tony.deluca@ct.gov
DiMatteo, Kerry	Contract Analyst, P-Card	713-5072	622-2920	kerry.dimatteo@ct.gov
Dupont, Teresa	Contract Specialist	713-5073	622-2940	teresa.dupont@ct.gov
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Guilmartin, Brian	ERP Financials Business Analyst, Core- CT/Purchasing Module Team	622-2500	U) 528-2740	Brian.guilmartin@ct.gov
Hawkins, Susanne	Contract Specialist	713-5064	622-2941	susanne.hawkins@ct.gov
Hubeny, Linda	DAS Manager	713-5263	713-7438	Linda.Hubeny@ct.gov
Hunter, Peter	Contract Specialist, PreQual	713-5257	622-2870	peter.hunter@ct.gov
Huntley, Linda	Administrative Assistant	713-5834	622-2828	linda.huntley@ct.gov
Jorge, Bryan	CT Career Trainee – Contract Analyst	713-5168	920-3107	Bryan.Jorge@ct.gov
Kenton, Stanley	Accounts Examiner	713-5241	622-2978	stanley.kenton@ct.gov
LoSchiavo, Linda	Contract Specialist	713-5078	622-2923	linda.loschiavo@ct.gov
Marquez, Devin*	Manager of Procurement Programs & Services (Contracting & Legal)	713-5381	622-2962	devin.marquez@ct.gov
Marzano, Melissa	Purchasing Assistant	713-5291	622-4935	melissa.marzano@ct.gov
Melesko, Dan	Contract Specialist	713-5627	622-2864	daniel.melesko@ct.gov
Melesko, Laurie	ERP Financials Business Analyst, Core- CT/Catalog Mgt.	622-2197	622-2922	laurie.melesko@ct.gov
Milardo, Cindy	Contract Team Leader	713-5084	622-2906	cindy.milardo@ct.gov
Mooney, Gregory	CT Career Trainee – Contract Analyst	713-5755	920-3108	Gregory.mooney@ct.gov
Nodwell, Kevin	Processing Technician	713-5087	707-1936	Kevin.nodwell@ct.gov
Orlinski, Eva	Purchasing Assistant	713-5083	622-2911	eva.orldnski@ct.gov
Peccerillo-Hills, Lynn	Contract Specialist, PreQual	713-5255	622-2945	lynn.peccerillo@ct.gov
Rivera, Ada	Contract Specialist	713-5048	622-2593	ada.rivera@ct.gov
Rivera, Marisol	Purchasing Assistant	713-5435	622-2839	marisol.rivera@ct.gov
Sadowski, Dan	Property Coordinator	713-5134	713-7438	dan.sadowski@ct.gov
Simeone, Ann	Contract Specialist	713-5051	622-2921	ann.simeone@ct.gov
Veletz, Carlos *	Procurement Program Manager	713-5092	622-2903	carlos.veletz@ct.gov
Walton, Mellanee	Associate Fiscal Admin. Officer	713-5794	U) 713-7395	Mellanee.walton@ct.gov
Watson-Paulin, Arlene	Contract Specialist	713-5237	622-2936	arlene.watson-paulin@ct.gov
Whitesell, Rachel	Staff Attorney 3	713-5805	(U) 713-7484	rachel.whitesell@ct.gov
Wilson, Carol *	Procurement Director	713-5093	622-2904	carol.wilson@ct.gov
Wilson, Marcie	Contract Specialist	713-5622	622-2862	marcie.wilson@ct.gov

<i>NAME</i>	<i>TITLE</i>	<i>TELEPHONE (860-)</i>	<i>Right Fax (860-) (or (U) = Unit Fax #)</i>	<i>E-MAIL</i>
Winschel, John	ERP Financials Business Specialist, Core-CT/Catalog Mgt.	622-2040	(U) 528-2740	john.winschel@ct.gov
Wohlgemuth, Kris	Contract Specialist	713-5606	622-2832	Kris.wohlgemuth@ct.gov
Yetishefsky, Meg *	DAS – Manager Supplier Diversity	713-5228	622-2929	meg.yetishefsky@ct.gov
Zalucki, Rob	Contract Specialist	713-5139	622-2935	robert.zalucki@ct.gov
Procurement Main Number: 713-5095 Supplier Diversity Main 713-5236 Prequalification Main: 713-5280 Procurement Services Fax # 860-713-7484				
Mailing Address: 165 Capitol Avenue Hartford, CT -06106				
Bridgeport Room 713-7493 Results for Construction Services Bids – www.ct.gov/dcs or Ext. 5795				
CORE Help Desk: 860-622-2300				
Website:: http://das.ct.gov/mp1.aspx?page=8				
Voice Mail – Local Call – 713-5200 Long Distance – (800)611-2931 use 4-digit phone number then * during greeting				

Section II
Contract Reference Index and Detailed Listing

<i>Contract Description</i>	<i>Contract Specialist</i>	<i>Page Number</i>
Ammunition	Marcie Wilson: 860-713-5622	7
Bakery	Ann Simeone: 860-713-5051	13
Bar Oil for Chain Saws	Robert Zalucki: 860-713-5139	Pg. 7 & 20
Blankets ok checked	Ada Rivera: 860-713-5048	7
Body (Deceased) Transportation Service	Arlene Watson-Paulin: 860-713-5237	8
Clothing: Uniforms, Socks, Raincoats and Foul Weather Gear, Safety Apparel and Accessories, Footwear	Ada Rivera: 860-713-5048	8,9
Commissary Services	Ann Simeone: 860-713-5051	16
Covers, Polyethylene, Plastic Covers and Tarps	Ada Rivera: 860-713-5048	9
Dairy	Ann Simeone: 860-713-5051	13
Disaster Debris Management	Paul Greco: 860-713-5189	10
Disaster Debris Monitoring	Paul Greco: 860-713-5189	10
Electrical	Robert Zalucki: 860-713-5139	20, 21
Emergency Response and Law Enforcement Supplies	Janet DelGreco Olson: 860-713-5079	10, 11
Fire Extinguishers: Purchase, Inspection, Maintenance and Repairs	Linda LoSchiavo: 860-713-5078	12
Firefighter Equipment (Helmets, Boots, Coats, Pants, Bottles)	Janet DelGreco Olson: 860-713-5079	10, 11
Foods: Bulk, Bakery, Catering (DESPP) Dairy, Water	Ann Simeone: 860-713-5051	12, 13, 14, 15, 16
Fuels: Gas Diesel, Heating Oil, Bio-Diesel, Propane	Paul Greco: 860-713-5189	16, 17, 18
Furniture and Services	Susanne Hawkins: 860-713-5064	18
Generators	Robert Zalucki: 860-713-5139	20, 21
Ice	Ann Simeone: 713-5051	19
Lighting Equipment (Hand Lights, Warning Lights, Portable Lights)	Janet DelGreco Olson: 860-713-5079	10,11
Mail: Ground, Air, International	Susanne Hawkins: 860-713-5064	19
Maintenance, Repair & Operational Supplies & Equipment, Plumbing, Electrical and Generators , Sandbags and Related Equipment)	Robert Zalucki: 860-713-5139	20, 21
Medical Supplies, Needles & Syringes	Arlene Watson-Paulin: 860-713-5237	21, 22, 23
Misc. Equipment (Nozzles, Foam, Hoses, Ladders, Hand tools)	Janet DelGreco Olson: 860-713-5079	10, 11
Moving Services	Susanne Hawkins: 860-713-5064	24, 25
Network Services	Kris WohlGemuth: 860-713-2832	26
Police Supplies	Janet DelGreco Olson: 860-713-5079	10, 11
Plumbing	Robert Zalucki: 860-713-5139	20, 21
Two-Way Radio Communication Equipment and Service	Kris WohlGemuth: 860-713-2832	27, 28
Radio Parts	Kris WohlGemuth: 860-713-2832	28, 29
Record Storage	Susanne Hawkins: 860-713-5064	30
Rental of Equipment without Operators	Peter Hunter: 860-713-5257	31
Rental of Services/Equipment for Roadway Construction (includes Operators)	Peter Hunter: 860-713-5257	31, 32, 33
Rental of Industrial and Emergency Equipment	Robert Zalucki: 860-713-5139	33

Rental of Portable Toilets	Mark Carroza: 860-713-5047	34
Rescue Equipment: (Pneumatic Tools, Rope, Rigging Equipment)	Janet Delgroco-Olson 860-713-5079	10, 11
Road Flares	Janet Delgreco-Olson: 860-713-5079	34
Rubbish Removal	Robert Zalucki: 860-713-5139	34, 35
Sandbags (empty, *Exhibit A, back page) and Related Equipment	Robert Zalucki: 860-713-5139	20
Textiles, Towels, Turkish Bath	Ada Rivera: 860-713-5048	36
Water	Ann Simeone: 860-713-5051	14

Ammunition, New and Reloads

Marcie Wilson: 860-713-5622

Contract Number: **07PSX0219**

Term of Contract: 01/18/2008 through 12/31/2014

Company Name: Jurek Brothers, Inc.

Address: 59 School Street Greenfield, MA 01301 - Remittance Address: P.O. Box 408, Greenfield, MA 01302

Tel. No.: (800) 628-8498

Fax No.: (413) 772-2988

Contact Person: Greg or Steve Jurek

Company E-mail Address and/or Company Web Site: Greg@jurekbrothers.com www.jurekbrothers.com

Company Name: Eagle Point Gun/TJ Morris & Son

Address: 1707 Third Street Thorofare, New Jersey 08086

Tel. No.: (856) 848-6945

Fax No.: (856) 384-2938

Contact Person: Thomas J. Morris III

Company E-mail Address and/or Company Web Site majortjmorrii@comcast.net

Company Name: International Cartridge Corporation

Address: 2273 Route 310, Reynoldsville, PA 15851

Tel. No.: (877) 422-5332

Fax No. (814) 938-6821

Contact Person: Dan Smith

Company E-mail Address and/or Company Web Site: contact@iccammo.com <http://www.iccammo.com/>

Bar Oil for Chain Saws (see Contract # 10PSX0204 – Pg. 20)

Blankets

Ada Rivera: 860-713-5048

Contract Number: **12PSX0267**

Effective Date: 10/1/2012 through 09/30/2015

Scope:

Blankets (Blankets are also available under CA# 06PSX0377/Correctional Enterprises of Connecticut (CEC); CA # 10PSX0204/Grainger; and CA # 11PSX0127/Bob Barker Company)

Tabb Textile Co., Inc. (Items 3 & 4)

511 Pleasant Drive, Opelika, AL 36801

Phone.: (334) 745-6762 x 109 & 103

Fax: (334) 745-2377

Contact: Marsha Thrift

E-mail: tabbtextile@textilegroup.net

24/7 Contact: Rusty Langford - 334-444-1765

rusty@textilegroup.net

Body (Deceased) Transportation Service

Arlene Watson-Paulin: 860-713-5237

Contract Number: 12PSX0124

Term of Contract: 7/01/2012 through 6/30/2014

Connecticut Trade Service

Address: 95 Dixwell Avenue, #2, New Haven, CT 06511

Contact Person: Chris Pender

Phone: 866-736-3379

Email: cttradeservice@sbcglobal.net

Emergency Contact: Chris Pender, Cell: 203-808-2226; Home: 860-216-5359

CT Mortuary Transport, LLC

Address: 99 Den Hollow Road, Guilford, CT 06437

Contact Person: Garrett F. Sullivan

Phone: 800-603-5605; Fax: (203) 453-6930

Email: info@ctmortuarytransport.com

Emergency Contact: Garrett F. Sullivan - Cell: 203-494-4738

Clothing: Uniforms, Socks, Raincoats and Foul Weather Gear, Safety Apparel and Accessories, Footwear

Ada Rivera: 860-713-5048

Contract Number: 11PSX0127

Effective Dates: 4/1/2012 through 3/31/2014

Scope: Clothing, Uniforms, Footwear, Accessories and Personal Care Hygiene Supplies
(Includes raincoats & foul weather gear, safety apparel and socks)

Aramark

141 Longwater Drive, Norwell, MA 02061

www.shoparamark.com

24/7 Contact:

Diane MacMillan

Diane.macmillan@uniform.aramark.com

Phone: (781) 763-4219; Fax: (781) 763-9120

Bob Barker Company, Inc

134 N Main St, Fuquay Varina, NC 27526

Mary Shea - maryshea@bobbarker.com

Phone: (800) 334-9880; FAX: (800) 322-7537

24/7 Contact: Pam Whitmill: 1-888-708-5013 and After Hours Calls to our regular sales line 800-334-9880

Darter Specialties, Inc.

514 Cornwall Avenue, Cheshire, CT 06410

Tel: 203-699-9805; Fax: 203-699-9807

Email: alice@darterpress.com

24/7 Contact: Guy Darter – Cell: 203-233-3944

Doughboy Police and Fire Supply

198 Boston Street, Dorchester, MA 02125

Michael A Amusu

Phone: (860) 242-1683

Email: Michaelamusu@sbcglobal.net

Fairfield Uniform Company

1197 Main Street, Bridgeport, CT 06604

Co. Email: FairfieldUniform@aol.com Website:

FairfieldUniform.com

Tel. 203-335-9941; Fax: 203-394-6615

24/7 Contact: Don Reiter – Cell: 203-246-7544

Graphic Productions, Inc.

21 Stanford Drive, Hingham MA 02043

Tel. #: 781-749-8828

Email: graphicspro@msn.com

Clothing: Uniforms, Socks, Raincoats and Foul Weather Gear, Safety Apparel and Accessories, Footwear – Contract 11PSX0127 (Continued)

<p>Horwitz Career Apparel and Uniforms 375 Morgan Lane - Unit 105 West Haven, CT 06516 Robert Horwitz (Owner) Tel.: 203-931-9700x301; Fax: (203) 931-9702 Email: rhorwitz@horwitzuniforms.com Website: http://www.horwitzuniforms.com/ 24/7 Contact: Robert Horwitz – Cell: 203-641-1465</p>	<p>Keefe Supply Co. 301 Mill Road, Edison, NJ 08837 Jennifer Williams Ph. (800) 831-1728; Email: jswilliams@keefegroup.com 24/7 Contact: Laura Palmisano; Ph. 1.800.831.1728 ext. 207; Cell: 732.735.2058 Email: lpalmisano@keefegroup.com</p>
<p>Kenai Sports, LLC 185 Main St. – Suite 4030100, New Britain, CT 06051 24/7 Contact: Charles Bogioian – Ph. (860) 550-4414 Email: cbogioian@kenaisports.com and/or: Phil Tepfer – Ph. 203-508-0118; Email: ptepfer@kenaisports.com</p>	<p>MG Products LLC www.mgproducts.net 5 Marions Way; Georgetown, MA 01833 24/7 Contact: Leanne Goddu; Ph. 978-352-5042; Fax: (978) 352-4259; Email: Leanne@MGProducts.net</p>
<p>O.D. Taragin & Bros. LLC 1400 Aliceanna St., Baltimore, MD 21231 24/7 Contact: Jonathan Shapiro; Ph. (410) 276-7570; Fax: (410) 276-1414</p>	<p>PrintabiliTees, LLC 180 Turn Of River Rd., Suite 13D, Stamford, CT 06905 24/7 Contact: Jere’ C. Eaton; Office: (203) 322-3390; Cell: 203-561-250; Fax: (203) 461-8744; Email: jere@printabilitees.com</p>
<p>Razz-m-Tazz Promotions P.O. Box 620, Westminster, MA 01473 Gail Sabettini - gail@razz-m-tazz.com Tel. 978-874-0502/ 877-874-0502; Fax: 978-874-1057 Website: www.razz-m-tazz.com 24/7 Contact: Gail Sabettini – 978-874-0502; Cell: 978-660-6948</p>	<p>Security Uniforms 48 Broad Street, New Britain, CT 06053 Ross Gottlieb (V) 860-224-1773; Fax: 860-225-9762 Emergency Only #: Ross Gottlieb – Cell: <u>860-839-7310</u></p>
<p>Tracy’s Products, LLC 300 Whalley Avenue, 2nd Floor, New Haven, CT 06511 24/7Contact: Gussie Steele Ph. (203) 787-2013; Fax: (203) 787-2013 Email: tracysproducts@aol.com</p>	

Covers, Polyethylene Plastic Covers, and Tarps

Ada Rivera: 860-713-5048

Contract Number: 11PSX0331

Effective Date: 2/1/2012 through 1/31/2015

Note: See also CA# 10PSX0204 for additional covers, Polyethylene Plastic Covers, and Tarps

<p>Humphrys Textile Products 5000 Paschall Ave., Philadelphia, PA 19143 Tony Farinella Phone: (800) 523-4503, Fax: (215) 724-8706 Email: rbn@humphrys.biz Emergency Contact: Ron Nissenbaum (President) – Cell: 215-920-5125; Home: 610-896-1653 (backup cell: 215-620-8135 (wife))</p>
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Disaster Debris Management

Paul Greco: 860-713-5189

Contract Number 08PSX0027

Effective Date: through 6/30/2014

Scope: Statewide Disaster Debris Removal and Emergency Response

Company Name: **AshBritt, Inc.**

Company Address: **565 East Hillsboro Blvd. Deerfield Beach, Florida 33441**

Tel. No.: **954-545-3535**

Fax No.: **954-545-3585**

Contact Person: **John Noble**

Company E-mail Address and/or Company Web Site jnoble@ashbritt.com www.ashbritt.com

Company Name: **Phillips and Jordan, Inc.**

Company Address: **191 P and J Road P.O. Drawer 604 Robbinsville NC 28771**

Tel. No.: **828-479-3371**

Fax No.: **828-479-3010**

Contact Person: **Mike Harwood**

Company E-mail Address and/or Company Web Site mharwood@pandj.com www.pandj.com

Disaster Debris Monitoring

Paul Greco: 860-713-5189

Contract Number 08PSX0028

Effective Date: through 6/30/2014

Scope: Statewide Disaster Debris Removal Monitoring

Company Name: **Science Applications International Corporation**

Company Address: **2301 Lucien Way Suite 120 Maitland, FL 32751**

Tel. No.: **321-441-8518 Cell: 407-803-2551** Fax No.: **321-441-8501**

Contact Person: **Betty Kamara**

Company E-mail Address and/or Company Web Site betty.v.kamara@saic.com

Emergency Response and Law Enforcement

Equipment (Please note that additional equipment can be found with Contract 10PSX0204 – Grainger)

Marcie Wilson: 860-713-5622

Contract Number: 11PSX0117

Term of Contract: 4/1/2012 through 10/31/2014 look at Contracting portal – something about another contract incorporated with this – vendors the same? Don't forget to change other CA names for certain contracts

American Safety & Supply, Inc.
77B Napier Street, Springfield, MA 01104
Chris Caron
Tel. No.: (800) 472-3892 Fax No.: (413) 737-5150

Natick Auto Sales, Inc
DBA: MHQ Municipal Vehicles
750 Newfield St.
Middletown, CT
Michael Fratoni

Email: amsafe1@aol.com
Emergency Contact : Chris Caron, Tel. 413-782-8955;
Cell: 413-530-7611

Phone: (508) 573-2655 Fax: (508) 573-2755
Email: mfratoni@mhq.com
Emergency Contact: Michael Fratoni, Tel. 508-726-6360

