

**TOWN OF  
BRANFORD, CONNECTICUT  
EMERGENCY OPERATIONS PLAN  
(ALL HAZARD)**

Submitted By:

Approved By:

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Raymond Dunbar, Director  
Branford Emergency Management

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Anthony DaRos  
First Selectman

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Date

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Date

## **INTRODUCTORY MATERIALS**

### **PROMULGATION:**

It is intended that this plan and annexes conform to the terms and conditions of Title 28, Chapter 517, of the General Statutes of the State of Connecticut as amended, The State of Connecticut Emergency Operations Plan, and such Federal Acts and Regulations as may be applicable.

This Emergency Operations Plan for the Town of Branford Connecticut will become effective upon signing by the First Selectman as the Chief Executive Officer of the town. When approved, this plan will supersede any and all previously written and approved plans for the handling of Emergency Management or Disaster Emergencies of any kind whatsoever.

### **PLAN DISTRIBUTION:**

Upon completion and approval of this Emergency Operations Plan by the Chief Executive Officer and the State Emergency Management approving authority, the Emergency Management Director shall have it duplicated and provide a copy of each appropriate government department, agency, office, and support organization for review and concurrence.

### **DISTRIBUTION LIST;**

- First Selectman
- Board of Selectman
- Town Clerk
- Board of Finance
- Town Attorney
- Branford Public Library
- Director of Emergency Management
- Police Department
- Fire Department
- Fire Marshal
- Health Director (East Shore Health District)
- Public Works Director
- Superintendent of Schools
- Building Official
- Director of Social Services
- American Red Cross
- The Local Chapter of the Salvation Army
- Public Utilities serving the community
- Area 2 Office of Emergency Management

**BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

CHANGE RECORD:

<u>Change Number</u>	<u>Change Date</u>	<u>Change Made By</u>
Rev. 1	8-19-2004	Lt. Geoffrey Morgan
Rev. 2	1-25-2006	Lt. Geoffrey Morgan
Rev. 3	2-13-08	Lt. Geoffrey Morgan
Rev. 4		
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# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

## TABLE OF CONTENTS

	<u>Page #</u>
APPROVALS	Cover
INTRODUCTORY MATERIAL	
A.    Promulgation	2
B.    Distribution	2
C.    Change Record	3
D.    Table Of Contents	4
1.    PURPOSE	7
2.    SITUATION AND ASSUMPTIONS	7
2.1.  Situation	7
2.2.  Assumptions	9
3.    CONCEPT OF OPERATIONS	10
3.1.  Mitigation	10
3.2.  Increased Readiness Phase and Actions	11
3.3.  Emergency Phase and Actions	12
3.4.  Recovery Phase and Actions	13
4.    PLAN ACTIVATION	
14	
4.1.  Direction and Control of Operation	14
4.2.  Operational Control and Direction of Emergency Forces	15
5.    ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	15
6.    CONTINUITY OF GOVERNMENT	15
7.    MISSION ASSIGNMENTS	16
7.1.  Chief Executive Officer	16
7.1.1.  Authority of Chief Executive Officer	16
7.1.2.  Responsibilities of Chief Executive Officer	16
7.2.  All Departments, Agencies and Offices	17

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

## TABLE OF CONTENTS

	<u>Page #</u>
7.3. Emergency Management Director	18
7.3.1. Responsibilities to Emergency Management Function	18
7.3.2. Responsibilities for Emergency Plan and Annexes	20
7.4. Police Department	23
7.5. Fire Department	24
7.5.1 Emergency Medical Services	25
7.6. Fire Marshal	26
7.7. Public Works Department	26
7.8. Building Department	27
7.9. Parks and Recreation Department	28
7.10. Animal Care and Control Agency	28
7.11. Health Department (East Shore Health Department)	29
7.12. School System	31
7.13. The Department of Social Services (Branford Counseling Center)	32
7.14. The Town Clerk's Office	32
7.15. The Town Counsel	32
7.16. The Finance Department	33
7.17. The Warning Coordinator	33
7.18. The Emergency Operation Center (EOC) Manager	34
7.19. The Communications Coordinator	35
7.20. The Public Information Officer (POI)	36
7.21. The Evacuation Coordinator	36
7.22. The Mass Care Coordinator	37
7.23. The Resource Manager	39
8. ADMINISTRATION AND LOGISTICS	39
8.1. Support	39
8.1.1. American Red Cross	40
8.1.2. Salvation Army	40
8.1.3. Public Utilities	41
8.2. Civil Preparedness Forces (Emergency Management)	41
8.3. Financial Records	42

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

## TABLE OF CONTENTS

	<u>Page #</u>
9. PLAN DEVELOPMENT AND MAINTENANCE	42
10. AUTHORITY AND REFERENCES	42
ATTACHMENTS	
1. Chart of Organization	43
1.1 Emergency Operation Center Staffing	44
2. Sample Plan Activation	45
3. How to Declare a Disaster/State of Emergency	46
4. Sample Declaration of Emergency	47
4.1 Sample Proclamation	48
5. State Emergency Management Organization Map	49
5.1 Area 2 Office of Emergency Management Municipalities	50
6. Index of Annexes	51

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

1. **PURPOSE:** The purpose of this Emergency Operations Plan is to;
  1. To maximize survival of people, prevent and/or minimize injuries, and preserve property and resources in the Town of Branford by making use of all available manpower, equipment, and other resources in the event of a natural, human caused, or national security emergency/disaster.
  2. Provide for direction and control and the continuity of government in disaster situations.
  3. Provide for the integration of resources and capabilities of town government and the private sector for hazard mitigation, survival and recovery operations when any disaster threatens or occurs.
  4. Define the role and responsibilities of local government, quasi-government organizations and private agencies for the preparation and conduct of emergency operations prior to, during or after a disaster, whether human caused, natural, or national security.
  5. Provide a basis for the preparation of detailed emergency operating procedures and training by local government, and support organizations assigned emergency responsibilities.

## 2. **SITUATION AND ASSUMPTIONS:**

### 2.1. **SITUATION** (As of 02-13-08)

1. The form of government in Branford is a Board of Selectmen, Board of Finance and a Representative Town Meeting.
2. The Population of the community is 28,000 (seasonal adjustment not included)
3. The town is located in New Haven county in the south-central section of the state, bound by the towns of East Haven in the west, North Branford in the north, Guilford in the east and Long Island Sound to the south
4. Law enforcement for the community is provided by an approximately 50-member Police Department and supplemented by supernumerary officers. A fleet of approximately 20 two-way radio equipped police vehicles are available.
5. Fire service is provided by 6 fire companies with 25 radio equipped vehicles. There are approximately 31 career and 30 active & 30 inactive volunteer fire fighters.
6. The town has no federally approved fallout shelters, however the town operates up to 5 shelters with the assistance of the American Red Cross.
7. The Emergency Management Agency of the town consists of an Emergency Management Director and an Assistant Director.

## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

8. Public Utilities serving the town are: electricity, Connecticut Light and Power; gas, Southern Connecticut Gas Company; telephone, Southern New England Telephone Company; water, Southern Connecticut Regional Water Authority
9. Food, drugs, gasoline and fuel oil supplies in town are available at local markets, pharmacies, and service stations.
10. There are 5 schools in the town with approximately 3,800 students.
11. Major highways serving the town are Route 1, 139, 146, and Interstate 95.
12. Warning the residents of the town of an impending emergency is accomplished by the sirens located on all volunteer fire houses and by radio and television from New Haven and Branford Public Access Television route alerting can also be used.
13. Ambulance service is provided by the Branford Fire Department at the paramedic level 24 hours a day. The town has 3 radio-equipped ambulances.
14. The East Shore Health District services the towns of Branford, North Branford and East Haven. Residents of the town use hospitals located in the City of New Haven. The town of Branford has two nursing homes, and two assisted living complexes for elderly citizens. In addition, Hospice is located in Branford.
15. Branford is a coastal, suburban town with medium industrial development.
16. The town is vulnerable to all types of natural and man-made hazards, including nuclear attack. Branford has been designated a "Risk Area", which may be subject to a blast and heat effects of nuclear weapons, in the Federal Emergency Management Agency document NAPB-1900. This designation requires that the residents relocate as the option of first choice for self-protection.
17. The town is vulnerable to many types of disasters including hurricanes, wind storms, blizzards, ice storms, floods, electrical storms, fires, power outages, chemical and other hazardous material incidents/accidents, explosions, air disasters, and transportation accidents. Tornadoes, earthquakes, public demonstrations, civil disturbances and enemy attack must also be considered as a potential disaster possibilities. Thunderstorms which might produce dangerous winds and tornadoes might appear with little advance warning.



## 2.2. ASSUMPTIONS

The following assumptions with regard to disaster emergency situations may be made: (the numbering sequence does not denote the order of importance of these assumptions.)

