

# MUNICIPAL CEO/EMD QUICK REFERENCE GUIDE FOR EMERGENCY MANAGEMENT

*April, 2014*

This Quick Reference Guide provides an overview of the process, procedures, and resources available to you as an emergency decision maker. For more detailed guidance, please see the Local Emergency Director and Municipal Official Handbook, which can be found on the DEMHS website.

1. Size up the incident. What is the threat to life and/or property? What is your initial estimate of the time frame of the incident? Establish communications with the following, which may include convening a Unified Command meeting:

Chief Executive Officer:

Name:

Contact Numbers:

Email:

Emergency Management Director: The local EMD is a key asset to the CEO both for emergency planning and preparedness, as well as during times of emergency, exercising duties found in state law and providing a critical link to resources such as your regional partners through the Regional Emergency Support Plan, and the State Division of Emergency Management and Homeland Security (DEMHS).

Name:

Contact Numbers:

EOC Number:

Email:

DEMHS Regional Coordinator: Your Regional Coordinator will provide assistance and guidance to local EMDs and municipal officials both in times of “peace” and during emergencies. The Regional Office is your connection to state resources and other mutual aid, and is available on a 24/7 basis.

Name:

Contact Numbers:

Email:

Incident Commander: This position will depend on the type of emergency and is often the highest ranking person on the scene, at least initially. He or she will be able to tell you the status of the incident and what additional resources may be needed. If you are facing a serious emergency, make sure to clearly designate who is the Incident Commander.

Unified Command: It is important for the CEO to convene his/her Unified Command whenever needed. The Unified Command meeting represents your best tool for managing any emergency, because it brings together subject matter experts to help make decision-making smooth and coordinated. Depending on the event, your Unified Command may include fire, police, public health, school superintendent, public works, utilities, emergency medical services, Red Cross, human resources, social services, CERT or other volunteer team coordinators, business sector liaison, public information,

legal. Remember to keep your finance department in the loop and to keep good records.

2. Review your Local Emergency Operations Plan and any other appropriate plans or annexes with your EMD.

3. Do you need to declare an emergency or take any other action? When you declare an emergency, you establish the significance of the incident and may be able to request additional mutual aid from any other municipality in the state. You can declare an emergency or take other actions prior to the onset of the actual emergency in order to mitigate its potential effect. Do you need to ask for mutual aid? What public messaging is needed? Do you need to use the municipality's emergency notification system?

4. If the incident appears to be escalating or to be longer term, should you open your Emergency Operations Center (EOC)? Once you open your EOC, you may request outside agency representatives to respond to the EOC to assist in an incident, such as a utility representative, who will provide enhanced communications re power status and restoration. The EOC helps to establish a common operating picture, facilitates long-term operations, provides ready access to available information, promotes resource identification and assignment, and brings the Unified Command and other local leaders together to create a unified plan and stronger problem solving.

It is important to create an Incident Action Plan (IAP) for a particular operational period (depending on the status of the crisis, this could be anywhere from a number of hours to a number of days). The IAP answers the questions: What do we want to do? Who is responsible for doing what? How do we communicate with one another? <http://www.fema.gov/forms/job-aids-tools-templates>

5. Log onto WebEOC. Web EOC provides you with real-time situational awareness and an additional method of communication with the State, municipalities, and other emergency management partners. The WebEOC Upgrade project scheduled for release in Quarter 2-3 of 2014 will include a new login procedure called "Self-Registration". Please contact your DEMHS Regional Coordinator for login credentials and instructions.

6. Do you need to activate any volunteer resources such as your CERT team?  
<http://www.ct.gov/demhs/cwp/view.asp?a=4490&q=524188>

7. Will you need to provide sheltering or a warming/cooling/showering/power charging center? Review your Mass Care Annex—here is a link to the template:  
<http://www.ct.gov/demhs/cwp/view.asp?A=1928&Q=492246>

8. As the emergency winds down, what do you need to do to terminate the incident? Remember that in a major disaster which meets FEMA thresholds, there may be an opportunity for federal disaster assistance, so keep good records of your expenses and assess the damages to your municipality and its residents. Be prepared to participate in a FEMA Preliminary Damage Assessment.