**Emergency Response and Law Enforcement Equipment
Contract 11PSX0117 (Continued)**

<p>Arj-Med Inc. 1080 Madison Avenue, Suite 2B New York, NY 10028 Majid Tavakolian - Direct Tel No. 646-583-1500 Phone: (212) 758-2900 Fax: (212) 758-2902 Emergency Contact: Majid Tavakolian - 917-972-6893, 646-372-0381</p>	<p>New England Uniform Co., LLC 356 Main Street Danbury, CT 06810-5838 Edward McGee Phone: (203) 792-5256 Fax: (203) 792-0395 Email: emcgee@newenglanduniform.net Emergency Contact: Edward McGee, Tel. 203-948-3227</p>
<p>Atlantic Nuclear Corp. 100 Weymouth Street, Unit E-1 Rockland, MA 02370 John P. Anderson Phone: (800) 878-9118 Fax: (888) 440-1319 Email: info@arjmed.com</p>	<p>New York Police Supply, Inc. 1460 Ridge Road E, Rochester, NY 14621 Michael Cohn Phone: (800) 262-2832 Fax: (585) 467-1370 Email: nyps@frontiernet.net</p>
<p>Common Cents EMS Supply LLC 304 Boston Post Road Old Saybrook, CT 06475 John T Dunn Phone: (860) 388-4599 Fax: (860) 388-4699 Email: jdunn@savelives.com Emergency Contact: John T. Dunn, 1-866-388-4599</p>	<p>Physio-Control Inc. 11811 Willows Road NE Redmond, WA 98052-2003 Vince Pettit Phone: (800) 442-1142 Fax: (425) 867-4970 Email: rs.physiocontracts-east@medtronic.com</p>
<p>Connecticut Police Supply 105 Fenn Road, Newington, CT 06111 Tel. No.: 860-667-4211 Fax: 860-666-2606 Contact Person: Edward J. O'Neill Email and/or Website: eddyo@cheerful.com Emergency Contact: Ed O'Neill - 860-212-1369</p>	<p>Shipman`s Fire Equipment Co., Inc. 172 Cross Road Waterford, CT 06385- Michael Kirchhoff Phone: (800) 775-7332; Cell 860-625-3418 Fax: (860) 442-0678 Email: mkirchhoff@shipmans.com</p>
<p>Fisher Scientific Company, LLC 2000 Park Lane Pittsburgh, PA 15275 James Bond Phone: (800) 226-4732 Fax: (866) 897-9946 Email: safety.quotes@thermofisher.com Emergency Contact: James Bond, Tel. 860-655-2281</p>	<p>Survival Group LLC 112 Washington Avenue North Haven, CT 06473 Daniel Carmody Phone: (203) 234-6326 Fax: (203) 234-2218 Email: dcarmody@survival-group.com</p>
<p>Fleet Auto Supply 1869 Main Street Bridgeport, CT 06604 William Chizmadia Phone: (888) 993-5274; Fax: (203) 996-0880 Email: fasbpt@aol.com 24/7 Contact: William Chizmadia, 203-996-0880 Robert Waugh, Telephone: 203-996-0879</p>	<p>Thermal Imaging Concepts, LLC 156 O'Connell Drive Berlin, CT 06037- Mark D. Lewandowski Phone: (860) 982-1072 Fax: (860) 828-1626 Email: thermalimaging@msn.com</p>
<p>Horwitz Career Apparel & Uniforms 375 Morgan Lane West Haven, CT 06516 Robert Horwitz Phone: (203) 931-9700 Fax: (203) 931-9702 Email: rhorwitz@horwitzuniforms.com</p>	<p>Zarc International, Inc. 529 South Petri Drive Minonk, IL 61760 David Froelich Phone: (309) 432-3838 Fax: (309) 432-3490 dtf@zarc.com</p>

Purchase of Fire Extinguishers, and Inspection, Maintenance and Repair of Fire Extinguishers

Linda LoSchiavo: 860-713-5078

Contract Number: 10PSX0317

Term of Contract: 02/01/2011 through 6/30/2014

Company Name: Fire Equipment Headquarters, Inc.
Address: 961 Migeon Avenue, Torrington, CT 06790
Tel. No.: 860-489-5916; Fax No.: 860-626-0911
Contact Person: Mary Ann O'Sullivan
Company E-mail Address and/or Company Web Site: extinguisher1@yahoo.com www.FireEquip.com
Emergency (after hours) contact: Timothy O'Sullivan cell: 860-309-0399; Home: 860-485-0570
Email: osullivantim@yahoo.com or: Mary Ann O'Sullivan cell: 860-309-6299; Home 860-489-5380
Email: extinguisher1@yahoo.com

Company Name: Life Safety Service & Supply, LLC
Address: 325 Sandbank Road, Unit #11, Cheshire, CT 06410
Tel. No.: 203-272-1882; Fax No.: 203-272-1896
Contact Person: Drew Marchetti
Company E-mail Address and/or Company Web Site: drew@lifesafetyservice.com or www.lifesafetyservice.com
Emergency Contact: George DeLauri (203) 980-0017

Company Name: Dreamers Unlimited Inc., DBA Roybal & Sons Fire Equipment Co.
Address: 33 Forest Street, Middletown, CT 06457
Remittance Address: PO Box 204, Middlefield, CT 06455-0204
Tel. No.: 860-347-2189; Fax No.: 860-343-5479
Contact Person: Jerry F. Bauer, Phyllis Bauer, Deborah Gagnon
Company E-mail Address and/or Company Web Site: Roybalfire@earthlink.net
Emergency Contact: Jerry F. Bauer 860-347-2189

Food – Distribution, Bulk & Variety

Ann Simeone: 713-5051

Contract Number: 09PSX0330

Effective Date: 10/04/2010 through 10/03/2015

Scope: Delivery of Bulk foods

SYSCO CONNECTICUT, LLC
100 Inwood Road, Rocky Hill, CT 06067
Allan Faneuf
Tel: 860-571-5664
Cell: 860-214-1594
Faneuf.allan@ct.sysco.com

Emergency Contacts for SYSCO:

Robert McMakin Cell: 860-798-5169 Work: 860-571-5665
Scott Bedard Cell: 860-965-8592; Work: 860-571-5683

FYI – Agencies order food one (1) week prior to cycle menu and Disaster Plan allows for a 4 hour (or less) window for deliveries in an emergency situation

Food – Distribution, Bulk & Variety (Continued)

Ann Simeone: 713-5051

Contract Number: 12PSX0011
Effective Date: 07/27/2012 through 06/30/2014
Scope: Delivery of Bulk foods

The Hartford Provision Company (HPC) 625 Nutmeg Road North, South Windsor, CT 06074 Roger Siering Tel: 860-760-3935 / Cell: 860-681-4667 rsiering@hpcfs.com Todd Abramson Tel: 860-760-3924 / Cell: 860-966-5819 tabramson@hpcfs.com	Emergency Contacts for SYSCO: Roger Siering Cell: 860-681-4667 Work 860-760-3935 Todd Abramson Cell: 860-966-5819 Work 860-760-3924 Work 860-760-3997
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FYI – This is a three town C/A Food for Cheshire, New Milford and Wolcott, CT

Food – Bakery Products (perishable)

Ann Simeone: 713-5051

Contract Number: 10PSX0283
Effective Date: 07/1/2011 through 06/30/2014
Scope: Delivery of perishable Breads & Rolls

Orograin Bakeries Sales, Inc. 1 Petra Lane Albany, NY 12205	David Ziobrowski Phone: (518) 456-4792 Fax: (518) 452-1563 Email: dziobrowski@bbumail.com
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Food – Dairy Products

Ann Simeone: 713-5051

Contract Number: 08PSX0066
Effective Date: 07/01/2008 through 06/30/2014
Scope: The Purchase of Milk, Milk Products, Cream and Related Dairy Products

Guida Seibert Dairy 433 Park Street New Britain, CT 06050- 2900	James F. Guida Phone: (860) 842-4335; Fax: (860) 225-0035 Email: jguida@supercow.com
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Marcus Dairy Inc. 4 Eagle Road Danbury CT, CT 06810	Thomas W. Schiappa Phone: (800) 243-2511; Fax: (203) 791-2759 Email: tschiappa@marcusdairy.com
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Wades Dairy Inc.
1316 Barnum Avenue
Bridgeport, CT 06610

Douglas Wade
Phone: (203) 579-9233; Fax: (203) 696-6121
Email: doug@wadesdairy.com

Food – Bottled Water, Cooler Rental & Supplies for Non-Potable Water Sites

Ann Simeone: 713-5051

Contract Number: 12PSX0052

Effective Date: 06/01/2012 through 05/31/2014

Scope: Delivery of Water

(SEE CRYSTAL ROCK AGREEMENT – SCREEN SHOT/NEXT PAGE)

Crystal Rock, LLC
1050 Buckingham Street
Watertown, CT 06795
Frank Finik - Cell # is 860-398-3540
Tel : 800-525-0070
ffinik@crystalrock.com
24/7 Contact: Peter J. Guildner - 800-525-0070

Dept. of Corrections
Michael Bibens cell: 860-798-9669
or work: 860-691-6989
DOC may assist in “bagged water” and provide
“pump stations” to other facilities whenever
possible. DOC has an MOU with AM Red
Cross for emergencies

*** The same emergency contact info for Sysco Food C/A 09PSX0330 should also apply here.
This is how emergency water contacts should read:**

- 1st it's Crystal Rock,**
- 2nd Sysco and**
- 3rd Michael at DOC**



WATER - COFFEE - OFFICE SUPPLIES - SINCE 1914
1050 Buckingham St., Watertown, CT 06795
t 800.525.0070 | f 860.274.0397 | crystalrock.com

St of Ct DAS/Procurement Svc
165 Capitol Ave
Hartford, Ct 06106

Account # Many

Phone : 860-713-5051
Fax: 860-622-2921

Effective Date : 06/01/2012
Expiration Date: 05/31/2014

EMERGENCY WATER AGREEMENT

This letter confirms that Crystal Rock / Vermont Pure Water Company will provide bottled water either on a delivery or pick-up basis depending on the nature of the emergency and the following guidelines.

In the event that an emergency occurs disrupting the availability of potable drinking water to your facility, the Crystal Rock / Vermont Pure Water Company will provide bottled drinking water on a "when needed" basis at the earliest delivery time possible. If your emergency is immediate and we are unable to deliver for any reason, you can arrange pick-up of water containers using your personnel at one of our twelve facilities: CT, NY, NH or MA. Costs of any products needed, will be at the prevailing rates.

We are aware that your emergency water plan requires approximately (unlimited) gallons per day and we are prepared to provide your facility with that amount.

Business hours are Monday through Friday, 8AM to 5PM, except holidays. Our telephone number is 1-800-525-0070. After hours, as well as on weekends and holidays, follow the prompts to mark your message "urgent". That will activate the pager of our on call person who will call you back shortly.

Should you be interested in or have a need for any of our other services such as water dispensers, distilled water, coffee service or paper cups, we will be happy to meet those needs as well.

Sincerely,

Peter Guildner

Food/Catering Services for DESPP at the CT Fire Academy

Ann Simeone: 713-5051

Contract Number: 12PSX0378

Effective Date: 06/10/2013 through 06/09/2016

Lessing's Food Service Management Corp.

3500 Sunrise Hgwy Building 100 Suite 100, Great River, NY 11739

Arnie Fink, Vice President, Business Development

O- 860-666-5609 x13; C- 860-402-9026; F- 860-667-2945

afink@lessings.com

24/7 Contact: Chip Loree, Cell: 860-212-8412

Commissary Services

Ann Simeone: 713-5051

Contract Number: 11PSX0154

Effective Date: 07/01/2013 through 06/30/2017

Scope: Commissary Services for Department of Correction and Department of Children and Families (limited)

Keefe Supply Co.

301 Mill Road, Edison, NJ 08837

Jennifer Williams - Phone: (800) 831-1728 - FAX: (732) 248-6998 – Email: jswilliams@keefegroup.com

24/7 Contact: Laura Palmisano, (732) 735-2058

Fuel: Gasoline

Paul Greco: 860-713-5189

Contract Number: 11PSX0079

Effective Date: 07/01/2011 through 06/30/15

Scope: Delivery of 87octane 10% Ethanol gasoline

East River Energy

401 Sound view Rd. Guilford, CT 06437-0388

Jesse Herzog Tel: 800- 336-3762, 203-453-1200; Cell: 800-336-3762/203-410-6598

Fax: 203-453-3899

jmh@eastriverenergy.com

Fuel: Number 1&2 Diesel, Vehicular and Generator

Paul Greco: 860-713-5189

Contract Number: 12PSX0029

Effective Date: 05/01/2012 through 04/30/2015

Scope: Delivery of number 1 & 2 diesel Fuels

East River Energy

401 Sound view Rd. Guilford, CT 06437-0388

Jesse Herzog Tel: 800- 336-3762, 203-453-1200; Cell: 800-336-3762/203-410-6598

Fax: 203-453-3899

jmh@eastriverenergy.com

Dime Oil Co.

93 Industry Lane Waterbury, CT 06704

Thomas Kraft Tel: 203-754-5334; Cell: 203-232-0566; Home: 203-879-6504

Fax: 203-232-0566

Dime.oil@snet.net

Santa Buckley Energy, Inc.

154 Admiral Street P.O. Box 1141 Bridgeport, CT 06601

Lex Johnson Tel: 203-336-3541; Cell: 860-463-3410; Home: 860-228-9133

Fax: 203-367-2412

johnsonl@santaenergy.com

Fuel: Heating Oil

Paul Greco: 860-713-5189

Contract Number: 12PSX0028

Effective Date: 05/01/2012 through 04/30/2015

Scope: Delivery of Heating Oil

East River Energy

401 Sound view Rd. Guilford, CT 06437-0388

Jesse Herzog Tel: 800- 336-3762, 203-453-1200; Cell: 800-336-3762/203-410-6598

Fax: 203-453-3899

jmh@eastriverenergy.com

Dime Oil Co.

93 Industry Lane Waterbury, CT 06704

Thomas Kraft Tel: 203-754-5334; Cell: 203-232-0566; Home: 203-879-6504

Fax: 203-232-0566

Dime.oil@snet.net

Santa Buckley Energy, Inc.

154 Admiral Street P.O. Box 1141 Bridgeport, CT 06601

Lex Johnson Tel: 203-336-3541; Cell: 860-463-3410; Home: 860-228-9133

Fax: 203-367-2412

johnsonl@santaenergy.com

Fuel: Propane

Paul Greco: 860-713-5189

Contract Number: 10PSX0040

Effective Date: 07/01/2010 through 12/31/2013

Scope: Delivery and fill at vendor location

Amerigas Propane, 460 N. Gulph Rd., King of Prussia, PA 19406, Tel: 610-337-7000, Fax: 610-768-3877

Fairfield County, Contact & Tel: Fred Jacques 203-330-9852

Hartford County Contact & Tel: Ed Leavenworth 860-589-8071

Litchfield County Contact & Tel: Ed Leavenworth 860-589-8071

Middlesex County Contact & Tel: Pat Capone 860-663-1636

New Haven County Contact & Tel: Pat Capone 860-663-1636

New London County Contact & Tel: Paul Christensen – 860-537-5925

Tolland County Contact & Tel: Fred Doyon 860-455-9596

Windham County Contact & Tel: Fred Doyon 860-455-9596

Paraco Gas Corporation

800 Westchester Avenue suite 604 Rye Brook, NY 01573

Andrew Mirchin Tel: 914-250-3700 Fax: 914-251-9444 amirchin@paracogas.com

Furniture and Furniture Services, Purchase and Rental of Pre-Owned Office

Susanne Hawkins: 860-713-5064

Contract Number: 11PSX0107

Effective Date: 10/1/2011 through 9/30/2016

Lyco, Inc.

540 N. Main Street, Manchester, CT 06042

Contact: Tom Lyon, General Manager

Phone Number: (860) 646-3575 / Fax Number: (860) 645-1116

Email: tomlyon@lycoinc.com / Web Site: www.lycoinc.com

Transfer Enterprises, Inc.

140 Progress Drive, Manchester, CT 06040

Contact Person: Robert Wilson

Phone Number: (860) 645-9090 / Fax Number: (860) 645-7566

E-mail: rob@tedesk.com / sales@tedesk.com / Web Site: www.tedesk.com

W B Mason Company

43 North Road, East Windsor, CT 06088

Contact Person: Scott Fields

Phone Number: (888) 926-2766 Ext. 1470 / Fax Number: (800) 262-1622

Email: scott.fields@wbmason.com / Web Site: www.wbmason.com

Ice – Bagged Ice Cubes and Refrigeration Truck Rental During Emergency Declaration

Ann Simeone: 713-5051

Contract Number: 12PSX0227

Effective Date: 04/03/2013 through 06/30/2014

Dee Zee Ice LLC

93 Industrial Drive

Southington, CT 06489

Carl Verderame III; Office Ph.: 860-276-3500; Cell: (203) 996-4383; FAX: (860) 621-5050; Email:

carl@diamondicecold.com

Mail - Ground Transport, Air Express and International Express Services

Susanne Hawkins: 860-713-5064

Contract Number: 11PSX0001

Effective Date: 8/28/2011 through 8/27/2014

Scope: Ground Transport, Air Express and International Express Services - Courier Service Rates

**FedEx Corporate Services, Inc., as agent for
Federal Express Corporation and FedEx Ground
Systems Inc. (FedEx)**

6625 Lenox Park Boulevard, 3rd Floor

Memphis, TN 38115

Contact Person: Gayle Gilbert, CT Account Manager

E-mail Address: ggilvert@fedex.com

Website: www.fedex.com

Phone Number: (703) 599-1580

Fax Number: (866) 370-2491

United Parcel Services (UPS)

55 Glenlake Parkway, NE, Atlanta, GA 30328

Contact Person: John R. Reen – CT Director

E-mail Address: jreen@ups.com

Website: www.ups.com

Phone Number: (717) 756-2499

Maintenance, Repair & Operations Equipment (MRO)

Rob Zalucki: 860-713-5139

Contract Numbers 10PSX0204 MRO (includes bar oil for chain saws), 10PSX0263 Janitorial, 09PSX0060 Plumbing, 09PSX0090 Electrical, 04PSX0028 HVAC

Effective Date: Various

Scope: Maintenance, Repair and Operations products including industrial, electrical, plumbing, HVAC and cleaning supplies, Sandbags (empty, *Exhibit A, back page) and Related Equipment

The rental of emergency equipment (portable lights and generators) contract is also available – 12PSX0204 (pg. 33).

<p>Industrial Supplies- 10PSX0204 Grainger Industrial Supply 75 Maxim Road Hartford, CT 06114-1605 Contact: Kevin Fleury Tel: 978-552-7351 Cell: 978-502-5798*call Kevin first before 24/7 # e-mail: Kevin.fleury@grainger.com website: www.grainger.com Customer Care: 888-361-8649 Grainger Parts: 800-323-0620 24 Hour Emergency Phone: 800-225-5994*see above!</p>	<p>Janitorial/Cleaning Supplies – 10PSX0263 The Eastern Bag & Paper Group 200 Research Drive Milford, CT 06460 Contact: Brien McPadden Tel: 203-878-1814 or 800-972-9622 ext. 2869 Fax: 203-882-2886 e-mail: rkennedy@easternbag.com website: www.easternbag.com</p>
<p>Janitorial/Cleaning Supplies 10PSX0263 C&C Janitorial Supplies, Inc. 665 New Britain Avenue Newington, CT 06111 Contact: Grace Café or Gary Hanson Tel: 860-594-4200 or 800-818-0531 Fax: 860-594-4250 e-mail: grace@ccsupplies.com website: www.ccsupplies.com</p>	<p>HVAC/Industrial Supplies 04PSX0028 Brack d.b.a. Johnstone Supply 156 Magee Avenue Stamford, CT 06902 Contact: Josh Solon Tel: 203-359-2626 Cell: 203-223-8074 Fax: 203-967-3606 e-mail: store119@johnstonesuppl.com website: www.johnstonesupply.com</p>
<p>Industrial Shelving – 10PSX0137 PSI – New England Storage Products 464 Wolcott Road Wolcott, CT 06716 Contact: Carlo Cantamessa Tel: 800-532-6924 or 203-879-5471 Fax: 203-879-7188 e-mail: castshows@yahoo.com website: www.psi-nesp.com</p>	<p>Industrial Shelving – 10PSX0137 Insalco 7 Capital Drive Wallingford CT 06492 Contact: Robert Ziedman Tel: 203-272-4249 Fax: 203-272-2048 e-mail: insalco@snet.net website: www.insalco.com</p>
<p>Electrical Supplies – 10PSX0090 Northeast Electrical Distributors 26 Murphy Road Hartford, CT 06114 Contact: Bob Armstrong Tel: 860-549-7900 or 866-803-9511 Fax: 860-549-7901 e-mail: bob.Armstrong@sonepar-ne.com website: www.needco.com</p>	<p>Electrical Supplies – 10PSX0090 All Phase Electrical Supply 15 Commerce Way South Windsor, CT 06074 Contact: Eric Pranita Tel: 860-289-7711 Fax: 860-290-8970 e-mail: epranita@all-phasect.com website: www.all-phasect.com</p>

Maintenance, Repair & Operations Equipment (MRO) (continued)

<p>Electrical Supplies – 10PSX0090 Granite City Electrical 211 Ledyard Street, Hartford CT 06114 Contact: Jerry McKusker Tel: 860-296-5000 Fax: 860-296-0313 e-mail jerrymc@granitecityelectric.com website: www.granitecityelectric.com</p>	<p>Plumbing Supplies – 10PSX0060 Shetucket Industrial Supply 75 Jefferson Avenue New London, CT 06320 Contact: Robert Lee Tel: 860-887-3571 Cell: 860-234-1430 Fax: 860-886-6608 e-mail: shetucketofnorwich@snet.net website: www.shetucket.com</p>
<p>Plumbing Supplies – 10PSX0060 F.W. Webb 200 Locust Street, Hartford CT 06114 Contact: Jason Bushey Tel: 860-522-9322 X20 Fax: 860-246-3718 e-mail : jbu@fwwebb.com website: www.fwwebb.com</p>	<p>Generators and Pumps Industrial Supplies – 10PSX0204 Grainger Industrial Supply 75 Maxim Road Hartford, CT 06114-1605 Contact : Kevin Fleury Tel : 978-552-7351 Cell: 978-502-5798*call Kevin first before 24/7 # e-mail : Kevin.fleury@grainger.com www.grainger.com Customer Care : 888-361-8649 Grainger Parts : 800-323-0620 24/7 Contact : 800-225-5994 see note above!*</p>

Medical Supplies

Arlene Watson-Paulin: 860-713-5237

Contract Number: 07PSX0164
Effective Date: 11/28/2007 through 12/30/2013
Scope: Delivery of Medical Supplies