1. An emergency or disaster (natural, human caused or national security) can affect the town at any time.
2. A hurricane, tornado, wind storm, electrical storm, severe ice and/or snow storm, blizzard, etc. affecting the town can cause the loss of power, telephone service, and other utilities and result in a major threat to government operations and the health and safety of people within the town.
3. The resources normally available within the town may not be sufficient to respond to a major emergency and/or disaster. Therefore, outside assistance may be necessary.
4. Some advanced warning may be received in natural and human caused disasters. Thunderstorms which might produce dangerous winds and tornadoes might appear with little advance warning.
5. In an emergency and/or disaster simultaneously affecting other communities and/or the state, outside assistance may not be available. Therefore, local government will have to do the best it can with available resources to maximize the survival of people, prevent and/or minimize injuries and preserve property and resources with-in the town.
6. Flooding may occur during any season of the year.
7. Incidents involving extremely hazardous substances would require prompt public protective actions.
8. Resources for evacuation, sheltering and emergency medical services are sufficient to cope with moderate level of situations.
9. There will be a large number of trained rescue personnel available in the town to aid in recovery operations.
10. Most of the town's professional management staff will be available in the town to aid in recovery operations.

**3. CONCEPT OF OPERATIONS:**

**3.1. MITIGATION:**

Mitigation is the process of taking measures designed to reduce or minimize the effects of natural or human caused hazards. The local government realizes the need to carry out mitigation efforts for the following hazards: hurricanes, winter storms, floods, tornadoes, wildfires, power outages, chemical and other hazardous material incidents/accidents. Therefore, the town has the following hazard reduction measures in place:

**MITIGATION MEASURES:**

1. Departments, agencies and offices shall carry out hazard mitigation activities appropriate to their respective function.
2. Restrict development in hazardous areas consistent with the degree of risk.
3. Promote fire prevention.
4. Work with commerce and industry to improve hazardous materials storage, use, transportation and disposal.
5. Encourage public safety efforts at all levels.
6. Maintain a reserve stock of sandbags.
7. Develop and maintain “All Hazard” Evacuation and Mass Care Annexes with pre-designated evacuation routes and shelter facilities.
8. Mutual aid agreements with neighboring communities to share assistance and resources.
9. A Radiological Protection Annex outlining decontamination procedures and availability of radiological instruments.
10. Promote professional development for emergency management and safety personnel.
11. Participate in the National Flood Insurance Program
12. Participate in the Hurricane Evacuation Study in conjunction with the Army Corp of Engineers and the Federal Emergency Management Agency.

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

## 3.2. INCREASED READINESS PHASE:

The Increased Readiness Phase is that period of time from receipt of the initial notification of a potential emergency to the onset of the emergency. The length of time in an Increased Readiness Phase may vary from a few minutes to several weeks. All departments, agencies and offices of town government and supporting agencies will be alerted to the possibility of the impending disaster.

### INCREASED READINESS ACTIONS:

(The numbering sequence in the following actions is not meant to establish priority in performance as all actions are to be undertaken as soon as possible.)

1. The Chief Executive Officer (CEO) will call together such town department heads and other town officials and external agency representatives as deemed necessary in view of the nature of the emergency and will brief them on the situation. The CEO will activate this plan (see Attachment 2) if appropriate and necessary and/or order such steps to be taken as may be appropriate for the situation.
2. Following the briefing all department heads and other persons involved will review their responsibilities outlined in this Emergency Operations Plan and their respective annexes and/or emergency operations procedures (departmental emergency plans).
3. Department heads will brief their personnel and review with them their responsibilities assigned by this plan and their departmental annex and/or emergency operations procedures. They will then make preparations for the mobilization of their personnel as appropriate and necessary.
4. The Emergency Operation Center (EOC) will be activated and maintained on a stand by basis pending further orders. Department heads will designate their representatives to the EOC.
5. All emergency equipment, supplies and resources will be inventoried, checked and readied for emergency operations (response vehicles will be filled with gas and oil; emergency generators will be started and tested; radiological monitoring and hazardous materials equipment, radios, flashlights, batteries, regulatory and safety signs, record forms, etceteras will be inventoried and checked for operational readiness).
6. Personnel, equipment, and resources will be readied for dispersal and where necessary, moved to appropriate locations on a stand by basis according to the particular type of emergency.
7. The Emergency Management Director will coordinate the inspection of all communications and auxiliary generating equipment to ensure its operating capability.
8. News releases will be prepared for newspapers, radio and television to be used only when directed by the Chief Executive Officer.

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

9. Preparations will be made to alert, if necessary, the entire population of the town, including organizations, agencies and/or groups serving the handicapped, elderly and non-English speaking residents.
10. School officials, public and private, present at the briefing by the Chief Executive Officer will take all necessary steps to safeguard the school population at any time that school is in session. Institutions and agencies not represented at the briefing will be alerted by the Emergency Management Director, if deemed necessary by the Chief Executive Officer.
11. In an emergency of a local nature, the State Office of Emergency Management and communities with which mutual aid agreements exist will be alerted.
12. During this phase, the overall readiness of the Emergency Operation Center for operation on a 24-hour basis will be initiated.

### **3.3. EMERGENCY PHASE:**

The Emergency Phase is that period of time during which the emergency is occurring. Action will be taken immediately to evaluate the emergency, warn the population of the town, and make use of all available personnel, equipment and resources to minimize the effects of the disaster on the community. Some of the Emergency Phase actions may have been performed during the Increased Readiness Phase.

### **EMERGENCY ACTIONS:**

(The numbering sequence in the Emergency Actions is not meant to establish priority in performance as all actions are to be undertaken as soon as possible.)

1. Immediately alert the public affected. Provide them with whatever guidance or instruction is required to respond to the emergency. Make certain that emergency information is disseminated in a manner that is understandable to foreign language groups that may be present in town.
2. Activate this Emergency Operations Plan (see Attachment 2, Plan Activation).
3. Fully activate the Emergency Operation Center on a round-the-clock basis. Take appropriate steps for water, food and sleeping facilities if the emergency requires it.
4. Declare "State of Emergency" if appropriate and necessary.
5. Establish communications with the State Emergency Management Area Office and cities and towns with which mutual aid agreements are in effect.
6. Conduct emergency operations in the most efficient and expeditious manner possible using all available manpower, equipment, fallout protection and other resources.

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

7. Implement protective measures based on protective action guides and other criteria consistent with the recommendations of the Environmental Protection Agency (EPA), the Federal Nuclear Regulatory Commission (NRC), etc.

## 3.4. RECOVERY PHASE:

This phase is that period immediately following the emergency when actions will be taken to restore the community, to the greatest extent possible, to normal conditions. The phase begins when the disaster has subsided to such a degree that recovery operations can begin. Some recovery actions may commence during the Emergency Phase. In a radiological emergency it may be necessary to precede all recovery operations with decontamination procedures, with the exception of urgent rescue operations.

### RECOVERY ACTIONS:

(The numbering sequence in the following actions is not meant to establish priority in performance as all actions are to be undertaken as soon as possible.)

1. Continue rescue operations. If a radioactive environment exists, ensure monitoring and decontamination when possible. Monitoring and decontamination should precede all other recovery operations.
2. Provide medical assistance to the sick and injured.
3. Arrange for temporary shelter, housing, food and clothing where necessary.
4. Provide transportation for people who are being relocated.
5. Make complete evaluation of the situation, including damage assessment and plan for restoration. Determine restoration priorities.
6. Certify buildings and/or areas as being safe for habitation.
7. Commence restoration of the town following established priorities.
8. Assist public utilities with the restoration of service where necessary and when requested.
9. Provide emergency mortuary service if necessary.
10. Maintain the Emergency Operation Center in operation until such time as the emergency and recovery operations no longer requires it.
11. Provide for protection from looting and vandalism.
12. Establish and maintain a disaster inquiry center.

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

13. Maintain facilities for the dissemination of information to the public.
14. Arrange for financial assistance where necessary to help residents and town government to recover from the disaster. This will be done in cooperation with state and federal agencies.
15. Destroy contaminated food, drugs and other material.

## **4. PLAN ACTIVATION:**

1. The Emergency Operations Plan (EOP) will be activated by the Chief Executive Officer of the town or anyone legally administering this office. In the local emergencies that have the potential for developing into community disasters proportions, department heads or officials at the scene of the emergency will evaluate the situation and report to the Chief Executive Officer with the recommendation for the activation of the Emergency Operations Plan. Activation of the plan shall be substantially in the form outlined in Attachment #2.
2. Upon receipt of information that an emergency or disaster has occurred or is imminent, the Chief Executive Officer will notify all local government departments, agencies, offices and emergency services of the situation and will order such steps to be taken as may be appropriate for the emergency or disaster and in conformity with this plan and its annexes. External agencies shall also be given appropriate notice of the emergency.
3. Upon activation of this EOP and/or upon the order of the Chief Executive Officer each town department, agency and office, and each support organization shall carry out the missions assigned herein following the Concept of Operations (See Item III.) and the overall contents of this plan.

### **4.1. DIRECTION AND CONTROL OF OPERATIONS**

As Chief Executive Officer of the town, the First Selectman (or the person legally administering the office) will exercise executive authority and direct and control all emergency/disaster operations. As the emergency situation requires, the First Selectman may make special assignments for the direction and control of operations. Such assignment will end immediately upon the termination of the emergency situation, or sooner if directed by the First Selectman. Under Title 28, Section 28-9 of Chapter 517, General Statutes of Connecticut, the Governor has the power to supersede the local Chief Executive Officer in the state declared emergencies. Departmental direction and control will be exercised by the departmental head or successor, or as directed by the Chief Executive Officer.