<p>Company Name: Bound Tree Medical, LLC Address: 5200 Rings Road, Suite A, Dublin, Ohio, 43017 Tel. No.: 800-863-0953 or 800-257-5713; Fax No.: 877-311-2437 Contact Person: Cathy Taynor Ext. 5036 Remittance Address: 23537 Network Place, Chicago, IL, 60673-1235 24-Hour Tel. #: 800-863-0953</p>
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<p>Company Name: CF Medical, Inc. Address: 12 Lakeview Avenue, Danvers, MA 01923 Tel. No.: 978-750-1899 or 978-750-6823; Fax No.: 978-750-0596 Contact Person: Ed Frisch Remittance Address: Same Company E-mail Address and/or Company Web Site: ed@cfmedical.com www.cfmedical.com 24-Hour #: 978-302-3698 or Kristen Gallant: 978-335-7264</p>
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<p>Company Name: Emergency Medical Group, LLC Address: 25 Van Zant Street, Norwalk, CT 06855 Tel. No.: 203-855-1300; Fax No.: 203-855-0303 Contact Person: Robert Vanderbes Remittance Address: Same Company E-mail Address and/or Company Web Site: rvanderbes@emedgroup.com www.emedgroup.com 24-Hour Tel. #: 203-885-1300 Ext. 83</p>

Medical Supplies – Contract 07PSX0164 (continued)

Company Name: Kentron Health Care, Inc.
Address: P.O box 120, 360H Kelton Jackson Road, Springfield, TN 37172-0120
Tel. No.: 973-244-9111 **Fax No.:** 615-384-0574
Contact Person: Nari Sadarangani
Company E-mail Address and/or Company Web Site: kentron@kentronmedical.com www.kentronmedical.com
24-Hour Tel. # 615-384-0573; **Cell:** 615-668-1147

Company Name: Lifesavers, Inc.
Address: 39 Plymouth Street, Fairfield, NJ 07004
Tel. No.: 973-244-9111 **Fax No.:** 973-244-1666
Contact Person: Robert Stickel
Company E-mail Address and/or Company Web Site: bob@lifesaversinc.com www.lifesaversinc.com
24-Hour Tel. #: Bob Stickel – 973-568-9833

Company Name: Moore Medical LLC
Address: 389 John Downey Drive, New Britain, CT 06050
Tel. No.: 800/234-1464 or 860/826-3600 **Fax No.:** 877/354-5916
Contact Person: Bonnie Irish/Bonnie Samsel ext 5393
Remittance Address: PO box 99718, Chicago, IL 60696
Company E-mail Address and/or Company Web Site: birish@mooremedical.com
24-Hour Tel. #: 800-234-1464 between 8 am and 8 pm OR Charles Valentino - Cell: 860-550-2639

Company Name: Mckesson Medical-Surgical Minnisota Supply, Inc.
Address: 8121 10th Ave., North Golden Valley, MN 55427
Tel. No.: 800-328-8111 x6588 **Fax No.:** 800-237-6115
Remittance Address: PO Box 630693, Cincinnati, OH 45263-0693
Contact Person: Marsha Chevalier
Company E-mail Address and/or Company Web Site: marsha.chevalier@mckesson.com
Emergency Contacts: Derek Haley -- Office: 508-466-0805 or Cell: 978-375-0168
Paul Reget – Office: 508-466-0801 or Cell: 978-375-9851
Michael Stackpole – Office: 508-466-0800 or Cell: 978-804-7308
Dianna Copenrath – Office: 508-466-0812 or Cell: 978-804-6058
Mike Nebor – Office: 203-265-3260 or Cell: 203-823-7339
Mark McLeish – Office: 203-265-3260 or Cell: 203-537-0824
Troy Jones – Office: 508-466-0803; Cell: 978-804-6057; Home: 603-577-8782
Terri Beaudoin – Office: 508-466-0811 or Cell: 978-479-9628

Company Name: Quaisar Enterprises LLC d/b/a Health Products for You
Address: 1 Hillview Drive West, New Fairfield, CT 06812
Tel. No.: 866-316-0162 x301 or 203-746-1201 **Fax No.:** 203-746-1201 or 203-746-1220
Remittance Address: Same
Contact Person: Masarrat Quaisar or Naheed Quaisar
Company E-mail Address and/or Company Web Site: masarrat@healthproductsforyou.com
sales@healthproductsforyou.com www.healthproductsforyou.com
24-Hour Tel. #: 203-300-6064

Disposable Medical Examination Gloves, Needles and Syringes

Arlene Watson-Paulin 860-713-5237

Contract Number: **13PSX0089**

Term of Contract: 03/11/2014 through 08/30/2016

<p>Bound Tree Medical LLC 5200 Rings Rd. Ste A Dublin, OH 43017-3557 Jerry Flanagan Phone: 800-533-0523 (Customer Service) ; Fax: (877) 311-2437 Phone: 800-533-0523 x5120 (Jerry) ; Fax: (800) 257-5713 Email: customerservice@boundtree.com 24-Hour Tel.: 800-863-0953</p>	<p>Connecticut Community Providers Association, Inc. 35 Cold Spring Road, Suite 522 Rocky Hill, CT 06067 Kirk A. Springsted Phone: (860) 257-7909; FAX: (860) 257-7777 Email: kspringsted@ccpa-inc.org 24-Hour Contact: Ron Bourque - rbourque@eswct.com tel. (203) 236-0188 x 223 cell: (203) 841-8181 Director of Vocational Rehabilitation Services Easter Seal Employment Industries 122 Avenue of Industry Waterbury, CT 06705</p>
<p>Connecticut Support Services Holdings, LLC 786 West Queen Street Southington, CT 06489 Daniel Laifer Phone: 860-426-9868; Fax: (860) 426-9869 Email: daniel.laifer@cssmed.com 24-Hour Tel.: 860-426-9868</p>	<p>Moore Medical LLC 1690 Farmington Ave. New Britain, CT 06050 Bonnie Samsel - bsamsel@mooremedical.com Phone: 800-234-1464 x549; Fax: (877) 354-5916 24-Hour Tel.: Charles Valentino 800-234-1464 (8-5); Cell: 860-550-2639</p>
<p>Performance Safety Group, Inc 781A Rudder Rd. Fenton, MO 63026 Aaron Sanders Phone: (636) 326-4568; FAX: (877) 774-1329 E-Mail: asanders@psggear.com 24-Hour Ph. #: (cell) 636.326.4688; or <u>as a last resort</u> call 314-775-7741)</p>	

Moving Services

Susanne Hawkins: 860-713-5064

Contract Number: 10PSX0199

Effective Date: 11/1/2010 through 9/30/2014

<p>Red Thread Spaces LLC 300 East River Drive East Hartford, CT 06108 Contact Person: Wayne Orio E-mail Address: worio@red-thread.com Office Phone: 860-528-9981 Fax: 860-528-1843</p>	<p>Commercial Moving Services, LLC 800 Marshall Phelps Road, Bldg. 3 Windsor, CT 06095 Contact Person: Mark Cavalari E-mail Address: mark@cmsrvs.com Office Phone: 860-688-6606 Fax: 860-688-6626</p>
<p>Fallon Moving & Storage 800 Marshall Phelps Road Windsor, CT 06095 Contact Person: Ray Fallon E-mail Address: Fallon@fallonmoving.com Office Phone: 860-298-7071 Office Fax: 860-298-7077</p>	<p>Graebel Connecticut Movers, Inc. 33 Stiles Lane North Haven, CT 06473 Contact Person: Mark Scullion E-mail Address: mscullion@graebel.com Office Phone: 203-288-8122 Office Fax: 203-288-5581</p>
<p>Insalco Corporation 7 Capital Drive Wallingford, CT 06492 Contact Person: Scott J. Kowalski E-mail Address: insalco@snet.net Office Phone: 203-269-1238 Office Fax: 203-265-9378</p>	<p>Nationwide Moving & Storage Co., Inc. 100 Peters Road Bloomfield, CT 06002 Contact Person: Jerry LeClerc or Lee Pearlman E-mail Address: jleclerc@nationwidemovers.com lee.pearlman@nationwidemovers.com Office Phone: 860-243-9555 Fax: 860-243-3929</p>
<p>Northeast Industries, Inc. 259 Woodford Avenue Plainville, CT 06062 Contact Person: Frederick J. Marinelli E-mail Address: fmarinelli@neindinc.com Office Phone: 860-747-4527 Fax: 860-747-2009</p>	<p>Siracusa Moving & Storage, Inc. 250 Commerce Circle New Britain, Ct 06050 Contact Person: Derrick Butler Email-Address: dbutler@siracusamoving.com Office Phone: 800-222-1399 Fax: 860-225-4023</p>
<p>William B. Meyer, Inc. 255 Long Beach Blvd. Stratford, CT 06615 Contact Person: Ted Kennedy E-mail Address: tkennedy@williambmeyer.com Office Phone: 203-383-6100 Fax: 203-383-6262</p>	

Moving Contract #10PSX0199 Category Award Summary

Moving Services (Intrastate Internal and External Office Moves)

Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Nationwide Moving & Storage Company, Inc.
Northeast Industries, Inc.
Red Thread Spaces LLC
Syracusa Moving & Storage Inc.
William B. Meyer, Incorporated

Moving Services Intrastate Residential Household Moves (State Group Homes)

Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Nationwide Moving & Storage Company, Inc.
Northeast Industries, Inc.
Red Thread Spaces LLC
Syracusa Moving & Storage Inc.
William B. Meyer, Incorporated

Industrial Shop Equipment Moving Services

Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Nationwide Moving & Storage Company, Inc.
Northeast Industries, Inc.
Red Thread Spaces LLC
Syracusa Moving & Storage Inc.
William B. Meyer, Incorporated

Fine Arts, Artifacts, Collectables, Antiques, Historical Items Moving & Storage

Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Northeast Industries, Inc.
Syracusa Moving & Storage Inc.
William B. Meyer, Incorporated

Moving Contract #10PSX0199 Category Award Summary (continued)

On-Site Storage Containers:

Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Nationwide Moving & Storage Company, Inc.
Northeast Industries, Inc.
Red Thread Spaces LLC
Syracusa Moving & Storage Inc.
William B. Meyer, Incorporated

On-Site Refrigerator Storage Containers:

Graebel Connecticut Movers, Inc. (28' & 45' Refrigeration Containers / Priced Per Month)
Insalco Corporation (20' Refrigeration Container / Priced Per Month Rental and 3 Month Minimum)
Northeast Industries, Inc. (20' Refrigeration Container / No Minimum / Price Per Day, Per Week, Per Month)
William B. Meyer, Incorporated (48' Refrigeration Container / No Minimum / Priced Per Day, Per Week, Per Month)

Miscellaneous Moving Service Fees & Storage Fees

Commercial Moving Services
Graebel Connecticut Movers, Inc.
Insalco Corporation
Nationwide Moving & Storage Company, Inc.
Northeast Industries, Inc.
Red Thread Spaces LLC
Syracusa Moving & Storage Inc.
William B. Meyer, Incorporated

Network Services

Kris Wohlgemuth 860-713-2832

Contract Numbers: 03ITZ0006MA – 10/01/2003 through 09/30/2016
03ITZ0012MA – 07/08/2003 through 07/07/2016

Scope: AT&T Telecommunications Service Agreement

AT&T Connecticut

5 West Service Rd, Hartford, CT 06120

24/7 Contacts:

Mary Ann Argy – Work: 617-510-6332; Cell: 617-510-6332; maryann.argy@att.com

George Cummings – Work # 860-947-7383; Cell: 860-371-0025; george.cummings@att.com

Karen Zealor – Work: 203-420-3553; Cell: 203-213-5099; Page: 888-275-6277; karen.zealor@att.com

Contract Number: 03ITZ0013MA

Effective Date: 07/08/2003 through 07/07/2016

Scope: Verizon Business Network Telecommunications Services

Verizon Business

55 Capital Boulevard, 4thFloor, Rocky Hill, CT 06067

Fax: 571-918-7031 - www.verizon.com

24/7 Contacts:

Kitty Ing – Work: 860-904-1720; Cell: 203-249-6753; H- 203-208-0856; Personal Cell: 203-623-2177

Kitty.ing@verizon.com or Karen Perella – Work: 617-535-0551; Cell: 617-721-8263;

Karen.m.perella@verizon.com

Contract Number: 04ITZ0002MA

Effective Date: 11/07/2003 through 11/06/2016

Scope: Nextel/Sprint Telecommunications Service Agreement

Sprint

100 Corporate Place, Rocky Hill, CT 06067

Contacts:

1st: Joseph Solicito – Work/Cell: 203-410-0858; Home: 203-881-3460; Email: joseph.solicito@sprint.com

Or 2nd: Joe Westbury – Cell: 508-579-9422

24/7/365: Emergency Hotline Toll Free # 888-639-0020; Gets: 254-295-2220

In a declared emergency: Rodney Cooper – Work/Cell/Home Tel. # 540-537-1007; Email: Rodney.w.cooper@sprint.com

Two-Way Radio Communication Equipment and Service

Kris Wohlgemuth 860-713-2832

Contract Number: 10ITZ0018

Effective Date: 08/03/2010 through 08/02/2014

<p>Communications Plus LLC 84 Salem Turnpike, Norwich, CT 06360 Allyson Goudreau, Cell: 860-303-2835 Steve – Cell: 860-908-5435 Phone: (860) 886-4408; Fax: (860) 889-3016 Email: ally@commplus.org 24/7 Contact: 860-892-1221</p>	<p>Communications Services of Connecticut, LLC 198 West Church Street, Seymour, CT 06483 Michael J. Gardella Phone: (203) 888-9770; Fax: (203) 888-7916 Email: radiosvc@aol.com 24/7 Contact: Michael J. Gardella 203-410-9233</p>
<p>Connecticut Radio, Inc. 1208 Cromwell Ave, Rocky Hill, CT 06067 William Charamut Phone: (860) 563-4867; Fax: (860) 563-1179 Email: wcc@conradio.com 24/7 Contact: William Charamut 860-883-4067</p>	<p>D&R Communications, LLC 915 Gore Road, Webster, MA 01570 Roger B Santerre – Cell: 508-889-2197 Phone: (508) 889-2197; Fax: (508) 943-2676 24/7 Contact: 860-923-2011</p>
<p>Discount Two-Way Radio Corporation 1430 240th Street, Harbor City, CA 90710 Phone: (424) 201-3161 Tony Varbanov – tony@dtwr.com Co. Website: www.dtwr.com</p>	<p>Economy 2-Way Distributors, Inc. 50 Timber Lane, Gilford NH 03249 Phone: 800-334-0700; Fax: 603-527-0892 D.C. Engelhardt Email: info@econ2way.com Co. Website: www.econ2way.com</p>
<p>E. F. Johnson Co. 1440 Corporate Drive, Irving TX 75038 Phone: 972-819-0700 Tammie – 214-277-4957 Email: tmischke@efjohnson.com Co. Website: efjohnsontechnologies.com</p>	<p>ICOM America, Inc. 2380 116th Ave. NE, Bellevue WA 98004 Tel. No. 425-450-6090 Email: governmentsales@icomamerica.com Co. Website: www.icomamerica.com 24/7 Contact: Mark Maynard – Cell: 860-883-4067; Tel. 740-362-4418</p>
<p>J&S Radio Sales, Inc. 1147 Main Street, Willimantic, CT 06226 Anthony Marsalisi Phone: (860) 456-2667; Fax: (860) 456-4479 Email: jsradio@snet.net website: www.jsradiosales.com Anthony Marsalisi cell: 860-377-9999 Jeff Lee cell: 860-377-9998 24/7 Contact: 860-228-8027</p>	<p>Marcus Communications, LLC 275 New State Road, Manchester, CT 06042 Michael Bula Phone: (860) 646-1839; Fax: (860) 649-8492 Michael Bula - Cell: 860-250-6239; Bruce Marcus - Cell: 860-983-6728 Co. Email: mike.bula@marcusradio.com Co. Website: www.marcusradio.com 24/7 Contact: 860-295-0466</p>
<p>Midland Radio Corp. 5900 Parretta Drive, Kansas City, MO 64120 Scott Henderson – 816-241-8500 ext. 227; Cell: 816-377-3839; shenderson@midlandradio.com Susan Ballew – 816-241-8500 ext. 234; Cell: 816-223-7568; sballew@midlandradio.com Co. Website: www.midlandradio.com</p>	<p><u>Northeastern Communications, Inc.</u> 7 Great Hill Road Naugatuck, CT 06770 Answering Service: Tel. 203-575-9008; Cell: 866-209-4451 or Matt Mercier Tel. 203-568-6929; Cell: 203-525-3176. 24/7 # 860-583-2589. Co. Email: customerservice@norcomct.net Co. Website: www.norcomct.net</p>

Two-Way Radio (continued)

<p>Northwest Communications Inc. 44 Shingle Mill Road, Harwinton, CT 06791 Aline Nelson – aline@northwestcomm.net Phone: (860) 485-1406; Fax: (860) 485-9997 Co. Email: www.northwestcomm.net</p>	<p><u>Tactical Communications, Inc.</u> 29 Soundview Road, Guilford, CT 06437 David J. Moffat Phone: (203) 453-2389/800-993-0313; Fax: (203) 458-9247. Co. Email: tactical.comm@snet.net Co. Website: www.taccomm.com</p>
<p>Thales Communications, Inc. 22605 Gateway Center Drive, Clarksburg MD 20871 Thomas Stebbing – Tel. 240-864-7528, Cell: 240-593-8111; Email: Thomas.stebbing@thalescomminc.com Bob DiDonato – Tel. 240-864-7922, Cell: 410-908-7678; bob.didonato@thalescomminc.com 24/7 Tel. # 240-864-7528</p>	<p>Three-Way Communications, Inc. 1000 Old County Circle, Windsor Locks, CT 06096 Fred Davis Phone: (860) 627-0571; Fax: (860) 627-0572 Co. Email: mail@3waycom.com</p>
<p>Utility Communications, Inc. 920 Sherman Avenue, Hamden, CT 06514 Sal Zichichi – salz@utilitycommunications.com Tel/Pager: (203) 623-8555; Fax: (203) 248-9167 Co. Email: www.utilitycommunications.com</p>	<p>WPCS International Inc. Hartford Operations 427 Hayden Station Rd., Windsor, CT 06095 Tony Ambrosino – Tel. 860-640-6600 ext. 132; Cell: 860-593-0964; tony.ambrosino@wpcs.com Richard Cihkey – Tel. 860-640-6600 ext. 132; Cell: 413-246-0917; richard.cihkey@wpcs.com</p>

Radio Parts

Kris Wohlgemuth 860-713-2832

Contract Number: 11ITZ0012

Effective Date: 05/16/2011 through 05/15/2016

Scope: Radio Parts (OEM and Non OEM), Supplies and Accessories (Excludes Whole Radio's)

<p>Communications Plus LLC 84 Salem Turnpike, Norwich, CT 06360 Allyson Goudreau, Cell: 860-303-2835 Steve – Cell: 860-908-5435 Phone: (860) 886-4408; Fax: (860) 889-3016 Email: ally@complus.org 24/7 Contact: 860-892-1221</p>	<p>Communications Services of Connecticut, LLC 198 West Church Street, Seymour, CT 06483 Michael J. Gardella Phone: (203) 888-9770; Fax: (203) 888-7916 Email: radiosvc@aol.com 24/7 Contact: Michael J. Gardella 203-410-9233</p>
<p>Connecticut Radio, Inc. 1208 Cromwell Ave, Rocky Hill, CT 06067 William Charamut Phone: (860) 563-4867; Fax: (860) 563-1179 Email: wcc@conradio.com 24/7 Contact: William Charamut 860-883-4067</p>	<p>D&R Communications, LLC 915 Gore Road, Webster, MA 01570 Roger B Santerre – Cell: 508-889-2197 Phone: (508) 889-2197; Fax: (508) 943-2676 24/7 Contact: 860-923-2011</p>
<p>Discount Two-Way Radio Corporation 1430 240th Street, Harbor City, CA 90710 Phone: (424) 201-3161 Tony Varbanov – tony@dtwr.com Co. Website: www.dtwr.com</p>	<p>Eastern Communications, LTD 48-14 36th Street, New York, NY 11101 Tel. No. 718-729-2044; Fax: 718-729-2241 Wayne Cloke, wcloke@easterncommunications.com Co. Web: www.easterncommunications.com</p>

Radio Parts (continued)

<p>Holzberg Communications, Inc. 720 Totowa Road, Totowa, NJ 07512 Tel. No. 973-389-9600/800-654-9550 Fax: 973-389-9696 Andy Holberg – holzberg@juno.com Co. Web: www.holzberg.com</p>	<p>J&S Radio Sales, Inc. 1147 Main Street, Willimantic, CT 06226 Anthony Marsalisi Phone: (860) 456-2667; Fax: (860) 456-4479 Email: jsradio@snet.net website: www.jsradiosales.com Anthony Marsalisi cell: 860-377-9999 Jeff Lee cell: 860-377-9998 24/7 Contact: 860-228-8027</p>
<p>Marcus Communications, LLC 275 New State Road, Manchester, CT 06042 Michael Bula Phone: (860) 646-1839; Fax: (860) 649-8492 Michael Bula - Cell: 860-250-6239; Bruce Marcus - Cell: 860-983-6728 Co. Email: mike.bula@marcusradio.com Co. Website: www.marcusradio.com 24/7 Contact: 860-295-0466</p>	<p>Motorola, Inc. 85 Harristown Road, Glenn Rock, NJ or 45 Buckingham Road, Avon, CT 06001 Tel. 860-675-4896; Fax: 860-967-4897 Andrew Celli – Andrew.celli@motorola.com Co. Web: www.motorola.com</p>
<p>Northeastern Communications, Inc. 7 Great Hill Road Naugatuck, CT 06770 Answering Service: Tel. 203-575-9008; Cell: 866-209-4451 or Matt Mercier Tel. 203-568-6929; Cell: 203-525-3176. 24/7 # 860-583-2589. Co. Email: customerservice@norcomct.net Co. Website: www.norcomct.net</p>	<p>Tactical Communications, Inc. 29 Soundview Road, Guilford, CT 06437 David J. Moffat Phone: (203) 453-2389/800-993-0313; Fax: (203) 458-9247. Co. Email: tactical.comm@snet.net Co. Website: www.taccomm.com</p>
<p>Relm Wireless Corporation 7100 Technology Drive, West Melbourne, FL 32904 Tel.: 321-953-7952/800-648-0947 Fax: 321-676-4403 Shari Sharp – ssharp.relm.com Co. Web: www.relm.com</p>	<p>Utility Communications, Inc. 920 Sherman Avenue, Hamden, CT 06514 Sal Zichichi – salz@utilitycommunications.com Tel/Pager: (203) 623-8555; Fax: (203) 248-9167 Co. Email: www.utilitycommunications.com</p>
<p>WPCS International Inc. Hartford Operations 427 Hayden Station Rd., Windsor, CT 06095 Tony Ambrosino – Tel. 860-640-6600 ext. 132; Cell: 860-593-0964; tony.ambrosino@wpcs.com Richard Cihkey – Tel. 860-640-6600 ext. 132; Cell: 413-246-0917; richard.cihkey@wpcs.com</p>	

Record and Magnetic Storage

Susanne Hawkins: 860-713-5064

Contract Number 12PSX0085

Effective Date: 6/17/2013 through 3/31/2018

Scope: Hard Copy Records and Magnetic Media Storage and Destruction Services

***FOR FURTHER INFORMATION REGARDING THIS CONTRACT, PLEASE SEE DRAFT DOCUMENT BELOW**

William B. Meyer, Inc.