The Incident Command Systems (ICS) will be utilized to manage direction and control of all lower order incidents. However, the National Incident Management System (NIMS) will be utilized when warranted by the size and scope of the incident.

**4.2. OPERATIONAL CONTROL AND DIRECTION OF EMERGENCY FORCES**

A distinction is made between (1) operational control and (2) direction of emergency forces. OPERATIONAL CONTROL consists of the functions of assignments of tasks, designation of the objectives and priorities, and such other control necessary to accomplish the mission. DIRECTION OF EMERGENCY FORCES is retained at all times by the appropriate authority and includes the authority to commit to, or withdraw from, emergency operations. When local forces are operationally engaged within the boundaries of the municipality, both operational control and direction of emergency forces are retained. When local civil forces are sent to another community, operational control is exercised by the authority at the scene of the operation, but direction is retained by the local authority. Conversely, forces sent to the aid of the municipality, civil or military, come under operational control of the local authority, but remain under direction of the parent agency.

**5. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

(The Disaster Emergency Operations Chart of Organization is Attachment 1 of this plan).

**6. CONTINUITY OF GOVERNMENT:**

1. In order to ensure continuity in operations of the local government during a period of emergency resulting from disaster (natural, man-made or technological), the following line of succession shall prevail:

- 1) First Selectman
- 2) Second Selectman
- 3) Third Selectman

During any period the Chief Executive Officer (CEO) is unable to fulfill the duties outlined in this plan because of absence or disability, the person who assumes the position will have all of the powers and responsibilities (as outlined in this plan) of the Chief Executive Officer of the town. The successor's powers and responsibilities shall terminate upon the return of the CEO.

2. Departmental lines of succession to ensure continuous leadership, authority and responsibility in emergency positions during emergency situations shall be in accordance with standard department succession procedures or as delineated in each departmental annex. A department successor will assume the department's duties and responsibilities outlined in this plan upon the absence or disability of the department head. The duties and the responsibilities assumed by the successor shall terminate upon the return of the department head.

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

## 7. MISSION ASSIGNMENTS:

### 7.1. THE CHIEF EXECUTIVE OFFICER (CEO)

#### 7.1.1 AUTHORITY OF THE CHIEF EXECUTIVE OFFICER

1. The Chief Executive Officer of the town has executive authority and direct control over all town departments, agencies and offices. This authority shall be limited only by the Governor of the State of Connecticut in state-declared emergencies or the President of the United States of America in declared national emergencies.
2. The Chief Executive Officer has a cooperative relationship with agencies that are external to local government or are of a volunteer nature.

#### 7.1.2 RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

1. As Chief Executive Officer, the First Selectman will carry out Emergency Management activities to protect life and property within the town prior to and during any emergency or disaster.
2. Assumes responsibility for the overall response and recovery operations.
3. Authorizes the mitigation strategy for the recovery.
4. Identifies by title or position the individuals responsible for serving as Incident Commander(s), E.O.C. Manager, Communications Coordinator, Warning Coordinator, Public Information Officer, Evacuation Coordinator, Mass Care (Shelter) Coordinator, and Resources Manager.
5. Activating this plan and designating the Emergency Operation Center to be used for the emergency if different from the pre-designated facility.
6. Declaring / Terminating a local state of emergency.
7. When the emergency or disaster exceeds the town government's capability to respond, the Chief Executive will request assistance from other municipalities, from the State of Connecticut, the United States government and any other agency it deems necessary.
8. Coordinating with the volunteer agencies, public utilities and other organizations external to local government.
9. Briefing of municipal department heads and support agencies on the nature and phase of the imminent situations.
10. Coordinating recovery efforts such as establishing restoration priorities, planning for rebuilding of destroyed buildings, facilities, roads, highways, etc.



## BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

11. Coordinating rescue efforts, care of the sick and injured, and the preservation of life.
12. Establishing a decision-making chain for authorizing emergency workers to incur radiological and/or hazardous material exposure in excess of the Environmental Protection Agency's general protective action guide during rescue and other critical operations.
13. Determining re-entry into the hazard area upon consultation with the Emergency Management Director, Police Chief, Fire Chief, and Health Director.
14. Obtaining periodic emergency situation reports and providing continuous Direction and Control of emergency operations.

### 7.2. **ALL DEPARTMENTS, AGENCIES AND OFFICES**

All department, agencies and offices of the town government have a common task as follows:

1. Developing and maintaining a current system for alerting, warning, mobilizing and recalling departmental personnel.
2. Developing and maintaining a current Standard Operating Procedures (SOP's) and checklists addressing how the department, agency or office will accomplish its tasks assigned in this Emergency Operations Plan.
3. Obtaining and maintaining current local area maps and charts appropriate for the use in carrying out tasks assigned to the department, agency or office.
4. Providing operational, administrative and logistical support (food, water, fuel, etc.) to departmental personnel assigned duties related to the emergency and/or disaster.
5. Reporting damage observations and other emergency information (injuries, casualties, evacuation status, etc.) to the Emergency Operation Center.
6. Heads of departments, agencies and offices listed in Attachment 1.A (Policy Group) are responsible for designating and assigning a staff of person to the Emergency Operation Center.
7. Protecting records essential for the continuing government functions and conduct of emergency operations.
8. Developing procedures for the protection of essential personnel and equipment during an emergency, including electromagnetic pulse protection of radio equipment.
9. Ensuring that departmental personnel have made pre-emergency provisions for their families during emergency situations.

## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

10. Identifying and creating and inventory list of resources and equipment appropriate for use in special or critical facilities and in different types of emergencies and disaster situations.
11. Cooperating with Emergency Management Communications in the transmission of emergency information to and from the Emergency Operation Center.
12. Supporting recovery operations.
13. Cooperating with the Emergency Management Director in pre-emergency training of departmental personnel in Emergency Management, HazMat Protection, and Shelter Management.
14. Arranging for and/or coordinating mutual aid as appropriate.
15. Developing written guidance regarding emergency duties and responsibilities of departmental personnel, including EOC staffing.
16. Performing other appropriate emergency response duties as may be assigned by the Chief Executive Officer.

All MUNICIPAL DEPARTMENTS, AGENCIES AND OFFICES not specifically assigned missions in this plan will be expected to provide support, within their respective capabilities, to local government in the event of emergencies and/or disasters.

### **7.3. The EMERGENCY MANAGEMENT DIRECTOR (EMD)**

- 7.3.1. The Emergency Management Director is responsible for accomplishing all of the following Emergency Management functions:
  1. Advising the Chief Executive Officer on all Emergency Management matters and related laws, rules and regulations of Title 28 of the Connecticut General Statutes, the Federal Civil Defense Act of 1950, and the Federal Natural Disaster Relief Act of 1974.
  2. Planning, developing, organizing, directing and coordinating the town's Emergency Management Program with the goal of saving lives and protecting property by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster.
  3. Evaluating the emergency and advising the Chief Executive Officer.
  4. Staffing and managing the Emergency Operation Center and coordinating operations.
  5. Logistical support for food, water, fuel, lighting and other necessary resources for the EOC and disaster site staff.

## BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

6. Developing a system for alerting departments, agencies and individuals who have assigned responsibilities under this plan.
7. Maintaining, coordinating and testing of primary and secondary Warning and Communications systems.
8. Coordinating all emergency transportation, including transportation of handicapped, the elderly and essential workers.
9. Identifying and maintaining a resources inventory list indicating source and quantity. The list shall include statements identifying additional emergency resource requirements for personnel, equipment and supplies.
10. Assisting the Chief Executive Officer in coordinating external agency support to include voluntary donations and services.
11. Coordinating overall support operations, including the receipt and management of donations of resources and services from all services.
12. Directing of volunteer Emergency Management (Civil Preparedness) forces.
13. Developing and maintaining a shelter system and stocking plan, including trained personnel.
14. Identifying those facilities (schools, churches, etc.) that are appropriate for short-term use as lodging and facilities for evacuees.
15. Identifying facilities suitable for mass feeding.
16. Coordinating Emergency Management, HazMat and Shelter Management training, including accelerated training in a crisis building period.
17. Coordinating state and/or federal assistance when necessary.
18. Coordinating warning of the hearing impaired and non-English speaking groups.
19. Collection, analysis, display and dissemination of damage assessment information in the Emergency Operation Center. Insure that disaster effects (impact assessments) are transmitted to the Office of Emergency Management (OEM) Area Office.
20. Crisis marking of unmarked shelter facilities.
21. Identifying and correcting plan deficiencies as determined during emergency operations.
22. Maintaining radio contact with statewide disaster networks.

## BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

23. Providing personnel for staffing the Emergency Management radio position at the EOC on a continuous 24 hour basis, and coordinating the staffing of other communications facilities.
  24. Assigning disaster analysis staff to the Emergency Operation Center.
  25. Staffing a report section to the Emergency Operation Center during the disaster operation. The report staff shall maintain an event log and a record of key disaster information (affected areas, casualties, evacuees, etc.)
  26. Planning for potential impediments for evacuation, including contingency measures.
  27. Assigning and managing shelter and reception center teams.
  28. Coordinating the evacuation and the provision of medical, transportation and related support services for the handicapped, the elderly and institutionalized persons during emergency situations.
  29. Identifying the upgradeable facilities which can be used as supplementary shelter resources, including capatown, and space allocation.
  30. Coordinating the use of expedient shelters after all appropriate upgradeable facilities have been used.
  31. Arranging for and coordinating the management of reception centers and care activities (registration, staffing, lodging, feeding, pertinent evacuee information, etc.).
- 7.3.2. The Emergency Management Director is also responsible for the developing and maintaining the following Emergency Management (Civil Preparedness) annexes to the Emergency Operations Plan:
- (A) DIRECTION AND CONTROL (Annex "A") contains information pertaining to the procedures and requirements for activating the Emergency Operation Center and for the directing and controlling the conduct of operations during emergency/disaster situations.
  - (B) WARNING (Annex "E") provides for warning the entire population of the community of all types of major disasters. It shall be prepared in close cooperation with all municipality services that have warning responsibilities, i.e., emergency management, police, fire, etc. The WARNING ANNEX will provide for the following:
    1. Establishment or identification of a Local Warning Point (location in the community at which the warning is received.)

## BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

2. Development, installation and maintenance of a local Warning System for the local jurisdiction.
  3. Establishment of specific Standard Operating Procedures (SOP) for the Local Warning Point, to insure effective dissemination of Warning the public, including the hearing impaired. The Standard Operating Procedure shall include the necessary authority to take appropriate emergency action in a fast developing situation without further verification.
  4. Provision for the regular testing of the Warning System and if NAWAS equipped participation in scheduled and unscheduled tests.
  5. Provisions for Warning Point personnel to become properly trained through training and exercise.
- (C) COMMUNICATIONS (Annex “F”) contains information regarding all types of communications systems (police, fire, public works etc.). The Emergency Management Director is responsible for coordinating the communication planning process. The COMMUNICATIONS ANNEX will contain and provide details pertaining to the following:
1. Establishment and maintenance of a communications center at the Emergency Operation Center.
  2. Establishment and maintenance of a communications facilities which will provide direct communications with all government services, the Area 2 Office of Emergency Management and, when possible, adjacent governments and external agencies.
  3. Utilization of the services of the Radio Amateur Civil Emergency Services (RACES) when possible.
  4. Provisions for personnel to operate and maintain communications equipment (following established procedures).
  5. Provisions for securing and maintaining spare parts for communications equipment.
  6. Procedures and system for the recall of communications personnel.
- (D) EMERGENCY PUBLIC INFORMATION SYSTEM (Annex “G”) provides for the dissemination of official emergency information to the public. It also provides emergency instructions and information to support agencies and state agencies for coordination purposes. Information will be released from a designated location by a Public Information Officer to assure accuracy and to control rumors.

## BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

- (E) EVACUATION (Annex “H”) and SHELTER (Annex “I”) contains the policies and procedures pertaining to the orderly and coordinated use of facilities for the evacuation and sheltering of the general public in the event of natural, technological or national emergencies. In-place shelter planning will include:
1. Identification of protected living space and mass feeding facilities for all types of emergencies.
  2. Plans for identifying (marking) and stocking shelters with food, water, sanitation, monitoring instruments, and decontamination equipment.
  3. Identification of upgradeable shelters and plans to alter the shelter to provide necessary protection.
  4. Plans for expedient shelters when all others are filled to capacity in town.
  5. Plans for warning, evacuation and sheltering the handicapped, elderly and persons in schools and other institutions.
- (F) RADIOLOGICAL PROTECTION (Annex “J”) will contain and provide for details pertaining to the following:
1. Provide for the measurement, collection, dissemination and display of radiological information.
  2. Insure radiological instruments and related equipment is operable and ready for immediate use.
  3. Provide for trained radiological defense personnel.
  4. Maintain in-house radiation exposure control and record keeping.
  5. Provide for permission for emergency workers to incur exposures in excess of protective action guidelines.
  6. Provide for necessary monitoring surveys and decontamination during post emergency period.
  7. Provide incident response capability to handle radiological emergencies resulting from fires, shipping accidents or any loss of control of radioactive material that poses a threat to the public.
- (G) DAMAGE ASSESSMENT (Annex “M”) will contain policies and procedures for the timely collection and reporting of the physical damage and human impact information following a disaster.
- (H) RESOURCE MANAGEMENT (Annex “O”) will contain information pertaining to the management and allocation of personnel, equipment, supplies, facilities, and services during a disaster response and recovery operations.

**7.4. THE POLICE DEPARTMENT**

The Police Chief has the major responsibility for:

1. Receiving and relaying all official alerts and warnings to the Chief Executive Officer and other appropriate officials.
2. Control traffic during and emergency or disaster.
3. Protecting, relocating and housing prisoners in custody during emergency situations, if necessary.
4. Security and protection of property in the disaster area, evacuated area, and other affected areas.
5. Security and protection of vital installations, critical facilities, and resources.
6. Law enforcement and security in reception areas and centers, lodging and feeding facilities, emergency shelters, and relocations areas.
7. Assisting with the evacuation of disaster areas during emergency operations, and assisting in the movement of people to shelters or relocation areas when necessary.
8. Providing personnel for staffing the police department radio position at the Emergency Operation Center.
9. Controlling and limiting access to incident scene and evacuated and/or affected areas during response and recovery operations.
10. Identifying and maintaining a critical recourse inventory list indicating source and quantity.
11. Light rescue operations.
12. Establishing procedures to control and manage law enforcement organizations from other communities or the state, which may be requested to respond to a disaster situation.
13. Removing or arranging for the removal of bombs and/or explosives.
14. Assisting in disseminating warnings to the public.
15. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

For detailed organization, duties and responsibilities of the POLICE DEPARTMENT, see ANNEX "B" LAW ENFORCEMENT.

## 7.5. THE FIRE DEPARTMENT

The Fire Chief is responsible for both Fire and Emergency Medical Service. The Fire Chief's major responsibilities are:

1. The deployment of fire, rescue and E.M.S. personnel and equipment to the location of greatest need in the event of an emergency.
2. Rescuing injured people during emergency operations.
3. Issuing evacuation orders for people in immediate danger. The senior fire officer on-scene and issue evacuation orders in the absence of the chief (see On-Scene Direction and Control Item XI.B.).
4. Providing decision-makers with advice on risks associated with hazardous materials, as well as the circumstances for using water, foam, dispersants, or fog for extinguishing, diluting, or neutralizing hazardous materials.
5. Alerting all emergency support services to the dangers associated with hazardous materials and fire during emergency operations.
6. Handling all hazardous material accidents, incidents, emergencies and disasters.
7. Providing disaster effects monitoring and reporting for all hazards encountered.
8. Operational control of search and rescue operations, including direction of heavy rescue.
9. Establishing direction and control procedures for the operational control of fires and rescue forces of other jurisdictions or the state that may be summoned, and any supporting forces at scenes of emergency.
10. Assisting with debris removal and clean-up operations.
11. Obtaining and maintaining radiological and hazardous material detection and self-protection devices, clothing and equipment for personnel assigned tasks in hazardous material environments.
12. Establishing procedures for radiological and hazardous materials decontamination of response personnel, equipment, instruments and supplies.
13. Assisting police with traffic control if not engaged in fire fighting, rescue or E.M.S. operations.
14. Emergency pumping operations in flooding situations.



# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

15. Assisting with the maintenance of water supply.
16. Fire protection in emergency shelters and relocation areas.
17. Assisting in disseminating warning to the public.
18. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operation Plan.

## 7.5.1 EMERGENCY MEDICAL SERVICE

1. Providing qualified medical personnel at the disaster site or on stand by basis.
2. Establishing and operating triage area; coordinate patient care and transportation to hospitals with mutual aid ambulances and hospitals.
3. Providing a person to function as Operations Officer at the forward command post if needed.
4. Maintaining proper supplies and equipment to handle mass casualties.
5. Providing a coordinator to maintain casualty information; update Emergency Operation Center and public information officer on a frequent basis.
6. Assisting the Director of Health and the Shelter Managers in caring for sick and injured shelterees, if needed.
7. Transporting and caring of individuals from the disaster site to medical facilities.
8. Providing transportation for handicapped and elderly persons in institutions during evacuations.
9. Providing radiological monitoring for EMS personnel and persons under their care, and report data to the Emergency Operation Center.

For detailed organization, duties and responsibilities of the FIRE DEPARTMENT, see ANNEX "C" FIRE SERVICE.

## 7.6. THE FIRE MARSHAL

The Fire Marshal has the major responsibility for:

1. Enforcing laws concerning the safe storage, use and transportation of flammable liquids, explosives and hazardous materials and chemicals
2. Determining the cause and origin of all fire related emergencies.

## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

3. Investigating all reports of fire hazards.
4. Making all decisions necessary for the prevention of fire and the elimination of hazards in all building and installations.
5. Determining the safe occupant load and general safety of all buildings and structures.
6. Assisting the police in Arson and Bomb incidents (local and state etc.).
7. Assuming jurisdiction from handling agency when incident is over; investigating cause and origin of incidents; making final determination as to public safety.
8. Assisting building department in assessing damage to buildings if requested.

### **7.7. The PUBLIC WORKS DEPARTMENT**

The Director of Public Works has the major responsibility for:

1. Managing public works resources and directs public works operations (e.g., water supply/treatment, road maintenance, trash/debris removal).
2. Coordinating with private sector utilities (e.g., power, water and gas) on shutdown and service restoration. Ensure available portable water supply during an emergency. Assist in the restoration of utilities to critical and facilities.
3. Coordinating with private sector utilities and contractors for use of private sector resources in public works related operations.
4. Clearing streets, roads, bridges, and public facilities during emergency operations.
5. Heavy rescue operations under the direction of the Fire Department Chief via the lines of command to the On Scene Commander.
6. Assigning a person to the Emergency Operation Center for radio and telephone operation if requested.
7. Preparing and maintaining of a resource list that identifies source, location and availability of earth moving equipment, dump trucks, road graders, fuel etc. that could be used to support disaster response and recovery operations. The list shall include on-hand resources and supply resources.
8. The repairing and restoring of essential services and vital facilities.
9. Maintaining of emergency light, heat and repair to critical municipal buildings.

## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

10. Securing and maintaining a stock of sandbags for use during/disaster situations.
11. Protecting water supplies and sewage systems from the effects of hazardous material incidents, under the direction of the on-scene commander.
12. Assisting with radiological and hazardous material decontamination.
13. Providing advisory and supervisory personnel for inspections, shoring and demolition of hazardous structures.
14. Notifying the Emergency Operation Center of detours, road closings, and conditions of highways.
15. Draining flooded areas.
16. Refueling and repairing of emergency vehicles.
17. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operation Plan.

For detailed organization, duties and responsibilities of the PUBLIC WORKS DEPARTMENT, see ANNEX "D" PUBLIC WORKS (HIGHWAYS).

### **7.8. The BUILDING DEPARTMENT**

The Building Official has the major responsibility for:

1. Damage Assessment (Impact Assessment)
2. Inspection of damaged structures.
3. Condemning and posting unsafe structures; advising the Emergency Operation Center of actions taken.
4. Providing advisory and supervisory personnel for inspections, shoring and demolition of damaged structures.
5. Issuing permits for temporary structures; maintaining safety standards in emergency construction, coordinating with Public Works Director.
6. Providing information pertaining to underground systems to emergency services.
7. Furnishing physical layout maps to emergency services for response operations.
8. Inspection of damaged roads, bridges and public facilities as appropriate.

## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

9. Responsibilities as assigned to all department, agencies and offices in the Emergency Operations Plan.

### **7.9. The PARKS AND RECREATION DEPARTMENT**

The Director of Parks and Recreation has the major responsibilities for:

1. Providing and arranging for recreational programs for people during extended emergencies.
2. Assisting with sheltering operations
3. Assisting the Public Works Department with the deployment operation of sandbags.
4. Assisting the Public Works Department with available special equipment.
5. Performing forestry functions in cooperation with the Public Works Department for the removal of trees brought down by storms and high winds which may be blocking roads and thoroughfares.
6. Responsibilities as assigned to all department, agencies and offices in the Emergency Operations Plan.

### **7.10. The ANIMAL CARE AND CONTROL AGENCY:**

1. The Animal Care and Control Agency will coordinate the services and assistance provided to the animal victims. The activities may include the protection, care, and disposal (if appropriate) of animal victims impacted by disasters.
2. The agency will coordinate preparedness activities with the appropriate public and private sector organizational representatives. These activities will include:

## BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

- a. Planning that addresses provisions for the protection of;
  - ◇ Companion and farm animals, wildlife, animal shelters, animal research facilities, pet stores, etc. will be necessary to insure the needs of animals are met during disaster situations.
3. Extensive coordination will be required with State/local agencies such as fish and game departments, wildlife, natural resources, game wardens (DEP Wildlife Division); also farm bureaus, Animal Control, and State Veterinarian.
4. Additional coordination will be necessary from the local Emergency Management Agency's staff; the individuals tasked in the EOP to serve as Evacuation and Shelter (Mass Care) coordinators, Public Information Officer, Health Director, Resource Manager, etc.
5. Assistance from non-governmental organizations such as the Red Cross, Humane Society, Veterinary Medical Associations (State and national), Veterinary Technician Associations, livestock and horse associations, kennel clubs, and other animal protection volunteer groups.
6. The agency will form emergency response teams (i.e. evacuation, shelter, medical treatment, search and rescue, etc.) that includes trained professionals and volunteers to accomplish necessary actions during response operations. The team members may include Animal Control Officers, Humane Society staff, veterinarians, veterinary technicians, livestock inspectors, game wardens, farmers, kennel owners, and volunteers from animal protection organizations, etc.

### **7.11. The HEALTH DEPARTMENT**

The East Shore Health Department (ESHD) is the lead health agency for the town. The Director of the ESHD has the major responsibilities for:

1. Providing direction and guidance to officials and the general public in the areas of health, sanitation, emergency medical care and housing.
2. Inoculating individuals if warranted by the threat of disease.
3. Assisting in the protection of public and private water supplies; direct the proper disposal of sewage, solid waste and refuse.
4. Determining radiation levels and providing treatment and care for contaminated or exposed individuals, including decontamination.

## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

5. Expanding mortuary services in an emergency or disaster.
6. Establishing and operating emergency medical care centers for the essential workers in the hazardous or disaster area following the evacuation of the general population.
7. Providing health and medical care and services at emergency shelters, congregate care facilities and reception and relocation centers.
8. Obtaining emergency medical support hospital care during and after an emergency.
9. Reducing the patient population in hospitals, nursing homes and other health care facilities if evacuation is necessary; provide for the medical care for those that cannot be evacuated.
10. Identifying hospitals, nursing homes and other health care facilities that can be expanded into emergency treatment centers for disaster victims.
11. Obtaining crisis augmentation of health and medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers.
12. Arranging and coordinating the transport and care from disaster site to medical facilities.
13. Identification of sources of supply of health and medical equipment and supplies to augment and/or satisfy expanded medical needs during emergency operation.
14. Inspection of food, water and other materials suspected of contamination by sewage, chemicals, radioactive material, fire effects and other health threatening agents, in cooperation with the State Department of Health and State Department of Consumer Protection.
15. Supervising the sanitary and health conditions of reception and care facilities, shelters and congregate care facilities, and medical care centers for essential workers remaining in a hazardous area after the evacuation of the general population.
16. Identifying the medical facilities that have the capability to decontaminate injured individuals that have been radiologically or chemically contaminated.
17. Distributing antidotes, drugs, vaccines etc., to shelters.

## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

18. Controlling communicable disease vectors, i.e. insects, rodents, etc. in consultation with the State Department of Health Services. Alert and inform the Chief Executive Officer and Emergency Management Director concerning serious environmental health hazards.
19. Tracking patients injured during emergency situations.
20. Responsibilities as assigned to all department, agencies and offices in the Emergency Operations Plan.

For detailed organization, duties and responsibilities for the HEALTH DEPARTMENT, see ANNEX “K” PUBLIC HEALTH.

### **7.12. The SCHOOL SYSTEM**

The School System serving the municipality is expected to cooperate with local government to the extent of its capabilities. It is expected that the Board of Education and the School Administration will accept responsibility for:

1. Developing an Annex to this Emergency Operations Plan outlining the procedures to protect the school population including students, faculty and staff. This may involve retention of the personnel in the school shelter facilities or releasing them to their homes or other shelter facilities.
2. Providing school buses for emergency evacuation after student needs have been met.
3. Providing personnel for staffing the Emergency Operation Center when requested.
4. Developing and periodically exercises a student evacuation plan.
5. Coordinating with the Emergency Management Director to work out arrangements to use school buses to transport school children and other evacuees.
6. Coordinating with the Emergency Management Director to work out arrangements to use schools and/or their food stocks for mass care.
7. Coordinating with the Emergency Management Director for the transport of school children to mass care facilities.

For detailed organization, duties and responsibilities for the SCHOOL SYSTEM, see ANNEX “L” SCHOOL SYSTEM.

**7.13. The SOCIAL SERVICES DEPARTMENT**

The Branford Counseling Center is the lead Social Service agency for the town. The Director of the Branford Counseling Center is responsible for:

1. Coordinating emergency social and religious services.
2. Emergency lodging, feeding and clothing coordination.
3. Registering shelterees and handling inquiries.
4. Emergency Placement of children.
5. Assisting with the coordination of services and organized groups such as the Red Cross, Salvation Army, church groups, etc.
6. Responsibilities as assigned to all departments, agencies and offices in the Emergency Operations Plan.

For detailed organization, duties and responsibilities of the SOCIAL SERVICES DEPARTMENT, see ANNEX “Q” SOCIAL SERVICES.