255 Long Beach Blvd., Stratford, CT 06615

Michael Cavallo, Phone: (860) 298-9024; FAX: (800) 358-3709; Email: mcavallo@williambmeyer.com

24/7 Contact: Primary Emergency Afterhours Ph. #: 413-426-8503; Secondary 24/7 Ph. #: 413-246-0184

***DRAFT DOCUMENT**

New DAS Contract #12PSX0085 and New Contractor for Hard Copy Records and Magnetic Media Storage and On-Site Destruction Services

The State of Connecticut recently completed the evaluation process of RFP #12PSX0085 and William B. Meyer, Inc., a local Connecticut based company, has been selected as the State's new Contractor to replace Contract #01PSX0128 which is currently held Iron Mountain Records Management, Inc. Contract #01PSX0128 with Iron Mountain is currently scheduled to expire on June 30, 2013; however the State will be extending this contract through September 30, 2013 or longer if needed to accommodate the records transition process to the new Contractor.

The State expects that Iron Mountain will continue to service all using Client Agencies accounts and provide them access to their records as needed until they are transferred to the new Contractor, William B. Meyer. This will entail the coordination of the removal of all of the State's records from the Iron Mountain facilities and the transfer to William B. Meyer's facility one account at a time. The new Contractor, William B. Meyer will coordinate with Iron Mountain to pick-up all palletized boxes at the designated Iron Mountain facilities at no additional cost to the State. Our expectation is that there will be NO interruption in our records management services.

Effective immediately, if you should have items that need to go into storage, please reference the new Contract #12PSX0085, and contact William B. Meyer, Inc. directly to set up a new account and schedule pick-up.

Contractor Contact Information as follows:

Company Name:	William B. Meyer, Inc.
Contact Name:	State of CT Customer Service Team
Location:	175 Great Pond Drive, Windsor, CT 06095
Toll Free Number:	855-291-8301
Email Address:	staterecords@williambmeyer.com

The new Contract #12PSX0085 will provide contract users with overall lower record storage rates and a five (5) year price protection for the entire contract term through March 31, 2018.

Should you have any further questions, please contact Susanne Hawkins, Contract Specialist at (860) 713-5064 or email susanne.hawkins@ct.gov.

Rental of Equipment Without Operators

Peter Hunter: 860-713-5257

Contract Number: 12PSX0343

Effective Date: 01/01/2013 to 12/31/2014

<p><u>Able Tool & Equipment, LLC</u> 410 Burnham St. South Windsor, CT 06074 Derek Bauer Phone: (860) 289-2020 FAX: (860) 289-4066 <u>Derek@abletool.net</u> <u>www.abletool.net</u> 24/7 CONTACT: Derek Bauer 860-250-2420</p>	<p>BCI, Inc. DBA: Butler Company 848 Marshall Phelps Road Windsor, CT 06095 Timothy Butler Ph: (860) 688-8024; Fax (860) 298-8372 Email: <u>exkavator@aol.com</u> <u>24/7 CONTACTS (Name and Cell #):</u> Timothy Butler 860-982-0731 Robert Butler 860-982-0711 Robert Jacobsen 860-982-0715 Thomas Butler 860-982-0713 Peter Daws 860-982-2527</p>
<p>J.V. III Construction, Inc. 103 Dividend Road Rocky Hill, CT 06067 John Vasel III Ph: (860) 721-0143; Fax: (860) 257-3490 Email: <u>exkavator@aol.com</u> 24/7 CONTACT: John Vasel III, cell # 860-883-1186 or 860-280-4140; John Vasel (son) 860-463-3332 or 860-841-9760</p>	<p>W. I. Clark Company 30 Barnes Industrial Park Road Wallingford, CT 06492 Doug Hansen Phone: 203-265-6781 x328 Fax No.: 203-294-1216 24/7 CONTACT: President, Doug Hansen 203 530-0767 cell <u>dhansen@wiclark.com/wiclark.com</u></p>

Rental of Services/Equipment for Roadway Construction (includes operators)

Peter Hunter: 860-713-5257

Contract Number 10PSX0260

Effective Date: 02/01/2011 through 12/31/2013

<p>American Rooter, LLC 755 Thomaston Road Watertown, CT 06795 Douglas Ouellette Phone: (860) 274-7338 Fax: (860) 274-4788 douellette@americanrooter.com</p>	<p>BIRM-1 Construction Company, LLC 10 Riverside Drive Ansonia, CT 06401 David S. Cassetti Phone: (203) 735-0755 FAX: (203) 732-3378 24/7 CONTACT INFO. Timothy Boucher Cell Phone 203-482-0212 E Mail - <u>blackandboucher@earthlink.net</u> Stephen Black Cell Phone 203-808-2983</p>
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Rental of Services/Equipment for Roadway Construction (includes operators) (continued)

<p>Black & Boucher, LLC 158 Cutler Street Watertown, CT 06795 Timothy Boucher Phone: (860) 274-4162 FAX: (860) 274-4163 24/7 CONTACT INFO. Timothy Boucher Cell Phone 203-482-0212 E Mail - blackandboucher@earthlink.net Stephen Black Cell Phone 203-808-2983</p>	<p>Coyle Inc. Paving & Excavating 25 Columbus Avenue East Haven, CT 06512 Charles Coyle Phone: (203) 467-9407 FAX: (203) 467-9427 ccoyle2966@aol.com</p>
<p>DBL Industries 612 South Main Street Torrington, CT 06790 Victor A. Lutz Phone: (860) 860-496-1857 FAX: (860) 489-6237 dbl@snet.net</p>	<p>Flex Services, LLC 21 West Dudley Town Road Bloomfield, CT 06002 Derek Bauer Phone: (860) 242-2500 Fax: (860) 242-1493 derek@flexservicesllc.com</p>
<p>Garrity Asphalt Reclaiming, Inc. 22 Peters Road Bloomfield, CT 06002 William Garrity Phone: (860) 243-2300 Fax: (860) 243-3100 billy.garrity@garrityasphalt.com</p>	<p>Herb Holden Trucking, Inc. 59 Broad Brook Road Broad Brook, CT 06016 Herb Holden Phone: (860) 623-8855 FAX: (860) 627-7896 herbholden@holdeninc.com</p>
<p>J.V. III Construction, Inc. 103 Dividend Road Rocky Hill, CT 06067 John Vasel III Phone: (860) 721-0143 FAX: (860) 257-3490 Exkavator@aol.com 24/7 CONTACT INFO. John Vasel III 860-883-1186 or 860-280-414</p>	<p>John J. Brennan Construction Co., Inc. 70 Platt Road Shelton, CT 06484 David R. Brennan Phone: (203) 924-1154 FAX: (203) 929-0144 davidb@jbbrennan.com</p>
<p>McAllen Building & Remodeling Inc. 170 Scott Road, Suite 1 Prospect, CT 06712 Christine McAllen Phone: (203) 758-3474 FAX: 203-758-3083 camm95@comcast.net 24/7 CONTACT INFO 203 410-7976 or 203 410-7977 Office - 203 758-3442 Other - 203 758-3442</p>	<p>Murphy Contractors 18 West Mountain Road West Simsbury, CT 06092 Mike Vincent Phone: (860) 658-1307</p>

Rental of Services/Equipment for Roadway Construction (includes operators) (continued)

<p>Rafferty Fine Grading, inc. 57 South Rd. Enfield, CT 06082 Rhonda Rafferty Phone: (860) 763-0100 FAX: (860) 763-2223 rhonda@raffertyfinegrading.com</p>	<p>Reliable Excavating Co. 15 Bates Place Danbury, CT. 06810 Angelo W. Grossi, Sr. Phone: (203) 743-4856 FAX: (203) 743-7316 reliableco@sbcglobal.net 24/7 CONTACT INFO Bruce S. Lattin..... cell: (203) 395-3014 Angelo W. Grossi Jr..... cell: (203) 650-9070 Thomas M. Fluskey..... cell: (203) 788-0842</p>
<p>Stone Construction Company, Inc. 168 Main Street South Southbury, CT 06488 George H. Stone Phone: (203) 264-6501 FAX: (203) 264-3062 stones88@snet.net 24/7 CONTACT INFO. George Stone 203-264-5727</p>	<p>Tilcon Connecticut Inc 642 Black Rock Avenue New Britain, CT 06050-1357 James Colby Phone: (860) 224-6031 FAX: (860) 229-2029 jcolby@tilcon-inc.com</p>
<p>Tri State Industrial Maintenance LLC 50 Bala Ridge Road Oxford, CT 06478 Kevin Eustace Phone: (203) 267-6780 FAX: (203) 262-1904 hcassidy@tristateim.com 24/7 CONTACT INFO. Kevin Eustace 203-725-1093 Heather Cassidy 203-996-4932</p>	

Rental of Industrial and Emergency Equipment

Rob Zalucki: 860-713-5139

Contract Number: 12PSX0204

Effective Date: 10/25/2012 through 9/30/2016

<p>Able Tool & Equipment, LLC 410 Burnham St. South Windsor, CT 06074 24/7 Contact: Derek Bauer – Email: derek@abletool.net Phone: (860) 289-2020 Fax: (860) 289-4066</p>	<p>Xylem Dewatering Solutions DBA: Godwin Pumps 99 Stockhouse Road, Bozrah, CT 06334 David Schiff Phone: (860) 889-2343; Fax: (860) 889-0673 24/7 Contact (860) 889-0673 and/or: <u>David Schiff - 860-625-4038, New London, Middlesex County</u> <u>Andrew Culver- 207-233-8322 Litchfield, Fairfield, Hartford and New Haven Counties.</u> <u>Brett Hanson – 860-625-3970 Tolland, West Hartford County</u></p>
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Rental of Portable Toilets

Mark Carroza: 860-713-5047

Contract Number: 11PSX0088

Effective Date: 06/29/2011 through 05/31/2014

<p>A Royal Flush, Inc. 146 Andover Street Bridgeport, CT 06605 Debbie Russo - debbie@aroyalflush.com Phone: (800) 234-6545; Fax: (203) 333-7632 24/7 Contact: Debra Russo 203-509-8227</p>	<p>Handy House, Inc. 44 Tabor Drive Branford, CT 06405 Margaret Wendt - margaret@unitedservices.com Phone: (800) 442-1286; Fax: (203) 483-3379</p>
<p>Olsen's Sanitation Co., LLC 131 Cedar Lake Road Deep River, CT 06417 Michael R. Olsen - olsenssan@att.net Phone: (860) 526-3404; Fax: (860) 526-0848 24/7 Contact: Michael R. Olsen - 860-662-2431 Deborah Olsen - 860-662-1060</p>	<p>Suburban Sanitation Service, Inc. 18 Colonial Road Canton, CT 06019 David B. Duff - david@subsanserv.com Phone: (860) 673-3078; Fax: (860) 693-1326</p>

Road Flares

Janet DelGreco Olson: 860-713-5079

Contract Number: 12PSX0206

Term of Contract: 10/01/2012 through 09/30/2014

<p>Company Name: Standard Fusee Corporation dba Orion Safety Products Address: 28320 St. Michaels Road, Easton, MD 21601 Tel. No.: 410-822-0318 Fax No.: 410-822-7759 Contact Person: Ken Harrison Company E-mail Address and/or Company Web Site Kenny@orionsignals.com or www.orionsignals.com</p>		
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Rubbish Removal Service

Rob Zalucki: 860-713-5139

Contract Number 09PSX0015

Effective Date: 12/01/09 – 5/31/14

Scope: Statewide rubbish removal awarded by town

<p>All American Waste LLC 15 Mullen Rd Enfield, CT 06082 Joeseeph Engravalle, III Phone: (203) 503-3812; Fax: (203) 503-3843 jengravalle@aawllc.com</p>	<p>All Waste, Inc. 143 Murphy Road Hartford, CT 06114 Keith Santos Phone: (860) 724-4575; Fax: (860) 724-3316 ksantos@allwaste.com</p>
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**Rubbish Removal Services – 09PSX0015
(continued)**

<p>City Carting Holding Co., Inc. 8 Viaduct Road Stamford, CT 06907-7250 Robert G. Ozer Phone: (203) 324-4090; Fax: (203) 327-4880 citycart@citycart.net</p>	<p>CWPM, LLC 25 Norton Place Plainville, CT 06062- Naomi Murphy Phone: (860) 793-6781; Fax: (860) 793-2624 nmurphy@cwpm.net</p>
<p>Dainty Rubbish Service Inc. 90 Industrial Park Road Middletown, CT 06457 Fred Smyth Phone: (860) 632-0666; Fax: (860) 635-6856 fsmyth@daintyrubbish.com</p>	<p>Paine`s, Inc. P.O. Box 307 Simsbury, CT 06070-0307 Michael R. Paine Phone: (860) 658-9481; Fax: (860) 844-3008 sales@painesinc.com</p>
<p>Shoreline Services, Inc. DBA: Lowe Carting & Recycling 1 Eastern Avenue New London, CT 06320 Tony Lowe Phone: (860) 442-5693; Fax: (860) 442-7200</p>	<p>Sterling Superior Services, Inc. DBA: Brothers Disposal & Services 78 Lebanon Road Bozrah, CT 06334 Ralph Fargo, Jr. Phone: (860) 642-6420; Fax: (860) 642-6460</p>
<p>Trash Master LLC 662 Coe Avenue East Haven, CT 06512 Ralph DiCaprio Phone: (203) 466-2668; Fax: (203) 466-2955 ralphd@trashmasterllc.com</p>	<p>USA Hauling and Recycling, Inc. 15 Mullen Road Enfield, CT 06082 Mark Murren Phone: (860) 746-3200; Fax: (860) 741-5927 markm@usarecycle.com</p>
<p>Valley 82 Holding Corp. Rt 82, P.O. Box 1209 Hopewell Junction, NY 12533-1209 Jerry McHugh Phone: (800) 522-7235; Fax: (914) 227-7734</p>	<p>Waste Resources 665 Nutmeg Road North South Windsor, CT 06074 Debbie DeFeo Phone: (860) 289-5359; Fax: (860) 289-5371 wasteresource@aol.com</p>
<p>Willimantic Waste Paper Co., Inc. 185 Recycling Way Willimantic, CT 06226 Tim DeVivo Phone: (860) 423-4527; Fax: (860) 456-3155 tdevivo@williwaste.com</p>	

Textiles, Towels, Turkish Bath

Ada Rivera: 860-713-5048

Contract Number: 06PSX0377

Effective Date: 1/1/2007 through 12/31/2016

Scope: Towels, Turkish Bath

Correctional Enterprises of Connecticut
24 Wolcott Hill Road, Wethersfield, CT 06109

Phone: (860) 263-6848

Fax: (860) 263-6838

Contact: James Gagliore Web Site: <http://www.ct.gov/doc/cwp/view.asp?a=1519&Q=265622>

Section III

Emergency Purchasing Card Information



E-Card Activation Instructions and Contact Information

Governor declares “State of Emergency”: In the event of a Governor declared State of Emergency, the Governor’s designee (To Be Determined By The Governor’s Office) will notify the P-Card Administrator(s) that the Governor has declared a State of Emergency and to activate the Emergency Card Program Plan. The P-Card Administrators are listed below and on file with the bank.

The P-Card Administrator(s) will contact the bank to activate the Dormant E-Cards and to enable the Open E-Cards with the emergency card level limits, which are \$250,000 credit limit, \$250,000 single purchase limit, and unlimited transactions daily and monthly. The list of Emergency Card Purchasers, both Dormant and Open E-Cards are available upon request and on file with the bank. The P-Card Administrator provides a current list to the bank on a quarterly basis.

To Activate Emergency Cards: call **Kerry Benton 1-800-207-5359 x4419** and let her know that we need to activate the State of Connecticut’s Emergency Card Program Plan. She has the spreadsheet. We are corp. 6130. If the call goes to voicemail, her voicemail will instruct you to press 0 and another account manager will pick up. You will need to provide your VID (verification ID number). Please keep this handy. If you need to activate the cards over a weekend, please call **Weekend Customer Service: 1-800-316-6056**

Contact Information:

Kerry DiMatteo (DAS)

Office: 860-713-5072
Cell: 860-250-5905
Home: 860-257-9755
kerry.dimatteo@ct.gov

J. Carlos Velez (DAS)

Office: 860-713-5092
Cell: 860-306-6644
Home: 860-430-9629
carlos.velez@ct.gov

M. Joanne Cusano (DAS)

Office: 860-713-5288
Cell: 860-899-9165
Home: 860-228-8725
joanne.cusano@ct.gov

Michael Moschetti (OSC)

Office: 860-702-3327
Cell: 860-798-5472
Home: 860-265-2761
michael.moschetti@po.state.ct.us

Sam Johns (OSC)

Office: 860-702-3430
Cell: 860-904-8229
Home: 860-646-3204
sam.johns@po.state.ct.us

Richard Esten (OSC)

Office: 860-702-3428
richard.esten@po.state.ct.us

JPMorgan Chase Bank Contact Information:

State of Connecticut – master contract P-Card Program – we are **Corp 6130**

Kerry Benton

JPMC Program Coordinator
roxana.villa@jpmchase.com
1-800-207-5359 x4419

Greg Powell

JPMC Relationship Manager
gregory.j.powell@jpmchase.com
1-410-381-7762

Call Kerry Benton for cardholder account information – declines, card limits, adjustments.
Call Greg Powell for questions relating to our program.

Emergency Purchasing Card Program Plan

The State of Connecticut has implemented an Emergency Purchasing Card Program that is part of the current Purchasing Card Program administered by the Office of the State Comptroller and Department of Administrative Services. The purpose of the Emergency Purchasing Card (E-Card) is to have a purchasing mechanism in place that is activated in the event of a State of Emergency.

Conditions of Use

State Agencies participating in the E-Card Program may use the Purchasing Card for emergency purchases in the event of a State of Emergency declared by the Governor and no action to disapprove has been taken by the General Assembly (CGS Sec 28-9).

Each State agency authorized to use the Purchasing Card during a State of Emergency is required to enter into an agreement to comply with State policies and procedures specifically established for the Purchasing Card during a State of Emergency.

Emergency Cardholders

Not all agencies have a need for an emergency purchasing card, while some agencies have a need for more than one emergency purchasing card. Each State agency must determine if a need exists to designate emergency cardholder(s).

Emergency cardholders have higher transaction limits and fewer restrictions on their cards and are responsible for placing orders, maintaining receipts in a purchasing log envelope and forwarding to the Agency Purchasing Card Coordinator.

The Agency Purchasing Card Coordinator is responsible for maintaining the P-Card On-Line System in which the employees selected as emergency cardholders have been designated with the card type of Dormant or Open E-Card.

There are two types of emergency card purchasers:

- **Dormant E-Card** - inactive cardholder with emergency card level limits. A card is issued to an employee and the card will only be activated if a State of Emergency has been declared by the Governor.
- **Open E-Card** - current cardholder with an active P-Card. The card will be enabled with the emergency card level limits if a State of Emergency has been declared by the Governor.

The Department of Administrative Services serves as the Statewide Purchasing Card Administrator and liaison with the bank of record to maintain the current listing of authorized emergency staff and to ensure that the emergency limits have been activated.

Emergency Credit Limits

The Comptroller has established specific limits for the use of the Purchasing Card during a State of Emergency and will conduct post audits on the use of the cards.

Authorized emergency limits have been established at \$250,000 per month and up to \$250,000 per transaction and unlimited transactions daily and monthly. The Purchasing Card emergency credit limits will not be activated until the Governor declares the State of Emergency and authorizes to activate the Emergency Card Program Plan.

Emergency Agreement for Program Use and Participation

Agency heads should review their agency's disaster plan to determine if the Emergency Purchasing Card Program is necessary and appropriate for their agency.

If an Emergency Purchasing Card Program is determined to be needed during a State of Emergency, in order to participate, the agency must:

1. Complete and sign the "Agreement for Use of the Purchasing Card During a State of Emergency" form.
2. Designate employees to be Dormant or Open E-Cardholders by requesting this type of card in the P-Card Online System (POL).

The agency will work with staff members from the Office of the State Comptroller and Department of Administrative Services to coordinate implementation and compliance with this agreement. Please send the completed Agreement and listing to:

Office of the State Comptroller, Emergency Purchasing Card Agreement
55 Elm Street, Hartford CT 06106, Attention: Michael Moschetti

Emergency Card Activation Procedures

In the event of a Governor declared State of Emergency, the Governor's designee (**To Be Determined By The Governor's Office**) will notify the P-Card Administrator(s) that the Governor has declared a State of Emergency and to activate the Emergency Card Program Plan. The list of P-Card Administrators is on file with the bank and can be found in the "Contact Information" section.

The P-Card Administrator(s) will contact the bank to activate the Emergency Card Program Plan. The list of Emergency Card Purchasers, both **Dormant** and **Open E-Cards** are available upon request and on file with the bank. The P-Card Administrator provides a current list to the bank on a quarterly basis.

Tracking Emergency Card Purchases

All cards are billed to their designated agency account. In the event of emergency purchasing, Open E-Cards may have previous charges from everyday business transactions. If necessary, "Emergency" charges would be determined starting from the date/time that the Governor declared an emergency.

Contact Information:

Office of the State Comptroller, Fiscal Policy Division:

Michael Moschetti (OSC)

Office: 860-702-3327

michael.moschetti@po.state.ct.us

Sam Johns (OSC)

Office: 860-702-3430

sam.johns@po.state.ct.us

Richard Esten (OSC)

Office: 860-702-3428

richard.esten@po.state.ct.us

Department of Administrative Services, Procurement Unit:

J. Carlos Velez (DAS)

Office: 860-713-5092

carlos.velez@ct.gov

Kerry DiMatteo (DAS)

Office: 860-713-5072

kerry.dimatteo@ct.gov

Joanne Cusano (DAS)

Office: 860-713-5288

joanne.cusano@ct.gov

STATE OF CONNECTICUT

Agreement for Use of the Purchasing Card During a State of Emergency

Agency Name

Purpose: The purpose of this Agreement is to set forth the conditions under which the Purchasing Card may be used during a State of Emergency as authorized by the Office of the State Comptroller (OSC) and the Department of Administrative Services (DAS).

Use: Agencies may use the Purchasing Card for emergency purchases in the event of a State of Emergency declared by the Governor and no action to disapprove has been taken by the General Assembly (CGS, Sec. 28-9).

Cardholders: The Agency must provide a list of employee(s) authorized to make emergency purchases. Cardholders designated as emergency cardholders will have limits raised in accordance with the limits set forth herein as established by OSC when a State of Emergency has been declared. The cardholder will be responsible for placing orders, maintaining receipts in a purchasing log envelope, and forwarding the purchase log envelope to the Agency Purchasing Card Coordinator.

Credit Limit: Authorized emergency limits have been established at \$250,000 per month and up to \$250,000 per transaction. The limit of transactions per day and per month is 999. The Purchasing Card emergency credit limits will not be activated until the Governor declares the Emergency. At that time the Statewide Purchasing Card Administrator will notify the bank that an emergency has been declared.

Agency Purchasing Card Coordinator: The Agency Purchasing Card Coordinator will be responsible for maintaining the list of authorized agency individuals designated as cardholders for emergency purchasing. All changes must be requested via the P-Card On-Line (POL) System to the Statewide Purchasing Card Administrator.

The agency will work with staff members of the Office of the State Comptroller and Department of Administrative Services to coordinate implementation of and compliance with this agreement.

The undersigned hereby agrees to the terms and conditions contained herein on behalf of their respective agency. Should there be a change in agency head, no re-execution of this document shall be necessary and all terms herein shall remain in full force and effect until amended by the Comptroller and the Commissioner of Administrative Services.

Non-compliance with any of the provisions contained in the procedures above including the requirements contained in the State Accounting Manual may be grounds for termination of this agreement.

Commissioner/Agency Head

Date

Agency Purchasing Card Coordinator

Date

Section IV

Disaster Debris Response and Activation

Attachment 7

CHAPTER 517b INTERNATIONAL EMERGENCY MANAGEMENT ASSISTANCE COMPACT

Sec. 28-22d. International Emergency Management Assistance Compact. This state hereby joins in a compact with such other states and territories legally joining in, in the form substantially as follows:

ARTICLE I. International Emergency Management Assistance Memorandum of Understanding: Purpose and Authorities.

The International Emergency Management Assistance Memorandum of Understanding, hereinafter referred to as the “compact,” is made and entered into by and among such of the jurisdictions as shall enact or adopt this compact, hereinafter referred to as “party jurisdictions.” For the purposes of this agreement, the term “jurisdictions” may include any or all of the states of Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, and Connecticut and the provinces of Quebec, New Brunswick, Prince Edward Island, Nova Scotia and Newfoundland, and such other states and provinces as may hereafter become a party to this compact.

The purpose of this compact is to provide for the possibility of mutual assistance among the jurisdictions entering into this compact in managing any emergency or disaster when the affected jurisdiction or jurisdictions request assistance, whether such emergency or disaster arises from natural disaster, technological hazard, manmade disaster or civil emergency aspects of resources shortages.

This compact also provides for the process of planning mechanisms among the agencies responsible and for mutual cooperation, including, if necessary, emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party jurisdictions or subdivisions of party jurisdictions during emergencies, with such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of emergency forces by mutual agreement among party jurisdictions.

ARTICLE II. General Implementation.

Each party jurisdiction entering into this compact recognizes many emergencies may exceed the capabilities of a party jurisdiction and that intergovernmental cooperation is essential in such circumstances. Each jurisdiction further recognizes that there will be emergencies that

may require immediate access and existing procedures to apply outside resources to make a prompt and effective response to such an emergency because few, if any, individual jurisdictions have all the resources they need in all types of emergencies or the capability of delivering resources to areas where emergencies exist.

The prompt, full, and effective utilization of resources of the participating jurisdictions, including any resources on hand or available from any other source that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster, shall be the underlying principle upon which all articles of this compact are understood.

On behalf of the party jurisdictions participating in the compact, the legally designated official who is assigned responsibility for emergency management is responsible for formulation of the appropriate inter-jurisdictional mutual aid plans and procedures necessary to implement this compact, and for recommendations to the jurisdiction concerned with respect to the amendment of any statutes, regulations, or ordinances required for that purpose.

ARTICLE III. Party Jurisdiction Responsibilities.

(a) Formulate Plans and Programs. It is the responsibility of each party jurisdiction to formulate procedural plans and programs for inter-jurisdictional cooperation in the performance of the responsibilities listed in this section. In formulating and implementing such plans and programs the party jurisdictions, to the extent practical, shall:

(1) Review individual jurisdiction hazards analyses that are available and, to the extent reasonably possible, determine all the potential emergencies the party jurisdictions might jointly suffer, whether due to natural disaster, technological hazard, manmade disaster or emergency aspects of resource shortages;

(2) Initiate a process to review party jurisdictions' individual emergency plans and develop a plan that will determine the mechanism for the inter-jurisdictional cooperation;

(3) Develop inter-jurisdictional procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans;

(4) Assist in warning communities adjacent to or crossing jurisdictional boundaries;

(5) Protect and ensure delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services and resources, both human and material, to the extent authorized by law;

(6) Inventory and agree upon procedures for the inter-jurisdictional loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness; and

(7) Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances, over which the province or state has jurisdiction, that impede the implementation of the responsibilities described in this subsection.

(b) Request Assistance. The authorized representative of a party jurisdiction may request assistance of another party jurisdiction by contacting the authorized representative of such jurisdiction. These provisions only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing not later than fifteen days after the verbal request. Requests shall provide the following information:

(1) A description of the emergency service function for which assistance is needed and of the mission or missions, including, but not limited to, fire services, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue;

(2) The amount and type of personnel, equipment, materials, and supplies needed and a reasonable estimate of the length of time they will be needed; and

(3) The specific place and time for staging of the assisting party's response and a point of contact at the location.

(c) Consultation Among Party Jurisdiction Officials. There shall be frequent consultation among the party jurisdiction officials who have assigned emergency management responsibilities, such officials collectively to be known as the international emergency management group, and other appropriate representatives of the party jurisdictions with free exchange of information, plans, and resource records relating to emergency capabilities to the extent authorized by law.

ARTICLE IV. Limitation.

Any party jurisdiction requested to render mutual aid or conduct exercises and training for mutual aid shall undertake to respond as soon as possible, except that it is understood that the jurisdiction rendering aid may withhold or recall resources to the extent necessary to provide reasonable protection for such jurisdiction. Each party jurisdiction shall afford to the personnel of the emergency forces of any party jurisdiction, while operating within its jurisdictional limits under the terms and conditions of this compact and under the operational control of an officer of the requesting party, the same powers, duties, rights, privileges, and immunities as are afforded similar or like forces of the jurisdiction in which they are performing emergency services. Emergency forces shall continue under the command and control of their regular leaders, but the organizational units shall come under the operational control of the emergency services authorities of the jurisdiction receiving assistance. These conditions may be activated, as needed, by the jurisdiction that is to receive assistance or upon commencement of exercises

or training for mutual aid and continue as long as the exercises or training for mutual aid are in progress, the emergency or disaster remains in effect or loaned resources remain in the receiving jurisdiction or jurisdictions, whichever is longer. The receiving jurisdiction is responsible for informing the assisting jurisdictions of the specific moment when services will no longer be required.

ARTICLE V. Licenses and Permits.

Whenever a person holds a license, certificate, or other permit issued by any party jurisdiction evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by a party jurisdiction, such person is deemed to be licensed, certified, or permitted by the jurisdiction requesting assistance to render aid involving such skill to meet an emergency or disaster, subject to such limitations and conditions as the requesting jurisdiction prescribes by executive order or otherwise.

ARTICLE VI. Liability.

Any person or entity of a party jurisdiction rendering aid in another jurisdiction pursuant to this compact shall be considered an agent of the requesting jurisdiction for tort liability and immunity purposes. Any person or entity rendering aid in another jurisdiction pursuant to this compact shall not be liable on account of any act or omission in good faith on the part of such person or entity while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. "Good faith" in this article shall not include wilful misconduct, gross negligence, or recklessness.

ARTICLE VII. Supplementary Agreements.

Because it is probable that the pattern and detail of the machinery for mutual aid among two or more jurisdictions may differ from that among the jurisdictions that are party to this compact, this compact contains elements of a broad base common to all jurisdictions, and nothing in this compact precludes any jurisdiction from entering into supplementary agreements with another jurisdiction or affects any other agreements already in force among jurisdictions. Supplementary agreements may include, but are not limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, public utility, reconnaissance, welfare, transportation and communications personnel, equipment, and supplies.

ARTICLE VIII. Workers' Compensation and Death Benefits.

Each party jurisdiction shall provide, in accordance with its own laws, for the payment of workers' compensation and death benefits to injured members of the emergency forces of such jurisdiction and to representatives of deceased members of such forces if the members sustain

injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own jurisdiction.

ARTICLE IX. Reimbursement.

Any party jurisdiction rendering aid in another jurisdiction pursuant to this compact shall, if requested, be reimbursed by the party jurisdiction receiving such aid for any loss or damage to, or expense incurred in, the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests. An aiding party jurisdiction may assume in whole or in part any such loss, damage, expense, or other cost or may loan such equipment or donate such services to the receiving party jurisdiction without charge or cost. Any two or more party jurisdictions may enter into supplementary agreements establishing a different allocation of costs among such jurisdictions. Expenses under Article VIII are not reimbursable under this section.

ARTICLE X. Evacuation.

Each party jurisdiction shall initiate a process to prepare and maintain plans to facilitate the movement of and reception of evacuees into its territory or across its territory, according to its capabilities and powers. The party jurisdiction from which the evacuees came shall assume the ultimate responsibility for the support of the evacuees, and after the termination of the emergency or disaster, for the repatriation of such evacuees.

ARTICLE XI. Implementation.

(a) This compact is effective upon its execution or adoption by any two jurisdictions, and is effective as to any other jurisdiction upon its execution or adoption thereby, subject to approval or authorization by the United States Congress, if required, and subject to enactment of provincial or state legislation that may be required for the effectiveness of the Memorandum of Understanding.

(b) Any party jurisdiction may withdraw from this compact, but the withdrawal shall not take effect until thirty days after the governor or premier of the withdrawing jurisdiction has given notice in writing of such withdrawal to the governors or premiers of all other party jurisdictions. The action shall not relieve the withdrawing jurisdiction from obligations assumed under this compact prior to the effective date of withdrawal.

(c) Duly authenticated copies of this compact in the French and English languages and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party jurisdictions.

ARTICLE XII. Severability.

This compact is construed to effectuate the purposes stated in Article I. If any provision of this compact is declared unconstitutional or the applicability of the compact to any person or circumstances is held invalid, the validity of the remainder of this compact and the applicability of the compact to other persons and circumstances shall not be affected.

ARTICLE XIII. Consistency of Language.

The validity of the arrangements and agreements consented to in this compact shall not be affected by any insubstantial difference in form or language as may be adopted by the various states and provinces.

ARTICLE XIV. Amendment.

This compact may be amended by agreement of the party jurisdictions.

Attachment 8



State of Connecticut

EMAC Procedures

1 August 2014



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State of Connecticut

EMAC Procedures

SECTION 1: RECEIVING INCOMING EMAC ASSISTANCE REQUEST

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- 1.3. Initiating Conditions or Prerequisites
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SECTION 3: REFERENCES

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Section 1: Receiving Incoming EMAC Assistance Request

1.1. Purpose

The establishment of guidelines for providing mutual aid to other states during that state's declared emergency through utilization of the principles and accepted practices of the Emergency Management Assistance Compact (EMAC).

1.2. Scope

These procedures are intended to provide clear instructions on the State of Connecticut's response to an incoming EMAC request; Actions which are to be taken when a request arrives; A-Team membership standards and deployment issues.

1.3. Initiating Conditions or Prerequisites

Title 28 Sec.28-23a of the Connecticut General Statutes authorizes the Governor of Connecticut to enter into EMAC agreements with other member States.

An EMAC request for assistance is received via an EMAC email broadcast after the Governor of another state has declared an emergency or disaster and feels that additional resources are needed to supplement that States response. This message may come either as a general broadcast to all member States or as a direct State to State request.

1.4. Responsibilities

The EMAC Coordinator assesses message content; advises the DEMHS Operations Manager or State Emergency Management Director of events that may result in requests for assistance and specific requests for assistance; responds to messages as directed by the DEMHS Operations Manager or State Emergency Management Director; negotiates staffing and logistics issues with the requesting state; initiates mission assignments; monitors resources' status while deployed, and coordinates travel and reimbursement through project closure.

The DEMHS Operations Manager or State Emergency Management Director determines if State participation is possible and if resources are available and deployable and consults with the Deputy Commissioner, Division of Emergency Management and Homeland Security regarding a recommended level of response.

The State Emergency Management Director or the Deputy Commissioner, Division of Emergency Management and Homeland Security consults with the State Executive staff to determine the level of EMAC participation.

If a state suffers or expects to suffer a major disaster and needs assistance from another state, the Authorized Representative (AR) of the affected state may request the deployment of an EMAC advance team (A-Team). An A-Team normally consisting of two persons from other member states who will be deployed to the Requesting State's EOC. Its mission is to implement EMAC on behalf of the Requesting State by coordinating and facilitating the provision of assistance from other member states in accordance with procedures set forth in the EMAC Guidebook.

1.5. Procedure

Any Member State may request EMAC assistance when the Governor of the affected state has declared a state of emergency for an actual or impending disaster. This email goes to the CTDEMHS EMAC email group.

The EMAC Coordinator is the primary point of contact for incoming EMAC requests for assistance. However, emails are sent to the group to ensure the receipt of the need if the Coordinator is unavailable. The EMAC Coordinator will work with the DEMHS Operations Manager or State Emergency Management Director to determine the availability of the requested resource(s) and the feasibility of providing assistance. The EMAC Coordinator is the primary point of contact for incoming EMAC requests for assistance.

The EMAC Guidebook with the current contact information for all EMAC personnel in each member state is maintained on the NEMA website (www.ncmaweb.org). The current version of the guidebook is used by all EMAC personnel during any EMAC activation.

1.5.1 Receiving a Request for Assistance

1.5.1.1 An EMAC request is usually received via an email broadcast. On some occasions, conversations may take place between member states concerning available resources prior to a formal request for assistance.

No deployments should be made prior to receiving a formal request via a REQ-A form, the EMAC REQ-A form is the "contract" between member states that describes costs, length of service, etc. that when signed by both states initiates the deployment of resources, however; initial actions such as checking on resource availability and obtaining cost information can be performed prior to receipt of an EMAC REQ-A.

1.5.1.2 Upon receipt of a request for assistance, the proper state agency and/or local coordinator will be contacted to determine resource availability. If the resource(s) are available, the requesting state should be notified through completion of the REQ-A section 2 in accordance with the EMAC Operations manual.

1.5.1.3 Requests for assistance may be received verbally on some occasions, but verbal agreements made between Authorized Representatives must be confirmed by completing the REQ-A form within 30 days of the verbal request (EMAC Article III, B). The State of Connecticut will only enter into verbal agreements under extreme circumstances. The State of Connecticut process requires a fully executed REQ-A form prior to resource deployment except under extreme circumstances.

1.5.2 Completing the REQ-A Form

1.5.2.1 REQ-A Section I

This section is completed by the Requesting State.

If a mission requires special considerations for that deployment, these conditions will be detailed in Section I of the REQ-A. The Requesting State will list any/all special considerations that may apply on the deployment and also identify any considerations that must be considered by the considered by the assisting State.

Personnel deployment considerations can be any of the following:

- 1) Specialized equipment needed to support the mission.
- 2) Personnel clothing needed due to hazardous environment.
- 3) Personal health protection needed
- 4) Immunization or inoculation for certain diseases
- 5) Lodging & transportation provisions (self contained or provided by Requesting State).
- 6) Right-to-work / Union considerations.
- 7) Licensure and certification requirements preferences.
- 8) Security provisions in hostile areas.

1.5.2.2 REQ-A Section II

Section II will be completed and returned to the Requesting State as soon as possible following the receipt of the REQ-A Section I.

Fill in each section thoroughly with detailed information on exactly what personnel and equipment is being offered and an estimate of the cost of sending those resources. Include transportation, lodging, per diem, salary, benefits, overtime, fuel; any cost that Connecticut intends to be reimbursed for.

Have an Authorized Representative sign Section II indicating that Connecticut will provide these services at the estimated costs indicated and return the Form to the requesting state.

1.5.2.3 REQ-A Section III

The Requesting State reviews the Part II information submitted. If the services offered, for any reason, do not meet the needs of the Requesting State, the Requesting State can reject the offer by simply not executing Part III and by notifying the Assisting State that the offer is rejected.

If the services being offered and the terms and conditions reflected in Part II of the REQ-A fulfill the needs of the Requesting State, the EMAC Authorized Representative of the requesting State accepts the assistance by signing and returning Part III of the REQ-A to the assisting State. Receipt of a fully executed REQ-A by the assisting state initiates the deployment of resources.

By officially executing Part II and Part III of the Form REQ-A, the Authorized Representatives from both the assisting and requesting States have, in effect, constituted a legal contract to provide and to reimburse for services to be rendered under the Form REQ-A as stipulated in Article IV of the EMAC Articles of Agreement.