**7.14. The TOWN CLERK’S OFFICE**

The Town Clerk is responsible for:

1. Maintaining official and statistical records related to the emergency or disaster.

**7.15. The TOWN COUNSEL**

The Town Counsel is responsible for:

1. Providing legal counsel to the Chief Executive Officer and other Municipal officials when necessary.
2. Interpretation of emergency legislation (local, state and federal).
3. Assisting the Director of Finance with the guidelines regarding the maintenance of the adequate records concerning emergency procurement of materials, supplies and emergency expenditure of funds.



**7.16. The FINANCE DEPARTMENT**

The Director of Finance is responsible for:

1. The organization and operations of all economic stabilization activities within the municipality.
2. Establishing administrative and fiscal procedures needed for emergency operations.
3. Overseeing and keeping records of the procurement of food, equipment, clothing, medical supplies, fuel and other vital material.
4. Regulating disbursement of supplies.
5. Regulating and coordinating the disbursement of funds.
6. Maintaining records of emergency fund disbursements for post-emergency purposes.
7. Providing for the functioning of all municipal departments as close to routine as possible during emergency situations.
8. Providing for emergency authority for purchasing of goods, equipment, supplies and services during emergency / disaster situation.
9. Developing procedures for the procurement of goods, supplies and services during emergency / disaster situations.
10. Performing other appropriate emergency response duties as may be assigned by the Chief Executive Officer.

**7.17. The WARNING COORDINATOR:**

If deemed necessary during any stage of an emergency or disaster the Chief Executive Officer or the Emergency Management Director may appoint a Warning Coordinator. If appointed, the Warning Coordinator is responsible for:

1. Determining warning resource requirements.
2. Identifying warning system resources in the town that are available to warn the public.
3. Performing a survey to establish warning sites.
4. Identifying areas to be covered by fixed-site warning systems.

## BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

5. Implementing procedures to warn areas not covered by existing warning systems.
6. Implementing special warning systems for those with hearing and sight disabilities.
7. Implementing means to give expedited warning to custodial institutions (e.g., nursing homes, schools, prisons).
8. Coordinating warning requirements with the local Emergency Alerting System (EAS) stations, and other radio/television stations in the town.
9. Implementing the chart of various warning systems, applicability of each to various hazards, and procedures for activating each.
10. Coordinating planning requirements with the EOC Manager if appointed.

### **7.18. The EOC MANAGER:**

If deemed necessary during any stage of an emergency or disaster the Chief Executive Officer or the Emergency Management Director may appoint an EOC Manager. If appointed, the EOC Manager is responsible for:

1. Managing the EOC as a physical facility (e.g., layout and setup), oversees its activation, and ensures it is staffed to support response organizations' needs.
2. Oversees the planning and development of procedures to accomplish the emergency communications function during emergency operations.
3. Ensuring a sufficient number of personnel are assigned to the communications and Information Processing sections in the EOC.
4. Overseeing the planning and development of the warning function.
5. Reviewing and update listings including telephone numbers of emergency response personnel to be notified of emergency situations.
6. Designating one or more facilities to serve as the town's alternate EOC.
7. Ensuring that communications, warning, and other necessary operations support equipment is readily available for use in the alternate EOC.

**7.19. The COMMUNICATIONS COORDINATOR:**

If deemed necessary during any stage of an emergency or disaster the Chief Executive Officer or the Emergency Management Director may appoint a Communications Coordinator. If appointed, the Communications Coordinator is responsible for:

1. The management of all emergency communications systems and will set emergency systems operations protocol for all emergency communications operations.
2. Assembling a team of representatives from the government departments and public service agencies involved in emergency operations to develop a communication procedure that will be responsive to the jurisdiction's needs and compatible with the communications procedures used by emergency response organizations.
3. Identifying communications and warning resources in the local government available to the Emergency Operation Center.
4. Identifying and designating private and public service agencies, personnel, equipment, and facilities that can be used to augment the jurisdiction's communications capabilities. For example, develop procedures with RACES or other available local communications resources and arranging for emergency augmentation of communications capabilities.
5. Designating personnel to serve on the Communications Section Team.
6. Surveying communications equipment sites for power sources and locations.
7. Analyzing equipment locations in relation to potential hazards and disaster conditions.
8. Coordinating emergency communications and warning frequencies and procedures with Emergency Operation Centers at higher levels of government and with neighboring communities.
9. Identifying the repair capabilities available under emergency conditions and coordinates repair and maintenance activities.
10. Arranging training programs for all communications staff, including volunteers and repair personnel.

## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

### **7.20. The PUBLIC INFORMATION OFFICER (PIO):**

If deemed necessary during any stage of an emergency or disaster the Chief Executive Officer or the Emergency Management Director may appoint a Public Information Officer. If appointed, the Public Information Officer is responsible for:

1. Advising the Emergency Manager and First Selectman on matters of emergency public information (EPI).
2. Establishing and maintaining a working relationship with local media.
3. Preparing a call down list for disseminating EPI to groups that do not have access to normal media (e.g., school children).
4. Preparing emergency information packets for release; distributing pertinent materials to local media prior to emergencies; and insuring that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.
5. Coordinating with the Animal Care and Control Agency to obtain information for dissemination to the public on the appropriate actions that should be taken to protect and care for companion and farm animals, and wildlife during disaster situations.
6. Authenticating all sources of information being received and verifying for accuracy and developing procedures for addressing rumor control.

### **7.21. The EVACUATION COORDINATOR:**

If deemed necessary during any stage of an emergency or disaster the Chief Executive Officer or the Emergency Management Director may appoint an Evacuation Coordinator. If appointed, the Evacuation Coordinator is responsible for:

1. Coordinating all evacuation planning activities with the Emergency Manager.
2. Identifying high hazard areas and determines population at risk; prepares time estimates for evacuation of the people in the different risk zones. Accomplishment of these tasks requires the preparation of a threat summary, based on the jurisdiction's hazard analysis. The summary quantifies the specific evacuation needs of the jurisdiction. It addresses the evacuation planning needs that are applicable to the hazards that threaten the people living in the jurisdiction. Typical threats include:

## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

- Hazardous materials accidents involving the facilities that use, store, manufacture, or dispose of them, and the transport modes (planes, trains, boats, trucks, rail roads, pipelines, etc.) used to move them.
  - Flooding as a result of snow melt, ice jams or torrential rains in flood prone and/or low lying areas subject to flash floods; coastal and inland flooding caused by tidal surge and rain, and the wind damage associated with hurricanes, tropical storms and noreasters.
  - Flooding of locations downstream from dams.
  - Areas subject to wildfires.
  - Areas subject to major seismic activity.
  - Populations at risk to war related or national security threats involving nuclear, chemical, or biological weapons.
  - Any other situations involving terrorist activities.
3. Identifying transportation resources (e.g., public transit, school buses, etc.) likely to be available for evacuation operations; preparing an inventory of vehicle resources (public and private buses, public works trucks commercial bus companies trucking companies truck rental companies, rail services, marine/ferry, air services, ambulance services, etc.).
  4. Assisting facilities that provide care for special needs populations to develop a facility evacuation plan.
  5. Developing information for evacuees' use on the availability and location of mass care facilities away from the threat of further hazard-induced problems.
  6. Assisting, as appropriate, the Animal Care and Control Agency staff's coordination of the preparedness actions that are needed for the evacuation of animals during catastrophic emergencies.

### **7.22. The MASS CARE COORDINATOR:**

If deemed necessary during any stage of an emergency or disaster the Chief Executive Officer or the Emergency Management Director may appoint an Mass Care Coordinator. If appointed, the Mass Care Coordinator is responsible for:

1. Surveying buildings to select the safest and best possible for use as mass care facilities.

## BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

2. Preparing a list that identifies the buildings that have been selected for use as mass care facilities and the number of people that can be housed in each.
3. Comparing mass care facility locations with potential hazards and disaster conditions.
4. Preparing a resource list that identifies the agencies that are responsible for providing the resources (cots, blankets, beds, food, water, candles, medical and sanitation supplies, communication gear, backup power sources, etc.) required to setup and sustain operations in each mass care facility.
5. Making provisions to ensure the following items are available in sufficient quantities for use in mass care facilities, when opened (these stocks may be pre-positioned or delivered at the time of need):
  - Food supplies.
  - Water and sanitary supplies.
  - Clothing, bedding, and other supplies.
  - First aid/medical supplies, as appropriate.
6. Preparing necessary agreements to guarantee access to those non-government owned facilities that have been designated for mass care use during emergencies.
7. Designating a mass care facility manager and identifies staffing requirements for each mass care facility.
8. Making necessary arrangements to ensure mass care staff members are trained.
9. Preparing a manager's kit for the designated manager in each mass care facility.
10. Coordinating with the Emergency Manager and PIO to develop a public information program to make citizens aware of availability and location of mass care facilities.
11. Developing a mass care operations organizational chart.
12. Managing mass care activities during emergencies..
13. Coordinating mass care activities with the Emergency Manager.
14. Assisting, as appropriate, the Animal Care and Control Agency staff's coordination of the preparedness actions that should be accomplished in order to feed, shelter, and provide medical treatment for animals during and after catastrophic emergencies.

### 7.23. The RESOURCE MANAGER:

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

If deemed necessary during any stage of an emergency or disaster the Chief Executive Officer or the Emergency Management Director may appoint a Resource Manager. If appointed, the Resource Manager is responsible for:

1. Managing and directing resource support activities during large-scale emergencies and disasters.
2. Chairs planning meetings for the function.
3. Ensuring the resource listings and/or the resource database is current.
4. Ensuring that necessary agreements and appropriate public information materials (e.g., regarding donations) are in place.
5. Coordinating resource-planning activities with the Emergency Manager.

## **8. ADMINISTRATION AND LOGISTICS:**

### **8.1. SUPPORT AND MUTUAL AID**

The government of the town is responsible for the protection and safety of all peoples and properties within its boundaries, to the limits of town resources.

Emergency operations will be carried out principally by local Emergency Management forces. Mutual Aid agreements (verbal and written) in effect at the time of the emergency will be made use of if necessary and feasible to do so. Mutual aid assistance from other municipalities and support and assistance (including technical information on health risks, weather conditions, etc.) from volunteer organizations, private agencies, and the state and/or federal governments will be requested by the Chief Executive Officer and arranged and coordinated by the Emergency Management Director.

The Chief Executive Officer may request assistance and support from: The American Red Cross; Salvation Army; amateur radio operators; Visiting Nurses Association; Civil Air Patrol; private contractors, etc. Volunteer organizations will assist in whatever manner is best suited to their respective capabilities. These organizations will be given mission-type assignments and remain unitized to the greatest extent possible in performing emergency functions under the direction of their own supervision, coordinated by the Director of Emergency Management.

## BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

Support means those organizations or groups that can be called upon for assistance principally when added manpower or specialized services are needed during a disaster emergency. For instance, a snowmobile club or group, service organizations, etc. that tend to respond as a unit and have the ability to carry out mission-type assignments under their own supervision and with their own manpower and equipment are considered support groups.

### 8.1.1 The American Red Cross:

The American Red Cross as an independent voluntary agency in cooperation with local municipals, state and federal agencies will provide Red Cross Disaster Relief in keeping with its Mission Statement and Chapter Disaster Plan. The American Red Cross will function under its own supervision in areas deemed safe by local officials.

1. Mass Care Feeding / Sheltering
  - a. Set up and coordinate Red Cross shelters for well being, general population who do not have special needs or requirements
  - b. Set up and coordinate fixed and mobile feeding service for the general population and public safety emergency workers
  - c. May provide for bulk distribution of supplies and commodities to those people affected by the disaster
2. Provide basic First Aid in Red Cross facilities to those affected and Red Cross personnel
3. Provide basic Mental Health services in Red Cross facilities to those affected and collaborate with local community health providers to ensure appropriate human and material resources are available to meet the emergency and long term emotional needs for those affected.
4. Provide emergency disaster relief, financial assistance based upon a damage assessment to those affected. Assistance could provide food, clothing and shelter and made available on a case by case scenario.
5. Provide liaison to local, state and/or federal emergency operation and/or regional coordinating centers.
6. Partner with local municipal public information officers to communicate appropriate information to those affected.
7. Set up and manage blood collection centers; fixed and/or mobile as required.

### 8.1.2. The Salvation Army:

The Salvation Army, a voluntary organization, is expected to support local government as follows:



## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

1. Provide, with limitations of its resources, the following services as needed or requested:
  - a. Mobile canteen services.
  - b. Emergency feeding service and shelter in Salvation Army or other facilities.
  - c. Collection and distribution of food, clothing and other supplies.
  - d. Counseling and morale building services.
  - e. Assisting in registration, identification and collateral services.
  - f. Providing personnel with specialized skills, such as language interpreters and social workers.
2. Working with disaster assistance teams to take aid programs to victims not able to report to assistance center.
3. Abide by the decisions of the Chief Executive Officer of the Town concerning the coordination of volunteer organizations for the rendering of assistance to disaster victims.

### 8.1.3. The Public Utilities:

1. Assign qualified individuals, when requested by the Chief Executive Officer, to serve as liaison between their companies and the Town for the duration of the emergency.
2. Determine priorities for service restoration as established through mutual understanding between the Chief Executive Officer and utility companies involved.
3. Keep the Chief Executive Officer informed of damage assessment and progress of repairs.

### 8.2. **CIVIL PREPAREDNESS FORCES**

## **BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

For purposes of clarification, Title 28, Chapter 517, Section 28-1C of the General Statutes of Connecticut states the following: (C) "Civil Preparedness Forces" means any organized personnel engaged in carrying out civil preparedness functions in accordance with the provisions of this chapter or any regulation or order hereunder. All the police and fire forces of the state or any political subdivision of the state, or any part of any political subdivision, including all the auxiliaries of these forces, shall be construed to be a part of the civil preparedness forces. Any member of the civil preparedness forces who is called upon either by civil preparedness personnel or state or municipal police personnel to assist in any emergency shall be deemed to be engaging in civil preparedness duty while assisting in such emergency or while engaging in training under the auspices of the Office of Emergency Management or the State or Municipal Police Department, for the purpose of eligibility for death, disability and injury benefits as provided in section 28-14.

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

## 8.3. FINANCIAL RECORDS

Each town department, agency, office, etc. is required to keep accurate records and logs of all actions taken during disaster emergencies of any kind. All funds expended and materials or supplies obtained by purchase or otherwise must be accounted for by receipts and written records in detail.

## 9. PLAN DEVELOPMENT AND MAINTENANCE:

This Emergency Operations Plan will be updated by the Emergency Management Director for the purpose of correcting deficiencies identified through actual emergency response operations, drills and exercises, changes in local government structure, technological changes, etc. Minor changes shall be accumulated and made with major changes. If no major changes occur and there are no minor changes to be made, the State Office of Emergency Management and all holders of the plan will be so notified in writing. The plan shall be reviewed annually but in no case shall updating and notification to the State Office of Emergency Management exceed a period of 4 years from the date of this plan. Revisions shall be provided by the Emergency Management Director to all holders of the plan.

Some departments, agencies and offices having "missions" assigned herein are required to develop and maintain a current annex to this Emergency Operations Plan. Departments, agencies and offices required to develop annexes to this plan shall deliver two (2) copies of the annex to the Emergency Management Director within thirty (30) working days of the request for such annex. An annex becomes official part of this plan upon signing of the annex by the Emergency Management Director. Annexes shall be reviewed and updated annually. All changes to an annex will be provided to all departments, agencies, offices and individuals who have received copies of the particular annex.

## 10. AUTHORITY AND REFERENCES:

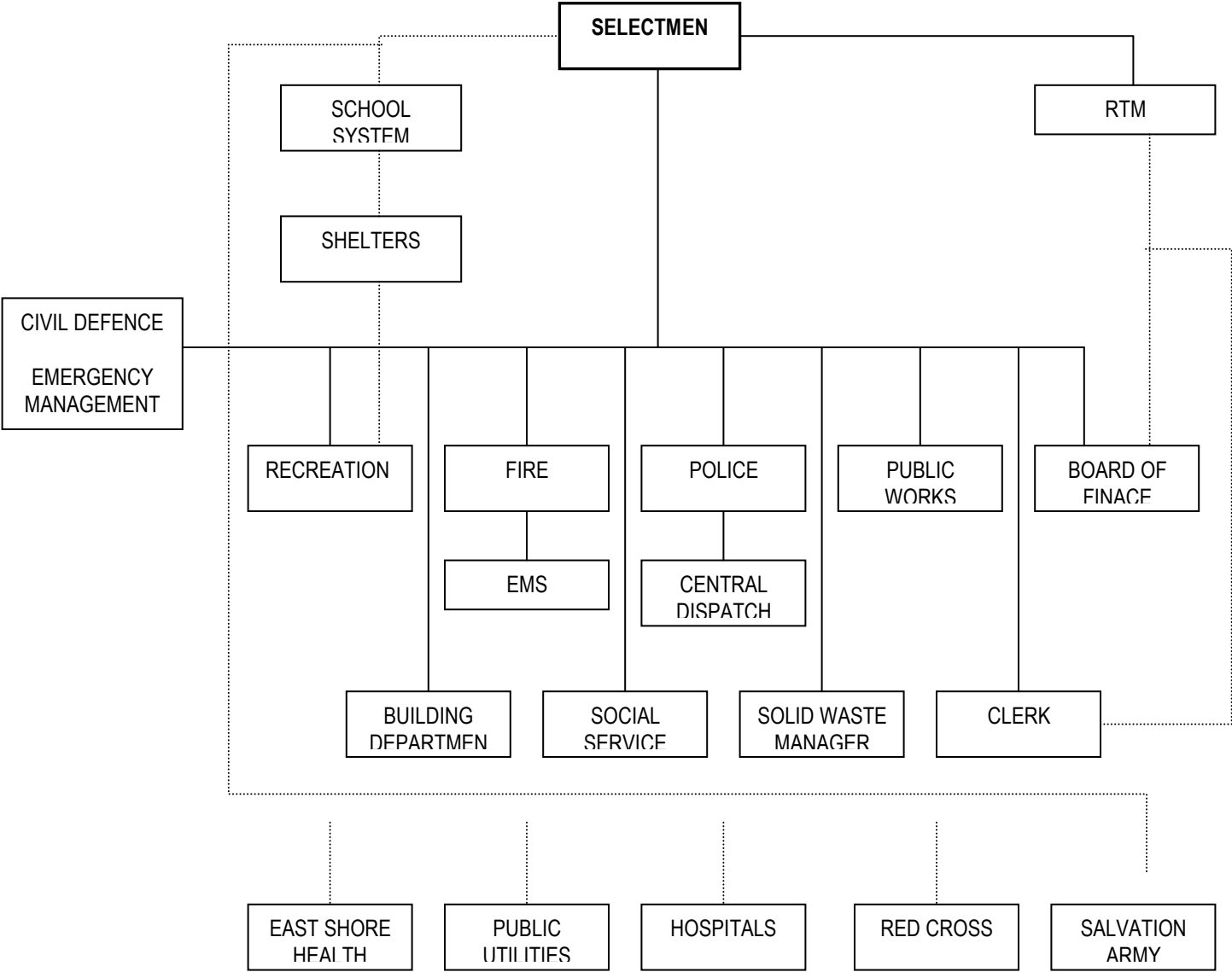
Authority for this plan is contained in Title 28, Chapter 517 of the General Statutes of Connecticut as amended the State of Connecticut Emergency Operations Plan and such Executive Orders, Local Ordinances, Charter Provisions or Special Acts as may be applicable. The Emergency Management Program of the Town shall be developed and maintained in accordance with current federal, state and local Emergency Management requirements.