1.5.2.3 REQ-A Amendment(s)

Should the assistance provided or the terms and conditions change at any time during the course of the mission, or should an extension of the deployment period be necessary, the REQ-A will be amended and accepted by the Authorized Representatives of the party states.

Section 2: Connecticut as State Requesting Assistance

2.1. Purpose

The purpose of these procedures is to define the process to be used when it becomes apparent that state resources either are not adequate to accomplish necessary tasks, or soon will be unable to support the number of expected missions, during a declared emergency.

Assistance from other states may be requested during these emergencies by following the practices and procedures listed in this SOP and in the EMAC Operations Manual which has been nationally accepted by the EMAC member states.

2.2. Scope

These procedures are intended to provide clear instructions on the proper issuance of a request for assistance through EMAC; the responsibilities of the state requesting assistance; and the training that should take place in order for the staff members of the SEOC to execute their responsibilities in respect to EMAC assistance.

2.3. Initiating Conditions or Prerequisites

Title 28 Sec.28-23a of the Connecticut General Statutes authorizes the Governor of Connecticut to enter into EMAC agreements with other member States.

In order to request resources from assisting states through EMAC, the Governor of the State of Connecticut must have declared a state of emergency for an actual or impending disaster.

2.4. Responsibilities

When the State of Connecticut experiences, or expects to experience, a major disaster or emergency and requires assistance from other states, the Authorized Representative (AR) will initiate the EMAC procedures for requesting assistance. The REQ-A is not valid until it is signed by both the Requesting and Assisting States EMAC Authorized Representatives at which time it becomes a binding contract.

2.5. Procedure

2.5.1 Initial Activation of the EMAC Process

The DEMHS Operations Manager or State Emergency Management Director will be notified of any needed EMAC assistance from another member state. Determination will then be made as to the necessity of the requested resource(s), and the feasibility of gaining assistance. The DEMHS Operations Manager or State Emergency Management Director will in coordination with the Deputy

Commissioner, Division of Emergency Management and Homeland Security determine if the EMAC process should be initiated.

The EMAC Coordinator is the primary point of contact for responses to outgoing EMAC requests for assistance. The EMAC Coordinator compiles a list of responses to the assistance request and informs the DEMHS Operations Manager or State Emergency Management Director of these responses. The DEMHS Operations Manager or State Emergency Management Director and representative from the Agency initiating the request will make a recommendation to the Deputy Commissioner, Division of Emergency Management and Homeland Security as to which if any offers of assistance will be accepted. Once an offer of assistance is accepted, the EMAC Coordinator will coordinate with the SEOC Finance and Administration Chief to insure financial resources are made available to cover costs of the mission to be accepted.

The EMAC Guidebook with the current contact information for all EMAC personnel in each member state is maintained on the NEMA website, located at www.nemaweb.org. The current version of the guidebook is accessed and used by all EMAC personnel during any EMAC activation.

Requesting State responsibilities:

1. Confirms that the Governor has declared a State of Emergency in his or her state
2. Verifies the need for assistance (personnel, equipment, skills, etc.)
3. Notifies the NCG and/or NEMA and opens an EMAC Event within the EMAC Operations System.
4. Posts a SITREP (situation report) on the EMAC Web Site and send it to states as deemed appropriate.

National Coordination Group responsibilities:

1. Establish communications with the Requesting State to determine the need for A-Team personnel.
2. Requests the EMAC Coordinator to establish an EMAC event within the EMAC Operations System.
3. Schedule daily or as required conference calls among EMAC leadership and Requesting State.
4. Notify the EMAC NCG by the fastest means available that assistance may soon be requested.
5. In conjunction with the NEMA EMAC Coordinator, catalog a list of resources being offered by member states.

2.5.2 EMAC Broadcast Functionality

The EMAC Broadcast process is to be used for sending messages related to EMAC, deliver reports on a state's status during a disaster, and make announcements that may result in the sharing of resources through EMAC. In the event that the EMAC Website is not available or connectivity to the internet at the EOC is lost the process of completing a REQ-A, and coordinating with the assisting State can be accomplished using FAX or e-mail communications.

The EMAC Broadcast process should not be used to locate non-EMAC resources (those that will not result in an EMAC mission) or to send general information that is not related to EMAC.

2.5.3 Procedures for Executing the Request for Assistance (REQ-A)

a. Requests for assistance may be received or requested verbally, but verbal agreements made between Authorized Representatives must be confirmed by completing the REQ-A form within 30 days of the verbal request (EMAC Article III, B). The State of Connecticut will only enter into verbal agreements under extreme circumstances. In the majority of instances, a written REQ-A form must be completed prior to resource deployment.

2.5.4: Completing the REQ-A Form

A complete copy of the EMAC REQ-A Form and REQ-A Amendment Form can be found in Section V, Appendix H EMAC Forms in the EMAC Guidebook or by completing an online version of the REQ-A form. 2.5.4.1 REQ-A Section I and II Complete instructions for completing the REQ-A form can be found online at the NEMA website (www.nemaweb.org). Also, instructions for completing the form are present in the EMAC Guidebook. The REQ-A form should be completed fully and clearly.

2.5.4.2 REQ-A Section III.

The Assisting State EMAC Authorized Representative signs the offer of assistance on Section III of the REQ-A Form and submits the REQ-A to the Requesting State for their review. The State of Connecticut will review the Part II information (with Breakout of Cost Estimate and Mission Information) submitted by states that may make an offer of assistance.

If the services offered, for any reason, do not meet the needs requested by the State of Connecticut, the State may reject the offer by simply not executing Part III and by notifying the Assisting State that the offer is declined.

If the services being offered and the terms and conditions reflected in Part II of the REQ-A fulfill the needs of the Requesting State, the EMAC Coordinator or Authorized Representative will coordinate with the Finance and Admin Chief to insure funding is made available to cover the cost of the mission and accept the assistance by signing and returning to the assisting State Part III of the REQ-A form authorizing resource deployment and obligating compliance with EMAC Articles of Agreement. Additionally, the EMAC Coordinator will complete an ICS Form 213rr and submit to the Fiscal Admin Officer to who will identify availability and source of funding to cover any expenses incurred through initiation of an EMAC agreement.

By officially executing Part II and Part III of the Form REQ-A, the Authorized Representatives from both the assisting and requesting States have, in effect, constituted a legal contract to provide and to reimburse for services to be rendered under the Form REQ-A as stipulated in Article IV of the EMAC Articles of Agreement.

2.5.4.5 REQ-A Special Deployment Conditions.

If the mission requires special considerations for deployment, these should be detailed on page 2 of the REQ-A. The Requesting State should circle any/all special considerations that may apply on the deployment.

Personnel deployment considerations can be any of the following:

1. Specialized equipment needed to support the mission.
2. Personnel clothing needed due to hazardous environment.
3. Personal health protection needed
4. Immunization or inoculation for certain diseases
5. Lodging & transportation provisions (self contained or provided by Requesting State).
6. Right-to-work / Union considerations.
7. Licensure and certification requirements preferences.
8. Security provisions in hostile areas.

2.5.4.6. REQ-A Amendment

Should the assistance provided or the terms and conditions change at any time during the course of the deployment, or should an extension of the deployment period be necessary, the REQ-A should be amended to reflect these changes and accepted by the Authorized Representatives of the party states.

2.5.5: Reimbursement

Under EMAC Article III, it is the duty of each Member State to formulate internal procedural plans and programs to request interstate mutual aid or provide it to other Member States.

2.5.5.1 Reimbursement Considerations

1. Article IX of the Compact provides that, "any state rendering aid in another state pursuant to the compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided furthermore, that any two or more party states may enter into supplementary agreements establishing a different allocation or costs among those states. Article VIII expenses shall not be reimbursable under this provision."
2. The REQ-A can be used to convey reimbursable costs and costs that have been waived.
3. All Member States must recognize the sovereignty of each Member State to the Compact and that the process for EMAC Missions and reimbursement varies in each. The most

important issues are that accurate collection, preparation and submission of documentation. Coordination by Member States will expedite the reimbursement process.

4. All Member States must develop an internal process for the timely preparation and review of claims for reimbursement.
5. All Member States should train emergency management staff and other organizations that may deploy resources in support of an EMAC Mission. This training should explain the EMAC Mission process including how the reimbursement process works and what documentation will be needed to support a reimbursement claim.
6. All properly executed missions must be approved by the Requesting State and Assisting State before any asset is mobilized and a signed REQ-A by both party states' Authorized Representatives is completed. Any changes to a mission must be reflected in an amended REQ-A signed by both party states' Authorized Representatives.
7. When an Assisting State assembles a reimbursement request package, it should provide detailed cost documentation and supporting documents within the scope of services as defined in the fully executed REQ-A.
8. Before submitting a reimbursement package to a Requesting State, an Assisting State EMAC Authorized Representative reviews the package for completeness and ensures that the expenses and supporting documentation being claimed are consistent with the REQ-A.
9. Discrepancies between a properly executed REQ-A and the reimbursement package must have good justification. If expenses are incurred for actions not directly related to the mission and/or not specified on the REQ-A, a strong justification and documentation for additional costs will be necessary. Significant changes to a mission should be reflected on amended REQ-A signed by both Member States. Discussions between the Assisting State and Requesting State will help to resolve discrepancies and provide any special instructions needed. If necessary, engage the EMAC Authorized Representative to resolve any discrepancies.
10. Member States must be timely in submitting reimbursement documentation and in providing reimbursement for properly executed EMAC Missions. Timely processing of required documentation and reimbursement of all parties involved is critical to successful mutual aid, fiscal year cash management and future EMAC deployments.
11. Member States should consider all available state, local, volunteer, and privately owned resources when responding to an EMAC request. It is legally advisable for each state to ascertain their statutory authority for utilizing local government, private and volunteer resources for EMAC purposes prior to deployment.

2.5.5.2 Types of Reimbursable Costs

EMAC was intended to provide reimbursement for actual costs incurred during the execution of the mission as described in the REQ-A. All actual deployment costs incurred in direct support the mission defined in the REQ-A, as amended, are eligible for reimbursement. As a reminder, the REQ-A is a binding contract between the states. Efforts to capture all mission costs should be taken and REQ-As should be amended as needed to capture changes in the mission scope and duration.

Examples:

1. Personnel Costs- Regular time salary, overtime salary, and fringe benefits calculated at the regular rate utilized by the Assisting State or political subdivision or other entity within the Assisting State.
2. Travel Costs-
 - a. Airfare (unless direct billed to the providing entity)
 - b. Ground transportation costs such as:
 - i. Rental vehicles and fuel.
 - ii. Taxi.
 - iii. Shuttle.
 - iv. Parking fees.
 - v. Toll fees.
 - vi. Government-owned vehicle mileage (may not charge for both per mile mileage rate and the cost of gasoline).
 - vii. Personally-owned vehicle mileage (may not charge for both a per mile mileage rate and the cost of gasoline).
 - c. Lodging (unless direct billed to the providing entity).
 - d. Meals not otherwise provided by entities of the Requesting State.

All of the above costs will be calculated according to the policies of the Assisting State or the Assisting State's political subdivisions or other entities within the Assisting State providing assistance. For example, some states utilize a widely adopted per diem rate found at <http://www.gsa.gov> while others reimburse for actual travel costs supported by receipts. State policy documentation should accompany the reimbursement package.

3. Equipment Costs- Maintenance and operating costs necessary to operate equipment vehicles and machinery required to perform the mission described in Form REQ-A.
4. Commodity Costs- Consumables, supplies and materials used for the mission described in Form REQ-A.
5. Other Costs-
 - a. Reasonable costs to repair or replace equipment damaged *during deployment* while performing assigned mission described in Form REQ-A. These costs should take into consideration the depreciated value of the equipment and any insurance coverage available for the damage or loss.

- b. Costs relating to decontamination of equipment and cleaning of personal protective equipment used in performing the mission as described in Form REQ-A.
- c. Costs of purchasing and transporting supplies by Assisting State as requested by the Requesting State (and approved in Form REQ-A).
- d. Reasonable costs for maintenance of equipment to pre-disaster condition.
- e. Replacement costs- All damaged, destroyed, totaled, contaminated, or otherwise unusable items that were used on an official fully executed EMAC mission (uniform, turn out gear, etc.) should be considered as replacement and should be documented as such. These items should be reported as damaged as soon as the damage is identified so that proper record keeping can take place.

2.5.5.3 Non-Reimbursable Costs

1. Administrative costs- costs associated with pre-deployment and post-deployment functions or other costs incurred by Assisting States in responding to EMAC requests, unless otherwise mutually agreed upon by each party state and stipulated in Form REQ-A, are not eligible for reimbursement. EMAC is intended to provide reimbursement for actual costs incurred in the deployment mission described in Form REQ-A.
2. Replacement costs- While damaged, destroyed, totaled, contaminated, or otherwise unusable items that were used on an official fully executed EMAC mission (uniform, turn out gear, etc.) should be considered as replacement; replacement of items prior to the deployment is not allowable.
3. Costs for alcohol, tobacco, toiletries, or similar items are not eligible for reimbursement.
4. Costs incurred by an entity that self-deployed without an approved mission described in an officially executed REQ-A without prior consent of both the Assisting State and Requesting State Authorized Representatives.
5. Costs for items not specified or indicated in Form REQ-A unless otherwise deemed justifiable by the Requesting State at a later date and supported by appropriate documentation in the reimbursement Package and as accepted by the EMAC Authorized Representative

2.5.6: EMAC Reimbursement Documentation

If tasked to perform the mission described in a fully executed REQ-A, the actual costs incurred by each Assisting State agency or department, their political subdivisions, or other entities tasked to perform the mission described in the REQ-A, will be entered on a separate Intrastate Reimbursement Form R-2. An R-2 will be completed for each fully executed and completed REQ-A.

Costs entered on each Reimbursement Form R-2 will then be totaled by category and entered on Reimbursement Form R-1, representing the total costs for each completed REQ-A.

1. These costs must be supported with backup documents to include:
 - a. Copy of the fully executed REQ-A.
 - b. Timesheets signed by Team Leader or authorized individual.
 - c. Work records.
 - d. Payroll documents.
 - e. Travel expense reports/vouchers.
 - f. State warrants/checks.
 - g. Receipts or invoices for purchased goods.
 - h. Other similar documents evidencing costs incurred.

2. The Assisting State may, depending on applicable state law and regulation:
 - a. Reimburse the Providing Entity for all approved expenses shown on the Form R-2 within a reasonable timeframe mutually agreed upon by both parties and enter those costs on a Reimbursement Form R-1, and submit to the Requesting State for reimbursement, or to NEMA.

 - b. Attach the Intrastate Reimbursement Form R-2 and supporting documents to an Interstate Reimbursement Form R-1 and forward to the Requesting State instructing the Requesting State to issue remittance in the name of the Providing Entity through the Assisting State.

Upon receipt of the payment from the Requesting State, the Assisting State should attach a copy of payment to the reimbursement package file copy and forward payment to the providing entity.

3. Whichever method is used, the Assisting State must review the claim; resolve any issues prior to payment and/or submission to the Requesting State for remittance.

4. Reimbursement Form R-1 and R-2 can be found in Section 6 or on the EMAC website at www.emacweb.org.

2.5.7: The Reimbursement Package & Authorized Representative Responsibilities

The Reimbursement Package should contain a copy of the fully executed REQ-A along with the documentation described in Sections IB and ID above. Accompanying this documentation should be a cover letter from the Assisting State's Fiscal Officer or Authorized Representative describing special instructions for remitting payment to the Assisting State along with special cost-coding, IRS or employee tax I.D. number of the Assisting State entity. The letter should specify the name and

contact information of the Assisting State person responsible for compiling the reimbursement package, and any other information relevant to payment. The Assisting State Fiscal officer or Authorized Representative should review and authenticate all documents included in the reimbursement package to ensure all costs are justifiable prior to signing the cover letter and forwarding it to the Requesting State.

2.5.8: NCT and RCT Personnel Reimbursement

The following guidance is provided for states to receive reimbursement for expenses of National and Regional Coordinating Teams deployed to the NRCC or RRCC(s) respectively.

1. All mission expenses should be documented pre-deployment using Form REQ-B. Changes to the original mission should be documented in Amendment Form REQ-B.
2. Reimbursement packages should be documented on The Non-CSG Employee Expense Form and should accompany attached documentation (as stated below).
3. All deployed personnel provide travel costs and all original receipts to their home state as soon as possible after the completion of their trip for reimbursement for the following expenses.
 - a. Airfare (unless direct billed to the providing state).
 - b. Lodging (current government rate).
 - c. Ground transportation costs including rental car, taxi, shuttle, parking, mileage for use of personal owned vehicle at current established rates.
 - d. Per Diem and incidental expenses (using state rate for the receiving state,
 - e. information @ <http://www.gsa.gov>).
4. Other approved mission costs are:
 - a. Straight time pay.
 - b. Overtime pay (if allowable under state payment procedures).
 - c. Personnel fringe benefits (actual percentage paid by the responding state).
5. Reimbursement Instructions
 - a. Deployed personnel should submit expenses to the Assisting State first.
 - b. The Assisting State will request reimbursement from NEMA.
 - c. All eligible costs must be submitted by the Assisting State using a "Non-CSG Employee Reimbursement Form". This form is shown in Section V: Subsection 10: Non-CSG Employee Expense Form. The Assisting State will be the payee. NEMA will not accept request for reimbursement from individual NCT or RCT deployed personnel.
 - d. The Non-CSG Employee Expense Report Form should be completed as follows:
 - i. Personnel Pay and Benefits:
 - a. Enter the total amount of the regular time paid.
 - b. Enter the total amount of the overtime paid.
 - c. Show the actual amount of personnel fringe benefits as a separate entry under the Description and Date of Activity column and the date of the period of

activity. Please note: Show the actual percentage used by the Assisting State to determine fringe benefits.

- ii. Travel Costs:
 - a. After entering the appropriate entries in the Description and Date of Activity column; enter the total amount of hotel expense and per-diem being claimed under the Hotel and Meals column.
 - b. After entering the appropriate entries in the Description and Date of Activity column; list the total amount being claimed for each mode of transportation (air and ground) in the Transportation column.
 - c. Other eligible expenses should be entered as a separate entry and shown under the "Other" column.

- iii. Required Documentation and Other Information
 - a. A copy of the employee's time sheet(s) for the hours worked during the deployment period.
 - b. A copy of the State Payroll Voucher listing regular and overtime hours and pay and fringe benefits.
 - c. Copies of the State Warrant supporting the claimed expense.
 - d. The Non-CSG Employee Expense Form must be signed by the deployed personnel and certified by the Assisting State.
 - e. Attach all original receipts for hotel, airfare, car rental, etc.
 - f. Receipts for meals are not required since these costs are included in the per diem rate.
 - g. Indicate how the Assisting State should be shown as the payee, or if a specific funding code should be identified on the form.
 - h. NEMA will issue a reimbursement check to the Assisting State through The Council of State Governments (CSG).
 - i. The Assisting State should submit the completed CSG Non-Employee Expense Report and supporting documentation within 30 business days following completed deployment to the below address:

National Emergency Management Association
EMAC Deployment
P. O. Box 11910
Lexington, KY 40578.

2.5.9: Training and Exercises

The emergency management agency in each EMAC-member state should be prepared to implement interstate mutual aid in accordance with the EMAC guidebook-both as a potential Requesting State and as a potential Assisting State. In addition, each should have personnel trained and available for out-of state A-Team duty on short notice.

CT DEMHS will provide A-Team training for staff designated for such duty, as well as staff training on the EMAC system. Each A-Team deployed to a Requesting State EOC should have a team leader

with A-Team experience and one or two assistants. The best training for A-Team duty is provided on-the-job.

The scope of EMAC is much broader than state emergency management. It involves the emergency services parts of other state agencies, localities, and organizations that can provide experienced program personnel, deployable task forces, and other resources which could assist requesting states with disaster response and recovery operations.

These potential resource providers need to know how to participate in EMAC.

Any EMAC-related training provided by an EMAC-member state to potential resource providers within that state should be within the context of any existing statewide mutual aid programs. Many statewide mutual aid programs may have already identified task forces, strike teams, etc., which would also be deployable under EMAC. It is recommended that EMAC and in-state mutual aid be very closely coordinated in each state and, perhaps, administered jointly. It is further recommended that training for resource providers incorporate both intra-state mutual aid and inter-state mutual aid (EMAC) concepts and practices.

Each member state's emergency management agency will provide, or coordinate the provision of, EMAC training for the state's potential mutual aid service providers. State emergency services organizations (law enforcement, fire, emergency medical, search and rescue, emergency management, etc.) should keep their members informed about mutual aid activities through newsletters, meetings, or any other means deemed appropriate.

Past standing A-Team members will assist in developing an exercise to test and train the current Standing A-Team. This will assist the new Standing A-Team in the operational considerations of their particular state as it applies to the Standing A-Team responsibilities.

3. References

EMAC Operations Manual Version 3.0 10/16/13
The National Emergency Management Association

4. Definitions, Terms, Acronyms, and Abbreviations

Area of Operations (AO) - The jurisdictional area for which a deployed coordinating team element is responsible. For example, a State is the AO for a State EM organization. A federal region can consider one or more states within that region as being in their AO. EMAC personnel deployed to a local area would refer to that area as his or her AO.

Assisting State - An Assisting State is any EMAC Member State providing assistance to another Member State requesting aid using the EMAC Request for Assistance (REQ-A) process. Once a Member State duly executes the REQ-A with a Requesting State, that Member State is referred to as an Assisting State until the terms of the REQ-A have been completed and the resources being provided have been released and demobilized.

Authorized Representative (AR) - The Authorized Representative is the person empowered to obligate state resources and expend state funds for EMAC purposes. In a Requesting State, the AR is the person who is legally empowered under Article III, Section B of the Compact to initiate a request for assistance under EMAC. In an Assisting State, the AR is the person who can legally approve the response to a request for assistance. State Emergency Management Directors are automatically Authorized Representatives. The director can delegate this authority to other EM officials within the organization as long as they possess the same obligating authority as the director. A list of Authorized Representatives for each Member State is found in Section V: Appendix E and on the EMAC website (www.emacweb.org).

Advance-Team (A-Team) - An A-Team normally consists of two persons from any Member State who are knowledgeable about and prepared to implement EMAC procedures in their own state or any other Member State. At the request of a Member State, an A-Team is deployed to the Requesting State's EOC to facilitate EMAC requests and assistance between Member States. The A-Team assists the Requesting State with requests for assistance, tracks the location and status of the assistance accepted and deployed to the Requesting State's locations, and assists the deployed personnel as needed and required while they are deployed. The A-Team is the primary point-of-contact for requesting and acquiring assistance provided under EMAC.

Broadcast - The EMAC Broadcast functionality sends EMAC key personnel (as designated by the state emergency management agency director) an email when a request for assistance or other important information needs to be shared. It is the primary means used to alert EMAC states of an impending or occurring emergency event or to request assistance and is sent via the EMAC website. The system can send to "home" state, regions (up to 3), or all members.

Debrief - A conversation where information is exchanged on aspects of the mission (such as personnel well being, experience, etc.).

Demobilization - This is the process of releasing assets (personnel and/or equipment) whose mission is completed or no longer needed to support a specific mission within an event. The process involves debriefing personnel, returning issued equipment, completing and submitting required paperwork, arranging return travel, and tracking released assets back to their home duty station in the Assisting State in a safe and timely manner.

Designated Contact (DC) - This person is very familiar with the EMAC process and serves as the point of contact for EMAC in their state and can discuss the details of a request for assistance. The DC is not usually legally empowered to initiate an EMAC request or authorize EMAC assistance without direction from a superior. A list of Member State Designated Contacts can be found in Section V: Appendix E, and at www.emacweb.org.

EMAC - The Emergency Management Assistance Compact, an interstate agreement which enables entities to provide mutual assistance during times of need.

EMAC Advisory Group (EAG) - The EAG, comprised of representatives from national organizations whose membership are EMAC stakeholders, facilitates the effective integration of multi-discipline

emergency response and recovery assets for nation-wide mutual aid through EMAC. Many of these resources are local teams which need the ability to be brought on as temporary state employees.

EMAC Executive Task Force (ETF) - The ETF, under the leadership of the Chair, is responsible for managing the day-to-day programmatic activities on behalf of the member states to ensure that the EMAC system, including the Operating Protocols, Operations Manual and Standard Operating Procedures and the Field Guide, is maintained in a current state of readiness. The ETF is comprised of the chair, chair-elect, immediate past-chair, a representative from each federal region, three at-large members, the National EMAC Coordinator, the EMAC Senior Advisor, and the NEMA Legal Counsel Committee chair.

EMAC Member State - The term applies to the 50-states, the Commonwealth of Puerto Rico, the District of Columbia, and all U. S. territorial possessions whose governors have signed the Compact into law. It is used on a daily basis to refer to states during periods of non-emergency activity. See definition of the Requesting and Assisting State used when denoting EMAC Member State's roles during activation of the EMAC.

Joint Field Office (JFO) - This facility is used to house state, federal and volunteer agency personnel who manage emergency response and recovery operations and administer state and federal recovery assistance programs within each state declared a major disaster by the president.

Lead State Representative (LSR) - A member of the EMAC Executive Committee responsible for representing the EMAC Member States within their respective FEMA Region.

Legal Committee Liaison - The Chair or the Chair's Designee from NEMA's Legal Committee which serves as a non-voting member to the EMAC ETF.

Mission - A mission under EMAC becomes an official mission once all appropriate sections of the REQ-A have been duly executed by the Authorized Representatives of the Requesting and Assisting state(s).

National Coordination Group (NCG) - Comprised of members from the state of the Chair of the EMAC Executive Task Force. They are the nationwide EMAC point-of-contact during normal day-to-day, non-emergency periods. The NCG is prepared to activate EMAC on short notice by coordinating with the EMAC Authorized Representatives or Designated Contacts of the other Member States.

National Coordinating Team (NCT) - In the event that the NRCC is activated at FEMA Headquarters in Washington, D. C. and a coordinating team is needed to maintain over all coordination among the deployed EMAC components. *DHS/FEMA* will request that NEMA/NCG deploy an NCT to the NRCC. Costs for deploying and maintaining an NCT are reimbursed by FEMA through NEMA.

National Operations Center (NOC) - Now called the NRCC, this was the facility within *DHS/FEMA* headquarters in Washington, DC where federal representatives from agencies with emergency support functional responsibilities assemble to coordinate federal response efforts.

National Response Coordination Center (NRCC) - This is the facility in Washington, D. C. used by *DHS/FEMA* to coordinate federal response and recovery operations. The Federal Emergency

Support Functions (ESFs) are collocated at the NRCC to provide resource support to state counterparts through the Regional Response Operations Centers.

National Incident Management System (NIMS) - The system used to conduct incident management as specified in Homeland Security Presidential Directive (HSPD)-5. NIMS established a national standard methodology for managing emergencies and ensure seamless integration of all local, state and federal forces into the system.

National Response Plan (NRP) - The NRP establishes the national framework for domestic incident management in accordance with Homeland Security Presidential Directive-5

Operations Manual and Standard Operating Procedures - These are the written standardized process to ensure each Member State understands the EMAC agreement, is adequately prepared to participate in the agreement, and follows the same standardized procedures while implementing EMAC. This manual sets forth the terms of the EMAC agreement and establishes the EMAC procedures that all Member States are to follow.

Providing Entity (PE) - Any local government political sub-division, organization, or state agency of an Assisting State, other than the state emergency management organization, that is providing an EMAC requested resource on behalf of the Assisting State to fulfill an official EMAC REQ-A mission requirement.

Point of Contact (POC) - The person or entity that is the main contact.

Regional Coordinating Team (RCT) - If the disaster event involves more than one state in a single federal region or multiple states in multiple regions, FEMA may request that an RCT be deployed to the federal Regional Operations Center (ROC) to coordinate with A-Teams deployed to Requesting States. The RCT supports the A-Teams within their Area of Operations (AO) but does not directly acquire resources from other Member States without approval of the NCG. The RCT prepares regional Situation Reports and channels information up to the NCT. NEMA © 2005-2007 V -4
5/2/2007

Regional Response Coordination Center (RRCC) - The federal facility from which federal personnel coordinate response operations and provide resource support to states within each federal region. The RRCC usually stands down once a Joint Field Office is operational in the affected state(s) within the region.

Reimbursement - The process of submitting documented eligible costs by an Assisting State to a Requesting State in order to receive financial compensation for providing assistance specified in the REQ-A and in accordance with the EMAC.

Reimbursement (R-I) Form - The form used to summarize the costs of all interstate assistance requested and provided by an Assisting State. A single R-I should be completed and submitted to the Requesting State by each State that provided assistance. All of the costs for providing assistance under the REQ-A(s) are totaled. Copies of receipts and payment vouchers are attached to the R-I. The

R-1 is signed and sent to the requesting state for reimbursement. A copy of the R-1 Form is included in Section V: Appendix G.

Reimbursement (R-2) Form - The form used to summarize the costs of all intrastate assistance requested and provided by an agency, municipality, county or other organization within a state providing assisting to another state under EMAC. A single R-2, accompanied by copies of receipts, payment vouchers and other costs supporting documents, should be completed and submitted to the Assisting State for each agency, municipality, county or other organization who provided assistance. The R-2 is signed by the appropriate authority of the requesting entity and sent to the Assisting State for reimbursement. The Assisting State attaches copies of all R-2s and supporting documents to all applicable R-1 s as appropriate.

Requesting State - Any EMAC Member State that has informally or formally requested interstate assistance using any of the systems established by EMAC for this purpose.

Request for Assistance (REQ-A) Form - The EMAC Request for Assistance (REQ-A) Form is used to officially request assistance, offer assistance, and accept assistance. The use of the single form simplifies and streamlines the paperwork necessary to request and receive assistance from Member States. It is important to remember that when duly executed by the Authorized representative of the Requesting and Assisting State(s), the REQ-A becomes a legally binding agreement between the Requesting and Assisting State(s) under EMAC. A copy of the REQ-A Form is enclosed in Section V: Appendix G and is found at www.emacweb.org.

Resource Typing -The method employed to categorize and describe the resources that are commonly exchanged in disaster via mutual aid, by capacity and/or capability of a resource's components (i.e., personnel, equipment, and training).

Situation Report (SITREP) - The status report that is prepared by an A-Team and posted on the EMAC website. It details the current status of the emergency operation and the response to that emergency event. The purpose of the SITREP is to ensure that all parties involved in the response effort are thoroughly informed of every facet of the current operation.

Statewide Credentialing

***State of Connecticut
Department of Emergency Services and
Public Protection
Division of Emergency Management
Homeland Security
June, 2014***



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Document Revision Summary

This section specifies the revision history of this document. Any changes to this document subsequent to its _____ publish date should be recorded here.

Version #	Revision Date	Revision Details	Revised by
1.0			
1.1			
1.2			
1.3			
1.4	12/16/2008	Formatting and changes based on 12/9/2008 meeting.	Laurie Ann Scotti
1.5	1/1/2014	Format and changes based on 12/9/2013 meeting.	John Field
	1/21/2014	Format and changes based on 1/17/2014 meeting	Brenda Bergeron

SUMMARY

Disasters reveal a need to have uniform credentials for essential personnel when responding to and entering an area during and post disaster event. Uniform credentials and access guidelines may help save lives and avoid delays and loss of critical utilities and services, as well as delays in reestablishing security and communications systems.

This document outlines guidelines for emergency and other essential responders as well as management personnel at the Federal, State and local level. These guidelines seek to clarify the roles, responsibilities, and processes that will be followed to ensure that all essential responders are given timely and efficient access to disaster-affected area. A sub-committee of the Connecticut Division of Emergency Management and Homeland Security developed this standard. The committee was comprised of multidiscipline responders including private sector.

It is anticipated that responder entry/reentry will occur in a tiered approach based on key roles in restoring normal operations during and after a disaster. Admittance will be granted based on the immediate needs and requirements of the locally affected area through the Authority Having Jurisdiction (AHJ).

Level 1 will include but not limited to Fire services, emergency medical services and law enforcement. Other services include Public Works, Search and Rescue Personnel, Infrastructure and Utilities Repair Personnel, Official Damage Assessment Teams, and any other personnel at the direction of the Authority having Jurisdiction.

Level 2 will include Relief Workers (e.g. Red Cross Volunteers), Public Health and Medical Responders (to include Volunteer Health Professionals (VHPs), Banking Organizations, Insurance Agencies, and Businesses deemed to be essential to the recovery effort.

Level 3 will include Businesses not included in Tier 2 and residents.

IDENTIFICATION PROCEDURES

It is recognized that there are several different accountability systems currently being used throughout the State. It is not the focus of this committee to dictate which system services will use but to standardize responder credentials and how the data is captured.

Federal, State, and local government agencies recognize specific identification from first responders, critical infrastructure owners and operators as they seek to gain access into a restricted disaster area. Relying parties (e.g. law enforcement, National Guard) will require constant communication with local and State EOCs so that proper admittance is granted. Once identity and attributes are authenticated, access is granted.

The certifying authority that a responder is properly credentialed will be the responsibility of the authority having jurisdiction (AHJ) and who has the ability to hire and or terminate the responder. The credentials each responder holds will be valid for a period of two years. At the end of the two year cycle, the authority having jurisdiction will review the responder's credentials make necessary adjustments and re-verify that the responder is properly credentialed.

In order to compile and maintain a statewide database of responders and their credentials, the AHJ at the beginning of the two year cycle will electronically send a spreadsheet of the Department's Responder Database to DEMHS.

NOTE: To be clear, part of this document also addresses identification over credentialing. When we refer to private sector or some governmental agency partners, we are not ensuring they have qualifying credentials to respond to a scene, as first responders do. In these cases, we referring to identifying insignia in the form of picture id cards, hang tags, vehicle markings, etc. This identification will assist in allowing individuals to freely travel and conduct business that is related to short or long-term recovery from an emergency, when such travel might otherwise be restricted. These are mentioned as Level 2 responders later in this document.


DEPARTMENT ACCOUNTABILITY/ID TAGS/AUTO PLACARDS

The responder's credentials will be converted to barcode format PDF417. This format is a standard barcode format already being utilized by a large number of services throughout Connecticut. Once data is collected the barcode will then be integrated to the services accountability/ID tags/auto placards allowing access to the responder's credentials during emergency responses.

To identify the responder on the barcode, the following formula will be utilized:

1. First identifier will be the DEMHS region the responder's from (3)

Example:
John/Jane Doe
DEMHS Region
Vehicle Registration
Responder Discipline
Individual ID



2. Second identifier is the town vehicle registration abbreviation (MA)
3. Third identifier is the responder's discipline (FD)
4. Fourth identifier is the first three letters of employee's last name and the last four digits of their social security number (jan0000)

In the event a responder is a member of more than one agency, each agency will credential the responder at the appropriate level and integrate the responder's data to the respective services accountability/ID tag. This process will allow the responder to represent an individual service during a response. It is understood that responder may have more than one accountability/ID tag. However; this process also allows for the authority having jurisdiction the ability to make changes or revoke credentials issued to responders without voiding the remaining services credentials.

An auto placard displaying the same information shall be issued by the Authority Having Jurisdiction (AHJ) and in some instances, hanging from the rear view mirror of the vehicle. It is recognized that specific agencies will have agency vehicles readily identified by their specific markings. Though not required, it is recommended the auto placard be utilized in addition to the specific markings to assure immediate recognition. Specifically, in Connecticut, the Department of Insurance has an emergency adjuster program that is managed under their authority by private insurance companies. Their hang-tag system works by allowing major insurance companies to subcontract with adjusters to respond in times of heavy demand. The system is flexible and manageable by the private insurers in coordination with the Department of Insurance.

APPROVED FORMS OF IDENTIFICATION

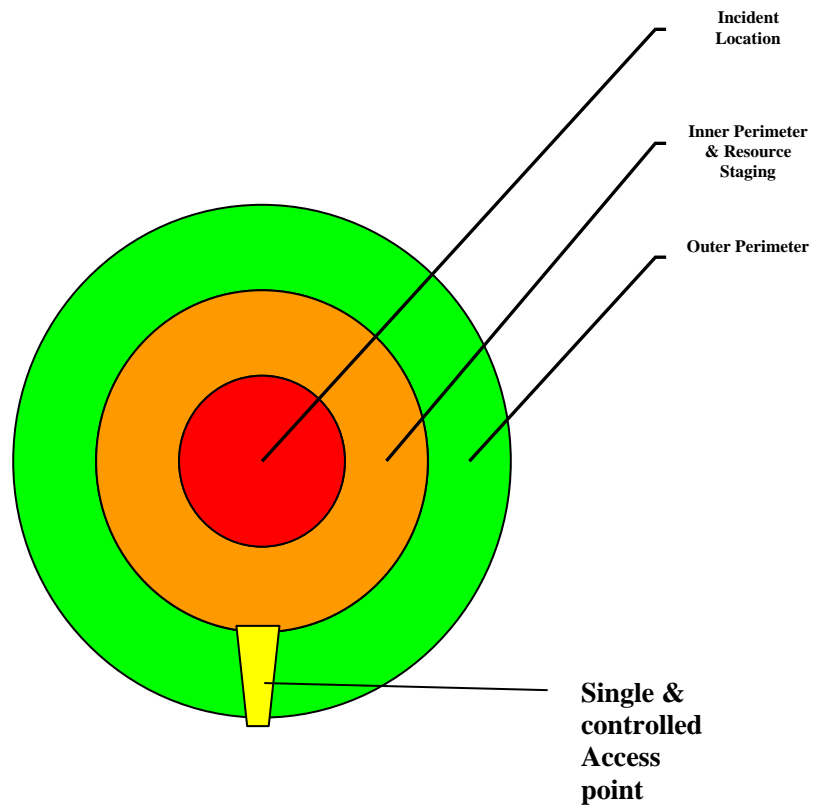
The following is a listing of identification that will be required to gain access at checkpoints:

1. A valid State Driver's License
2. Department/Agency issued photo ID

ENTRY/REENTRY PROTOCOL

It is anticipated that entry/reentry will occur in a tiered approach based on key roles in emergency operations and restoring normal operations after a disaster. It is understood that events that occur within specific jurisdictions will dictate based on local needs and factors what personnel will need access into the affected area. Safety, with regard to emergency operation, public health, travel accessibility will be paramount and of crucial importance in determining any access.

Any responder seeking entry will report through the single control area for check-in. Please see diagram below.



EMERGENCY RESPONSE LEVELS

Level 1

Immediate and unrestricted access will be granted to Fire services, Emergency Medical Services and Law enforcement agencies. Other Services requiring access are Search and Rescue, National Guard (Military), and Emergency Response Agencies in support of efforts in the affected area.

- A uniformed Law Enforcement official, Emergency Medical Service provider, Fire official, Military personnel all must possess a valid identification card to include attributes
- A properly marked or identified vehicle with commissioned or credentialed occupant
- Unmarked Agency vehicle with proper identification as stated above
- Infrastructure and Utilities Repair Personnel: These agencies must be permitted immediate access to ensure that essential services such as water, lighting, and communications are restored and infrastructure is intact. Municipal utilities and public works personnel also are included.
- Official Damage Assessment Teams: These may include FEMA, State, and local officials.
- Any other personnel at the direction of the Authority having Jurisdiction

Level 2

- Relief Workers: These groups will be needed to provide food, shelter and other supplies for those individuals impacted by the event.
- Public Health and Medical Responders: These include hospitals, nursing homes, assisted living facilities, and dialysis centers.
- Insurance Agents.
- Banking Organizations.
- Business operators considered critical to the recovery effort. Authority having Jurisdiction and municipal officials will make the decision to permit key business operators to return to impacted areas based on an overall evaluation of the situation. Key business operators will be allowed to reenter their communities when the governing jurisdictions, agree that the following factors are resolved:
 - a. Rescue: All search and rescue operations have been completed.
 - b. The area is safe to inhabit
 - c. Access: Major routes are intact and passable.
 - d. Public Health: There is no threat to public safety.

Level 3

Business operators not allowed in under level 2, and residents will be allowed to return as areas are deemed safe.

Critical Infrastructure Owner/Operators (for Employees and Contractors, Subcontractors, and affected Personnel):

- Ensure possession of valid identification card to include attributes
- Ensure Company vehicles utilize standard markings and LOA
- Promote the use of this SOP at the State and local level
- Business operators must report to designated staging areas

Private Sector Credentialing

During times of emergency, the Governor or a local municipal Chief Executive Officer may close state or local roads to traffic. When the Governor issues an Executive Order closing roads, s/he may include an exception for public safety/welfare vehicles, including, for example, those vehicles that are carrying necessary resources such as food, water, or emergency building supplies. In addition, the Governor's travel ban may allow for emergency response and services personnel to travel in order to protect the welfare of the public. Depending on the circumstances, these personnel may include essential medical personnel, emergency insurance adjusters, and utility employees including cable (telecommunications companies), telephone, and electrical company employees.

Through the State Emergency Operations Center (SEOC), state and local police will be informed of the parameters of the Governor's travel ban, including any exceptions to the ban. Law enforcement personnel will be encouraged to contact the SEOC if they have any questions about whether to allow a particular vehicle to travel.

Private sector partners such as hospitals, utility companies, grocery stores, and insurance companies should issue their employees identification cards that clearly indicate their roles in emergency situations. If a particular vehicle is not marked, private sector partners should consider issuing their employees magnetic decals to be placed on their vehicles on an as-needed basis. Private sector companies should submit a picture of their identifying logo and/or identification badge to the Department of Emergency Services and Public Protection to be kept on file in Web EOC. This will allow the SEOC and the law enforcement community a simple way to access credentials and recognize appropriate travelers.