This Emergency Operations Plan (EOP) has been developed following the guidance provided in document "SLG - 101 (Guide for All-Hazard Emergency Operations Planning)" published by the Federal Emergency Management Agency (FEMA). The EOP is a requirement of Section 28-7(a) of Title 28, Chapter 517 of the State of Connecticut General Statutes. All local government departments, agencies and offices and all local Emergency Management (Civil Preparedness) forces shall carry out the duties and functions assigned in this EOP.

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

Attachment 1

## EMERGENCY OPERATIONS CHART OF ORGANIZATION



\_\_\_\_\_ Direct Line Authority  
 ..... Cooperative Relationship

The Emergency Management Director has a cooperative relationship with all municipal departments, agencies, and offices and support groups/organizations in the community.

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

Attachment 1.1

## EOC STAFFING

The Emergency Management structure is organized into four levels. Personnel comprising the first three levels will report to the Emergency Operation Center for full staffing or as necessary.

**POLICY GROUP:** This group of senior public officials will develop emergency policies and, in specific emergency situations, will discuss the economic, political, legal, and social implications of both the threat and the response to determine the best general approach to the situation. This group makes all major policy decisions. Members of this group include:

Chief Executive	Director of Social Services
Administrative Assistant	Director of Finance
Emergency Manager	School Superintendent
Police Chief	Public Works Director
Fire Chief	Personnel Officer
Health Director	Other officials as appropriate

**CONTROL AND COORDINATION.** This group will determine operational objectives and priorities; assign tasks to operational sections; allocate personnel, equipment, material and other necessary resources; provide logistical support to field units; secure needed resources and relief forces, and monitor both the immediate emergency and other potential problem situations. This group is headed by the Operations Officer and includes the following personnel:

Operations Officer	Mass Care Coordinator
Communications Coordinator	Evacuation Coordinator
Warning Coordinator	Animal Care and Control Officer
Public Information Officer	Utilities Liaisons
Resource Officer	Other coordinators as appropriate

**DIRECTION AND SUPERVISION.** This group consists of the operational supervisors of the departments and agencies that have personnel deployed in the field. For most emergencies, these personnel are located at their respective facilities or field command posts. However, operational supervisors may function out of the Emergency Operation Center in certain situations. Procedures are fluid, but each department/agency is expected to coordinate as closely as possible with each other. This group is responsible for the proper use of resources assigned by the Control and Coordination Group within the policy guidelines established by the Policy Group. Constant communications must be maintained between these operational supervisors and the appropriate member of the Control and Coordination Group.

**FIELD UNITS.** This group consists of all personnel that would normally be in the field or at the scene of the emergency.

**BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

Attachment 2

**SAMPLE PLAN ACTIVATION**

**WHEREAS**, the First Selectman does find that the (Blizzard, Flood, Hurricane, Storm, etc.) emergency currently affecting the Town of Branford requires the activation of the Emergency Operations Plan;

**NOW, THEREFORE**, it is hereby proclaimed and ordered that the Emergency Operations Plan of the Town of Branford is now activated, and all personnel ordered to perform in accordance therewith.

**IT IS FURTHER PROCLAIMED AND ORDERED** that a copy of this action be forwarded to the State Office of Emergency Management.

---

Dated

Local Time

Anthony DaRos  
First Selectman

Attest: \_\_\_\_\_

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

Attachment 3

## HOW TO DECLARE A DISASTER/STATE OF EMERGENCY

The First Selectman in consultation with the Director of Emergency Management should, in an emergency situation, declare a State of Emergency/Disaster under the following circumstances and condition:

1. The situation has created a clear and present threat to life and/or property, and,
2. The resources available to the First Selectman locally (i.e. within the Town) have been exhausted, or the Chief Executive determines that, based on existing conditions, such resources are likely to be exhausted before the threat to life or property passes.

In the event of the above, the Chief Executive shall, in accordance with the powers granted to him under state law and in (name/title of local ordinance), may declare that a State of Emergency exists.

A written Declaration of Emergency, substantially in the form annexed, should be utilized.

### NOTES:

1. The **Board of Finance/Comptroller/Finance Director** should be consulted as soon as is reasonably possible in order to obtain consent for any extraordinary expenditure of public funds.
2. Notice of the declaration of a state of emergency should be given to the State Office of Emergency Management immediately; and a copy of the written document forwarded as soon as possible.

**BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

Attachment 4

**SAMPLE DECLARATION OF EMERGENCY**

**WHEREAS**, the First Selectman does find:

1. That due to \_\_\_\_\_ (**cite specific conditions, example: the heavy rains and flood waters**) the Town of Branford is facing dangerous \_\_\_\_\_ (cite specific conditions, example: flooding) conditions;
  
2. That due to the \_\_\_\_\_ (**cite specific conditions, example: floods**) a condition of extreme peril to life and properties exists and thus necessitates the proclamation of a State of Emergency;

**NOW, THEREFORE**, it is hereby proclaimed that an emergency now exists throughout said Town of Branford and

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said emergency the First Selectman shall exercise those powers, functions and duties prescribed by State law, the Town charter, and all applicable ordinances, resolutions, special acts, and the Town Emergency Operations Plan in order to minimize the effects of said emergency.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Local Time

\_\_\_\_\_  
Anthony DaRos  
First Selectman

Attest: \_\_\_\_\_



**BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**

Attachment 4.1

**SAMPLE PROCLAMATION**

**WHEREAS**, on \_\_\_\_\_, 2002, the First Selectman of the Town of Branford found that, due to \_\_\_\_\_ (**cite specific conditions, example: floods**), a condition of extreme peril to life and property did exist in the Town of Branford, and

**WHEREAS**, it has now been found that local resources are unable to cope with the effects of said emergency;

**NOW, THEREFORE**, it is hereby proclaimed and ordered that a copy of this proclamation be forwarded to the Governor of the State of Connecticut with the request that he proclaim the Town of Branford to be in a State of Emergency; and

**IT IS FURTHER RESOLVED** that \_\_\_\_\_ is hereby designated as the authorized representative of the Town of Branford for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain state and federal assistance.

---

Dated

Local Time

Anthony Daros  
First Selectman

Attest: \_\_\_\_\_

**BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN**



# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

Attachment 5.1

## AREA 2 OFFICE OF EMERGENCY MANAGEMENT MUNICIPALITIES

Ansonia  
Bethany  
Branford  
Cheshire  
Clinton  
Deep River  
Derby  
Durham  
East Haddam  
East Haven  
Essex  
Guilford  
Haddam  
Hamden  
Killingworth  
Madison  
Meriden  
New Haven  
North Branford  
North Haven  
Old Saybrook  
Orange  
Seymour  
Shelton  
Wallingford  
West Haven  
Westbrook  
Woodbridge

# BRANFORD, CONNECTICUT EMERGENCY OPERATIONS PLAN

## Attachment 6

### INDEX OF ANNEXES

#### ANNEXES

#### DEPT., AGENCY, OFFICE

A) Direction & Control	Emergency Management
B) Law Enforcement	Police Department
C) Fire Service	Fire Department
D) Public Works	Public Works Department
E) Warning	Emergency Management
F) Communications	Emergency Management
G) Public Information	Emergency Management
H) Evacuation	Emergency Management
I) Shelter	Emergency Management
J) Radiological Protection	Emergency Management
K) Public Health	East Shore Health Department
L) School Emergencies	Board of Education
M) Damage Assessment	Emergency Management
N) Hazardous Materials	Emergency Management
O) Resources Management	Emergency Management
P) Terrorism & WMD	Emergency Management
Q) Social Services	Branford Counseling Center