Approved Responder Credentials

Appendix A; CT-ESF 2 Communications

Description	
Education	
Training	
Experience	
Physical/Medical Fitness	
Certification	
Licensing	

Appendix B; CT-ESF 3 Public Works Position Titles

Description	Based on the NIC's existing nationally established titles, the Public Works Working Group has designated 4 proper titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division's National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are not included below but are to be drawn from criteria already established in the federal plan.
Education	Formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function.
Training	Instruction and/or activities that enhance an individual's core knowledge, increase skill set and proficiency, and strengthen and augment abilities
Experience	Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities
Physical/Medical Fitness	Physical and medical considerations that when applied, help to ensure safe performance in risky environments
Certification	Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities
Licensing	Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title

The designations for use in a Connecticut Emergency Responder Credentialing System for Public Works Personnel are proposed as follows:

1. CT-PW-ENG Qualified Licensed Professional Engineer
 - a. May function in Incident Command, a Branch, Division/Group, or Strike Team/Task Force, based upon mission-specific activities and needs
 - b. Licensing Professional Engineer (PE) (State regulated)
2. CT-PWOPS-1 Qualified Journeyman Operations Manager
 - a. May function in Incident Command, a Branch, Division/Group, or Strike Team/Task Force, based upon mission-specific activities and needs
 - b. May be tasked with operational requirements for the preservation and restoration of lifelines during an emergency situation.
 - c. May be tasked with logistical requirements for the preservation and restoration of lifelines during an emergency management situation.
 - d. May be tasked with serves as an advisor to the Policy Group on matters pertaining to the preservation and restoration of lifelines during an emergency situation to include all aspects of a response and recovery operation.

3. **CT-PWOPS-2 Qualified Journeyman Equipment Operator**
 - a. **Performs physical activities involving the operation of vehicles and equipment for recovery and response activities. This position may be in a Branch, Division/Group, or Strike Team/Task Force, based upon mission-specific activities and needs.**
4. **CT-PWOPS-3 Qualified Journeyman CDL Driver/Laborer**
 - a. **Performs physical activities involving the operation of CDL license vehicles (over 18,000 GVW) for recovery and response activities. This position may be in a Branch, Division/Group, or Strike Team/Task Force, based upon mission-specific activities and needs.**

Appendix C; CT-ESF 5 Emergency Management

Description	Based on the NIC's existing nationally established titles, the Emergency Management Working Group has designated 3 proper titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division's National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are not included below but are to be drawn from criteria already established in the federal plan.
Education	Practical experience or formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function
Training	Instruction and/or activities that enhance an individual's core knowledge, increase skill set and proficiency, and strengthen and augment abilities
Experience	Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities
Physical/Medical Fitness	Physical and medical considerations that when applied, help to ensure safe performance in risky environments
Certification	<ul style="list-style-type: none"> • Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities , or by appointment by the AHJ • Possess ICS level 100, 200 , 300 and 400 training certifications
Licensing (if required)	Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title

The designations for use in a Connecticut Emergency Responder Credentialing System for Emergency Management are as follows:

1. CT-EM-Emergency Manager
 - a. Functions as the Emergency Management Director as outlined in the Local Emergency Operations Plan (LEOP).
 - b. May function in Incident Command, as a Branch Section Chief, or Division/Group Leader or Unit Leader, based upon mission-specific activities and needs
 - c. Serves as an advisor to the Policy Group on matters pertaining to the preservation and restoration of lifelines during an emergency situation to include all aspects of a response and recovery operation. May function in Unified Command or Multi Agency Coordination group.
2. CT- DEM - Deputy Emergency Manager

- a. May function in Incident Command, as a Branch Section Chief, Division/Group or Unit Leader, or Strike Team/Task Force, based upon mission-specific activities and needs
 - b. Functions as the Deputy Emergency Management Director as outlined in the Local Emergency Operations Plan (LEOP).
 - c. May be tasked with logistical requirements for the continued operational requirements of the EOC during an emergency management situation.
 - d. Serves as an advisor to the Policy Group on matters pertaining to the preservation and restoration of lifelines during an emergency situation to include all aspects of a response and recovery operation. May function in Unified Command or Multi Agency Coordination group.
3. CT-EOCS - All EOC support staff
- a. Perform activities involving the operation of the EOC, staff requirements and equipment for recovery and response, planning and support activities. These positions may include a Branch Section Chief, Division/Group or Unit leader, based upon mission-specific activities and needs.

Appendix D; CT ESF-4 Fire Job Titles/ESF 10 Fire & HazMat Job Titles

Description	Based on the NIC's existing nationally established titles, the Fire and HazMat Working Group has designated 20 job titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division's National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are included in the current FEMA document and include the following required and in some cases recommended criteria, in addition to any relevant comments for each job title:
Education	Formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function
Training	Instruction and/or activities that enhance an individual's core knowledge, increase skill set and proficiency, and strengthen and augment abilities
Experience	Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities
Physical/Medical Fitness	Physical and medical considerations that when applied, help to ensure safe performance in risky environments
Certification	Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities
Licensing	Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title

The designations for use in a Connecticut Emergency Responder Credentialing System for Fire/HazMat Personnel are proposed as follows:

4. **CT-FIREFIGHTER**
 - a. Is an integral member of a firefighting team working under direct supervision.
5. **CT- FIRE APPARATUS DRIVER/OPERATOR**
 - a. Is an integral member of a firefighting team who drives and operates fire
 - b. Apparatus (Pumping Apparatus, Aerial Device, Tiller Device, Wildland Fire Apparatus, Aircraft Rescue and Firefighting Apparatus and/or Mobile Water Supply Apparatus).
6. **CT- FIRE OFFICER (COMPANY/UNIT)**
 - a. A Fire Officer (Company/Unit) provides a supervisory function for a company/unit consisting of up to six members, typically at the tactical and task levels.
7. **CT- FIRE OFFICER (COMMAND STAFF)**

- a. A Fire Officer (Command Staff) provides a managerial and administrative function for multiple companies/units at the strategic and/or tactical levels.
8. CT- HAZMAT TECHNICIAN
- a. A HazMat technician is a person who responds to hazardous material/weapons of mass destruction (WMD) incidents using a risk-based response process by which they analyze a problem involving hazardous materials/WMD, select applicable decontamination procedures and control a release using specialized protective clothing and control equipment.
9. CT- HAZMAT OFFICER
- a. A HazMat Officer is the person who is responsible for directing and coordinating all operations involving hazardous materials/weapons of mass destruction (WMD) as assigned by the Incident Commander.
10. CT - HAZMAT Safety Officer
- a. A HAZMAT Safety Officer is an integral member of a hazardous materials response team or crew and is charged with safety oversight for the operations associated with hazardous materials, including the responsibility to identify and evaluate hazards and to provide direction with respect to the safety of operations for the incident.

Appendix E; CT-ESF 8 Public Health and Medical Job Titles

Description	Based on the NIC’s existing nationally established titles, the Public Health & Medical Working Group has designated 44 job titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division’s National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are included in the FEMA document currently dated and include the following required and in some cases recommended criteria, in addition to any relevant comments for each job title:
Education	Formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function
Training	Instruction and/or activities that enhance an individual’s core knowledge, increase skill set and proficiency, and strengthen and augment abilities
Experience	Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities
Physical/Medical Fitness	Physical and medical considerations that when applied, help to ensure safe performance in risky environments
Certification	Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities
Licensing	Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title

Job Titles - 4 Categories for Accountability/ID cards

Abbreviation	Description	Abbreviation	Description
M/L	Medical/Licensed	M/U	Medical/Unlicensed
PH/L	Public Health/Licensed	PH/U	Public Health/Unlicensed

	Description		Description
1	Advanced Practice Registered Nurse	23	Medical Unit Team Leader
2a	Assessment Team Leader	24	Patient Care Technician
2b	Assessment Team Leader	25	Pharmacist
3	Behavioral Health Specialist, Licensed	26	Pharmacy Technician
4	Behavioral Health Specialist, Unlicensed	27	Phlebotomist
5	Dental Assistant/Hygienist	28	Physician
6	Dentist	29	Physician Assistant
7	Dialysis Technician	30	Public Health Data Entry Staff
8	Dietician/Nutritionist	31	Public Health Disaster Assessor
9	Environmental Health Generalist	32	PH Information Technology Specialist
10a	Environmental Health Specialist	33a	PH Support Team Leader in a Shelter
10b	Environmental Health Specialist	33b	Medical Support Team Leader in a Shelter
11	Environmental Health Team Leader	34	Radiologic Technician
12	Epidemiologist	35	RSS Distribution Leader
13	Epidemiology Interviewer	36	RSS Finance & Administrative Team Lead
14	Epidemiology Team Leader	37	RSS Logistics Team Lead
15	Laboratory Technologist/Technician	38	RSS Operations Team Lead
16	Mass Dispensing Team Leader	39	RSS Tactical Communications Leader
17	Mass Dispensing, Consultant	40	RSS Task Force Leader
18	Mass Dispensing, Dispenser	41	Registered Nurse
19a	Mass Dispensing, Operations Team Consultant	42	Respiratory Therapist
19b	Mass Dispensing, Operations Team Consultant	43	Social Worker
20	Mass Dispensing, Patient Intake/Line Flow Consultant	44	Surgical Technician
21	Mass Dispensing, Public Information Consultant		
22	Mass Dispensing, Vaccinator		

Appendix F; CT-ESF 8 Emergency Medical Services, Job Titles

There are four levels of Emergency Medical Care providers identified:

1. *Emergency Medical Response Technician*

Description	<p>The primary focus is to initiate immediate lifesaving care to critical patients who access the emergency medical system. The EMR possesses the education and experience in areas of patient care commensurate with the patient care mission. Additionally, the EMR:</p> <ol style="list-style-type: none"> a. Has the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher-level personnel at the scene and during transport. b. Functions as part of a comprehensive EMS response, under medical oversight. c. Performs initial triage and basic interventions with minimal equipment.
Education	Completion of state-recognized first responder program based on the NHTSA National Standard Curriculum.
Training	Completion of the following courses/ curricula
	1. ICS-100: Introduction to ICS.
	2. FEMA IS-700: NIMS, An Introduction.
	3. OSHA 1910.120 HAZMAT Awareness Training or equivalent basic
	4. Instruction on responding to and operating in a CBRNE MCI.
Experience	Ongoing, active participation with an EMS-providing entity, organization, or agency
Certification	Successful completion of a state-approved program at this level or NREMT certification at this level
Licensing	Active status of legal authority to function as a First Responder or an Emergency Medical Responder granted by a state, the District of Columbia, or U.S. territory

2. Emergency Medical Technician

Description	<p>The primary focus is to provide basic triage, assessment, and noninvasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. This may occur at an emergency scene until transportation resources arrive, from an emergency scene to a health care facility, between health care facilities, or in other healthcare settings.</p> <p>Additionally, the EMT possesses the education and experience in areas of patient care that are commensurate with the patient care mission, providing care to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an emergency care facility. The EMTn level is the minimum licensure level for personnel transporting patients in ambulances.</p>
Education	<p>Completion of state-recognized program based on the NHTSA National Standard Curriculum for Emergency Medical Technician – Basic, Emergency Medical Technician, Emergency Medical Technician – Intermediate, or Advanced Emergency Medical Technician.</p>
Training	<p>Completion of the following courses/ curricula</p>
	<p>1. ICS-100: Introduction to ICS.</p>
	<p>2. FEMA IS-700: NIMS, An Introduction.</p>
	<p>3. OSHA 1910.120 HAZMAT Awareness Training or equivalent basic</p>
	<p>4. Instruction on responding to and operating in a CBRNE MCI.</p>
Experience	<p>Ongoing, active participation with an EMS-providing entity, organization, or agency</p>
Certification	<p>Successful completion of a state-approved program at the levels of Emergency Medical Technician – Basic, Emergency Medical Technician, Emergency Medical Technician – Intermediate, or Advanced Emergency Medical Technician or NREMT certification at these levels</p>
Licensing	<p>Active status of legal authority to function as an Emergency Medical Technician – Basic, Emergency Medical Technician, Emergency Medical Technician – Intermediate, or Advanced Emergency Medical Technician granted by a state, the District of Columbia, or U.S. territory</p>

3. Paramedic

Description	<p>The primary focus is to provide emergency care based on an advanced assessment and the formulation of a field impression, including basic and advanced skills focusing on the acute management and transportation of the broad range of patients who access the emergency medical system.</p> <ol style="list-style-type: none"> a. Possesses the education and experience in areas of medicine and pre-hospital care commensurate with the patient care mission b. Skills include triage, assessment, and ongoing monitoring capabilities as well as invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. c. Provides care designed to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an appropriate health care facility. Paramedic is the minimum licensure level required for the full range of advanced out-of-hospital care.
Education	Completion of state-recognized Paramedic program based on the NHTSA National Standard Curriculum.
Training	Completion of the following courses/ curricula
	1. ICS-100: Introduction to ICS.
	2. FEMA IS-700: NIMS, An Introduction.
	3. OSHA 1910.120 HAZMAT Awareness Training or equivalent basic
	4. Instruction on responding to and operating in a CBRNE MCI.
Experience	Ongoing, active participation with an EMS-providing entity, organization, or agency
Certification	Successful completion of a state-approved program at this level or NREMT certification at this level.
Licensing	Active status of legal authority to function as Paramedic granted by a state, the District of Columbia, or U.S. territory

4. EMS Physician

Description	<p>The primary focus is to ensure quality patient care and provide medical oversight of EMS resources within an established command and control system during an incident response.</p> <ol style="list-style-type: none"> a. Is a licensed physician who possesses the education and experience in areas of medicine and out-of-hospital care commensurate with the patient care mission. b. Primary responsibilities include the development and initiation of EMS protocols, oversight of EMS resource allocation, and appropriate triage, treatment, handling, and transportation of victims. c. Has the authority over all patient care and clinical aspects of the EMS service
Education	Graduate of an accredited medical school and completion of an accredited residency program.
Training	Completion of the following courses/ curricula
	1. ICS-100: Introduction to ICS.
	2. ICS-200: Basic ICS.
	3. ICS-300: Intermediate ICS.
	4. FEMA IS-700: NIMS, An Introduction.
	5. OSHA 1910.120 HazMat Awareness Training or equivalent basic instruction on responding to and operating in a CBRNE MCI.
	6. Nationally or State-recognized EMS Medical Director course or curriculum.
	7. Pre-deployment briefing on Federal, State, and/or local MCI and disaster plans and applicable EMS laws and regulations for area to which physician will be responding.
Experience	<ul style="list-style-type: none"> • Minimum of 2 years of experience or training in out-of-hospital emergency care of the acutely ill or injured patient. • Knowledge of Federal, State, and local MCI and disaster plans. • Actively provides medical direction to an EMS service
Certification	Current DEA registration.
Licensing	Active status of legal authority to function as a physician granted by a state, the District of Columbia, or U.S. territory

Appendix G: CT-ESF 9 Search and Rescue Job Titles

Description	Based on the NIC's existing nationally established titles, the Search and Rescue Working Group has designated 36 job titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division's National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are included in the current FEMA document and include the following required and in some cases recommended criteria, in addition to any relevant comments for each job title:
Education	Formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function
Training	Instruction and/or activities that enhance an individual's core knowledge, increase skill set and proficiency, and strengthen and augment abilities
Experience	Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities
Physical/Medical Fitness	Physical and medical considerations that when applied, help to ensure safe performance in risky environments
Certification	Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities
Licensing	Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title

The designations for use in a Connecticut Emergency Responder Credentialing System for Search and Rescue are proposed as follows:

Primary:

1. **Emergency Services Rescue Technician (within local FD, PD, and EMS)** – Identifies hazards, uses equipment, and applies advanced techniques necessary to coordinate, perform, and supervise technical SAR incidents in the following areas: trench, structural collapse, rope, confined space, and vehicle and machinery.
- d. **Search Technician** - Identifies hazards during SAR operations and other incidents, uses equipment, and applies advanced search techniques necessary to coordinate, perform, and supervise technical search incidents such as disaster, swift water and/or still water, USAR and wilderness SAR operations.
- e. **Canine Search Technician** - The pairing of one handler and one canine trained to search for and detect human or human remains scent on land, USAR operations, and in and along bodies of water.

- f. **SAR Rescue Technician** - Identifies hazards during SAR operations and other incidents, uses equipment, and applies advanced rescue techniques necessary to coordinate, perform, and supervise technical search incidents such as disaster, swift water and/or still water, USAR and wilderness SAR operations.
- g. **SAR Manager** - A SAR Search, Canine Search, or Rescue Technician who also provides direct supervision, general leadership, wellness, and safety during specific SAR operations within their specific ICS Unit.
- h. **SAR Technical Specialist** - Provide advanced technical services / support during SAR operations and other incidents, such as disaster, swift water and/or still water, USAR and wilderness SAR operations.

Secondary:

- a. Swift water / Flood SAR Operations
- b. USAR Operations
- c. Wilderness SAR Operations
- d. Canine – Land (Tracking / Trailing) *
- e. Canine – Air Scent *
- f. Canine – Land, Human Remains *
- g. Canine – Water *
- h. Swift water/Flood - Animal Rescue
- i. Safety Officer
- j. Logistics Technician
- k. Medical Specialist
- l. USAR HAZMAT Technician

Appendix H: CT-ESF 13 Public Safety & Security

Peace Officer, Defined: In accordance with Connecticut General Statute, section 53a-3(9) the definition of “peace officer” means: a member of the Division of State Police within the Department of Public Safety or an organized local police department, a chief inspector or inspector in the Division of Criminal Justice, a state marshal in the performance of the duties of a judicial marshal, a conservation officer or special conservation officer, a constable who performs criminal law enforcement duties, an adult probation officer, an official of the Department of Correction authorized by the Commissioner of Correction to make arrests in a correctional institution or facility, any investigator in the investigations unit of the office of State Treasurer or any special agent of the federal government authorized to enforce the provisions of Title 21 of the United States code.

Specific to law enforcement the following categories are proposed:

1. *Mobile Field Force*
 - a. Patrol Officer / First Responder / Crowd Control Teams
 - b. Any uniformed department police officer, who serves as the first responder to calls for service (i.e. accidents, criminal incidents, crowd control, etc.).
- i. *Specialist*
 - c. Bomb Squad / Explosives Team
 - d. Aviation – Helicopters: Patrol & Surveillance
 - e. Aviation – Fixed Wing: Observation
 - f. Public Safety Dive Team
 - g. SWAT / Tactical Teams
 - h. Certified K-9 Handlers
 - i. Detective / Investigator
 - j. Fire Marshal
 - k. Forensic Examiner
- j. *Supervisor* - An officer performing management control duties such as scheduling, assigning, overseeing and reviewing the work of subordinate employees; an officer performing such duties as are distinct and dissimilar from those performed by the officers supervised.
- k. *Command Staff* - Officers who head a department command, team or function ranging upward from unit level to the position of division commander.
- l. *Qualified Retired Law Enforcement* - A “qualified retired law enforcement officer” from any department from within the State of Connecticut, who has satisfied the requirements of the Law Enforcement Officers Safety Act of 2003 (HR-218). The requesting service must obtain feedback regarding the officer’s creditability from the retiring AHJ.

Appendix I; CT-ESF 14 Community Recovery

Description	Based on the NIC's existing nationally established titles, the Community Recovery Group has designated 4 proper titles that will serve for intrastate, interstate, and fit within the FEMA Incident Management System Division's National Emergency Responder Credentialing System. The detailed requirements for specific Connecticut credential titles are not included below but are to be drawn from criteria already established in the federal plan.
Education	Formal instruction based on a curriculum that prepares an individual with the core knowledge and skill for entry into a discipline and for performing a job function
Training	Instruction and/or activities that enhance an individual's core knowledge, increase skill set and proficiency, and strengthen and augment abilities
Experience	Time required in a job function for an individual to attain proficiency in applying knowledge, skills, and abilities
Physical/Medical Fitness	Physical and medical considerations that when applied, help to ensure safe performance in risky environments
Certification	Designation granted by Authority Having Jurisdiction (AHJ) that an individual has met the requirements and achieved specific knowledge, skills, and abilities
Licensing	Legal designation granted by AHJ, indicating that a person has met the necessary legal requirements to function in a job title


Attachment 1; Credentialing Color Coding Guide

Datacard IDCentre Gold Designer - Conn Generic Fire ID Gold - [Trax Portrait (back side)]


File Edit View Insert Format Tools Window Help

100%

Police




POLICE




First Last
F/FI


Organization Name



Fire




FIRE




First Last
F/FI


Organization Name



HAZMAT




HAZMAT




First Last
F/FI


Organization Name



Medical

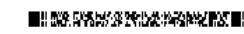


EMS




First Last
F/FI


Organization Name



Town Officials and Em...




Town Officials




First Last
F/FI


Organization Name



DPW




PUBLIC WORKS




First Last
F/FI


Organization Name



Volunteer

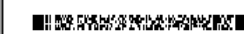


VOLUNTEER



First Last

Organization Name



Trax Portrait (back si...

Anytown Fire Department
Mike Whelan
 Captain
 MIO0SALT-1863

QUALIFICATIONS

FF1, HMO, WFO1
 ww2
 ww3
 ww4

